

**Scappoose Rural Fire District  
Board of Directors Regular Meeting  
Thursday, December 12, 2024**

**Microsoft Teams meeting**

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Meeting ID: 273 755 937 628

Passcode: khapZx

I. Call to Order & Flag Salute

II. Roll Call

III. Public Comment

**“This is the time for public comment on agenda and non-agenda items. The Board will not take any immediate action but will document all comments and/or concerns. Please note, personnel concerns will not be discussed in a public meeting. If you have any concerns with personnel, please schedule a meeting with the Fire Chief or Board President.”**

IV. Miscellaneous

A. Accuity Audit Presentation

V. Consent Agenda

A. Approve Minutes from 11-14-2024 regular meeting

B. Approve Nov. 2024 Profit & Loss Detail

C. Approve Nov. 2024 Budget vs. Actual

VI. Statistical Data

A. Ambulance Activity Report

B. Community Paramedic Program

C. Response Activity Report

- D. UAS Flight Summary
  
- VII. Staff Reports
  - A. Chief's Report
  - B. Operations & EMS Report
  - C. Fire Marshal & Training Report
  - E. Member Outreach Report
  - F. Finance Report
  
- VIII. Old Business
  - A. Adopting the Master Fee Schedule 2024-03
  
- IX. Committee Reports
  - A. Management Team
  - B. Long Range & Planning Committee
  - C. Awards & Incentives
  
- X. New Business
  - A. Ambulance Purchase Proposal
  - B. Board Policy Adoption
  
- XI. Communications
  - A. Scappoose Leadership Thank You
  
- XII. Good of the Order
  
- XIII. Adjourn

**Pursuant to ORS 192.640(1), the Board of Directors for the Scappoose Fire District reserves the right to consider and discuss, in either open session or Executive Session, additional subjects which may arise after the agenda is published. Pursuant to ORS 192.640(1), the Board of Directors for the Scappoose Fire District reserves the right to consider and discuss, in either open session or Executive Session, additional subjects which may arise after the agenda is published.**

# MISCELLANEOUS

# **PREVIOUS MEETING MINUTES**



# SCAPPOOSE FIRE DISTRICT

P.O. BOX 625 SCAPPOOSE, OREGON 97056

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## Scappoose Rural Fire District Board of Directors Regular Meeting Thursday, November 14, 2024

**Call to Order & Flag Salute** – President Reeves called the meeting to order at 7:03 pm and led the flag salute.

**Roll Call** – President Reeves, Vice President Graham, Director Sorenson, Director Kriek, Director Gift, Chief Pricher, Lt. Ahlers, FF Bernier, FF Denley, FF Gandara, FF Mathews, ERT Curio, FA Heath, Office Manager Booth.

**Public Comment** – There was no public comment.

### **Consent Agenda** –

Approve the minutes from the 10-10-24 regular meeting-- no comments.

Approve the minutes from the 10-16-24 special meeting – no comments.

Approve the minutes from the 11-6-24 special meeting – no comments.

Approve October Profit & Loss – Director Sorenson asked for information regarding the Microwave Fire conflagration reimbursement, OCV, LLC expense, and St. Helens Police Department expenses. Director Gift asked for information regarding the 4" water pipe leak in the fire suppression system. Vice President Graham asked for information on the 2017 ambulance turbo replacement repairs.

Approve October Budget vs. Actual – Director Gift asked for information on the expenses to the Communications budget which is 84% expended. He also asked if the Training budget, currently expended at 3.72%, will increase expenditures soon and what those expenditures will be. Chief Pricher explained that the academy begins in January, along with the high school program, PALS recertification, and EMT school expenses. Director Gift also asked if the budgeted \$300,000 in EMS Apparatus & Equipment will cover the

cost of a new ambulance. Director Sorenson noted that Maintenance on Equipment is already 50% expended and IT expenses are within budget so far. Large IT purchases will be expected in the last half of the fiscal year.

Director Kriek moved to approve the consent agenda. Director Graham seconded.

Directors Gift, Kriek, Reeves, Sorenson, and Graham all voted to approve the consent agenda. **The motion passed unanimously.**

#### **Statistical Data –**

**Ambulance Activity Report –** It was noted that October 2024 was the highest EMS revenue in the last 3 years.

**Community Paramedic Report –** Chief Pricher shared news from the annual review of the CP program with Care Oregon. Care Oregon remains pleased and appreciates the information that is compiled for the monthly reports. Director Gift noted the change in colors on page 32 of the October report regarding 'enrolled' and 'deceased'.

**Response Activity Report –** Chief Pricher said October 2024 was the busiest month in five years. Director Gift asked if COVID contributed to the increase. ERT Curio said it was difficult to say with cold/flu season and COVID all increasing as the seasons change. Chief Pricher said that overlapping calls during the daytime hours happen 50% of the time, which is a definite increase in the last 10 years. Director Kriek asked if there has been an increase in population over the last 10 years that would account for the calls. Chief Pricher answered that the age of patients in our community has been climbing over the last few years.

**UAS Flight Summary –** Chief Pricher noted that October 2024 was a light month for flights. Director Gift asked for more information regarding what photos and videos were taken. Chief Pricher said most were mapping and training videos.

#### **Staff Reports –**

**Chief's Report –** Chief Pricher explained the work and timeline associated with moving the SRFD email to a .gov domain for additional cybersecurity. Director Sorenson asked for an update on the discussion with Burlington Water District. Director Kriek asked for additional information on the 2023 SPIRE grant. Director Gift asked for an update on the IGA with Columbia River Fire & Rescue regarding Duty Officer coverage. He also asked if the Chief's 430 hours included his deployment on wildfires.

**Operations & EMS Report –** No questions.

Fire Marshal & Training – Director Gift asked about the status of new volunteers. Some are waiting on background checks. Director Sorenson confirmed the academy and the high school programs both begin in January and asked who would be leading those projects.

Member Outreach Report – No questions.

Finance Report – Director Sorenson confirmed that Resolution 2024-02 appropriates \$38,000 additional dollars in the budget to purchase two LifePak 35s. FA Heath confirmed. President Reeves asked if this supplement budget required a hearing. Chief Pricher and FA Heath confirmed it did not.

### **Old Business –**

Supplemental Budget 2024-02 – Director Sorenson moved to approve Supplement Budget 2024-02 for the purchase of two LifePak 35s. Director Gift seconded.

Directors Gift, Kriek, Reeves, Sorenson, and Graham all voted to approve the resolution. **The Motion passed unanimously.**

Director Gift requested an update on the status of recently reviewed items referred to the attorney. Regarding credit card policy wording, the attorney said not to change the current language. Other policies referred to the attorney include requirements for those running for board member position, Section 8 of board policy, and public contracting rules.

### **Committee Reports –**

The Management Team met prior to the meeting. They completed the Fire Chief’s annual review, which was satisfactory, and included a few suggested items for growth. The Management Team also reviewed financial hardship waivers.

Long-Range Planning – did not meet

Awards & Incentives – did not meet

Director Gift asked when during the year the appointments to the committees are made.

### **Miscellaneous –**

The Management Team approved the hardship waivers based on documents submitted with the waivers. Director Graham moved to approve the two waivers. Director Sorenson seconded.

Directors Gift, Kriek, Reeves, Sorenson, and Graham all voted to approve the financial hardship waivers. **The motion passed unanimously.**

Government Ethics Commission Training – HB2505B requires all governing body members to attend training on Public Meeting Law. FA Heath will send board members a link to register for this training.

**New Business** – No new business

**Communications** – Thank you notes from the Grabhorn family and Grant Watts Elementary were shared. Chief Pricher shared that this meeting will be FA Heath’s last board meeting as a full-time employee.

**Good of the Order** – Chief Pricher recognized all crews for their continued hard work and efforts during a very busy month. Lt. Ahlers shared Fill The Boot 2024 news. Almost \$10,000 was raised for MDF during this year’s event.

The meeting was adjourned at 8:01 pm.

\_\_\_\_\_  
Dave Sorenson, Secretary-Treasurer

\_\_\_\_\_  
Date

Submitted by Karleigh Booth



# **EXPENSE ACCOUNT ACTIVITY**

# Scappoose Rural Fire Protection District

## Profit and Loss Detail

November 2024

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
Ordinary Income/Expenses							
Income							
1. GENERAL FUND REVENUES							
Conflagration							
11/05/2024	Deposit			Cow Valley	Checking U.S. Bank	6,154.22	6,154.22
11/19/2024	Deposit		Oregon Dept. Of Forestry	Lee Falls reimbursement	Checking U.S. Bank	4,310.68	10,464.90
<b>Total for Conflagration</b>						<b>\$10,464.90</b>	
EMS Receipts						<b>\$87,071.69</b>	
FireMed						<b>\$7,990.00</b>	
Grant Awards						<b>\$87,769.53</b>	
Interest Earned on Investments						<b>\$11,449.78</b>	
Miscellaneous Revenue						<b>\$1,082.83</b>	
Property Taxes						<b>\$4,356,406.10</b>	
<b>Total for 1. GENERAL FUND REVENUES</b>						<b>\$4,562,234.83</b>	
2. GRANT FUND REVENUE							
Grant Award						<b>\$5,658.69</b>	
<b>Total for 2. GRANT FUND REVENUE</b>						<b>\$5,658.69</b>	
3. PROPERTY FUND REVENUES							
Interest Earned on Investments						<b>\$145.84</b>	
<b>Total for 3. PROPERTY FUND REVENUES</b>						<b>\$145.84</b>	
4. PERSONNEL SVCS FUND REVEN							
Interest Earned on Investments						<b>\$458.27</b>	
<b>Total for 4. PERSONNEL SVCS FUND REVEN</b>						<b>\$458.27</b>	
<b>Total for Income</b>						<b>\$4,568,497.63</b>	
Expenses							
1..GENERAL FUND EXPENDITURES							
1...							
1.1 GENERAL FUND PERSONNEL SVCS							
550 Insurance							
11/04/2024	Expense		Benefit Help Solutions(FSA)	Insurance reimbursement	Checking U.S. Bank	91.00	91.00
11/14/2024	Bill	112024	S.D.I.S.	December Health/Dental Premium	Accounts Payable	34,903.00	34,994.00
11/14/2024	Bill	01461	Colonial Life	Accident/Cancer policy for volunteers	Accounts Payable	777.40	35,771.40
11/14/2024	Bill		Standard Insurance	Life, LTD, AD&D	Accounts Payable	1,542.92	37,314.32
11/18/2024	Expense		Benefit Help Solutions(FSA)	Monthly fee	Checking U.S. Bank	125.00	37,439.32
11/27/2024	Bill		HRA VEBA Trust	ER Contributions November	Accounts Payable	10,630.73	48,070.05
11/27/2024	Expense		Paychex Payroll	Flex spend	Checking U.S. Bank	10,497.81	58,567.86
11/27/2024	Expense		Paychex - tax	OR ER Work Benefit	Checking U.S. Bank	58.91	58,626.77
<b>Total for 550 Insurance</b>						<b>\$58,626.77</b>	
560 Personnel Salaries							
11/13/2024	Expense		P.E.R.S.	EE PERS IAP retirement contribution	Checking U.S. Bank	16,157.89	16,157.89
11/14/2024	Bill		Standard Insurance	STD	Accounts Payable	87.87	16,245.76
11/14/2024	Bill		American Heritage Life Insurance Co.	Life Ins - Anderson/Marks	Accounts Payable	136.90	16,382.66
11/27/2024	Expense		Paychex Payroll	Incentives	Checking U.S. Bank	2,865.74	19,248.40
11/27/2024	Expense		Paychex Payroll	OT	Checking U.S. Bank	16,378.33	35,626.73
11/27/2024	Expense		Paychex Payroll	ShiftDif	Checking U.S. Bank	69.85	35,696.58
11/27/2024	Expense		Paychex Payroll	Phone Pay	Checking U.S. Bank	100.00	35,796.58
11/27/2024	Expense		Paychex Payroll	Longevity	Checking U.S. Bank	1,276.02	37,072.60
11/27/2024	Expense		Paychex Payroll	Balance of Net Pay	Checking U.S. Bank	108,097.71	145,170.31
11/27/2024	Expense		Paychex Payroll	FLSA	Checking U.S. Bank	9,663.26	154,833.57
11/27/2024	Bill		Tualatin Valley Fire Fighters Union	Nov. Union dues	Accounts Payable	2,841.10	157,674.67
11/27/2024	Bill		Inroads Credit Union	Food fund Nov.	Accounts Payable	990.00	158,664.67
11/27/2024	Bill		Standard Insurance	EE OPFML	Accounts Payable	1,861.22	160,525.89
11/27/2024	Bill		HRA VEBA Trust	EE Contributions November	Accounts Payable	3,798.00	164,323.89
11/27/2024	Expense		Paychex Payroll	Deferred compensation	Checking U.S. Bank	9,979.31	174,303.20
11/27/2024	Expense		Paychex - tax	EE Payroll Tax WH	Checking U.S. Bank	65,059.75	239,362.95
11/27/2024	Expense		Paychex Check	Contract payment	Checking U.S. Bank	805.00	240,167.95
11/28/2024	Expense		Voya - Oregon Savings Growth Plan	November OSGP Contributions	Checking U.S. Bank	23,896.75	264,064.70
<b>Total for 560 Personnel Salaries</b>						<b>\$264,064.70</b>	
570 SocSec/Medicare(FICA)							
11/27/2024	Expense		Paychex - tax	ER Payroll Taxes	Checking U.S. Bank	20,019.99	20,019.99
<b>Total for 570 SocSec/Medicare(FICA)</b>						<b>\$20,019.99</b>	
590 Personnel Benefits							
11/13/2024	Expense		P.E.R.S.	ER PERS retirement contribution	Checking U.S. Bank	76,624.60	76,624.60
11/14/2024	Bill	1693	Occupational Safety, Health & Wellness	Vaccination/Flu Clinic 10/2/2024	Accounts Payable	1,551.94	78,176.54
11/27/2024	Expense		P.E.R.S.	ER PERS retirement contribution	Checking U.S. Bank	4,387.49	82,564.03
11/27/2024	Bill		Standard Insurance	ER OPFML	Accounts Payable	1,240.82	83,804.85

# Scappoose Rural Fire Protection District

## Profit and Loss Detail

November 2024

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
<b>Total for 590 Personnel Benefits</b>						<b>\$83,804.85</b>	
<b>Total for 1.1 GENERAL FUND PERSONNEL SVCS</b>						<b>\$426,516.31</b>	
1.2 GENERAL FUND MATERIAL & SVC							
670 Contract Services							
11/14/2024	Bill	1	Keystone Architecture & Project Management, LLC	25.5 hrs @ \$150/hr from 1/12/24 to 10/31/2024	Accounts Payable	3,825.00	3,825.00
<b>Total for 670 Contract Services</b>						<b>\$3,825.00</b>	
680 Communications Maintenance							
11/14/2024	Expense		Amazon	Pager batteries	Credit Card Master Acct. 3512:2972	17.99	17.99
11/14/2024	Bill	80468-1	49er Communications	Antenna (2)	Accounts Payable	118.00	135.99
<b>Total for 680 Communications Maintenance</b>						<b>\$135.99</b>	
720 Public Fire Services							
11/14/2024	Bill	448778/4	Ace Hardware - Scappoose	balance owing of exchange of 17' ladder	Accounts Payable	50.00	50.00
11/27/2024	Bill		International Assoc. of Arson Investigati	Membership dues x 7 members @ \$65 ea.	Accounts Payable	455.00	505.00
<b>Total for 720 Public Fire Services</b>						<b>\$505.00</b>	
740 Uniforms							
11/21/2024	Expense	23435	DFND Technologies, Inc.	FR t-shirts (2)	Credit Card Master Acct. 3512:0198	84.00	84.00
<b>Total for 740 Uniforms</b>						<b>\$84.00</b>	
750 Maintenance on Equipment							
11/08/2024	Expense		Summit Chevron	Gas	Credit Card Master Acct. 3512:7084	81.86	81.86
11/08/2024	Expense		True North Emergency Equipment	Saw part packs for chainsaw	Credit Card Master Acct. 3512:2972	162.15	244.01
11/11/2024	Expense		Amazon	USB chargers	Credit Card Master Acct. 3512:2972	51.96	295.97
11/11/2024	Expense		Hamilton Jet	FB43 Jet intake screens	Credit Card Master Acct. 3512:2972	2,195.93	2,491.90
11/14/2024	Bill	31157	Pro Automotive & Diesel	2008 F-150 Brake repair & oil change- Labor	Accounts Payable	619.38	3,111.28
11/14/2024	Bill	980624	Sunset Auto Parts	Adjustable wrenches	Accounts Payable	35.97	3,147.25
11/14/2024	Bill	980312	Sunset Auto Parts	Ring terminals	Accounts Payable	37.32	3,184.57
11/14/2024	Bill	30805	Pro Automotive & Diesel	Corporate Activity Tax	Accounts Payable	1.54	3,186.11
11/14/2024	Bill	30805	Pro Automotive & Diesel	2006 Jeep oil & filter change	Accounts Payable	85.00	3,271.11
11/14/2024	Bill	31046	Pro Automotive & Diesel	Corporate Activity Tax	Accounts Payable	30.64	3,301.75
11/14/2024	Bill	31157	Pro Automotive & Diesel	2008 F-150 Brake repair & oil change- Parts	Accounts Payable	829.21	4,130.96
11/14/2024	Bill	31157	Pro Automotive & Diesel	Corporate Activity Tax	Accounts Payable	15.47	4,146.43
11/14/2024	Bill	0907704	Wilcox & Flegel	581 gal diesel @ \$2.865	Accounts Payable	986.15	5,132.58
11/14/2024	Bill	448807/4	Ace Hardware - Scappoose	Sheet aluminum, fasteners	Accounts Payable	30.46	5,163.04
11/14/2024	Bill	31046	Pro Automotive & Diesel	2015 GMC radiator & cooler replacement - parts	Accounts Payable	697.29	5,860.33
11/14/2024	Bill	448819/4	Ace Hardware - Scappoose	gloves, comm switch	Accounts Payable	17.37	5,877.70
11/14/2024	Bill	31046	Pro Automotive & Diesel	2015 GMC radiator & cooler replacement - labor	Accounts Payable	2,255.12	8,132.82
11/14/2024	Expense		Express Mounts	Mount for iPad	Credit Card Master Acct. 3512:5425	43.49	8,176.31
11/14/2024	Expense		Amazon	18 gauged speaker wire	Credit Card Master Acct. 3512:2972	14.49	8,190.80
11/14/2024	Bill		Ace Hardware - Scappoose	Tape, fasteners, screwdriver, file	Accounts Payable	29.29	8,220.09
11/14/2024	Bill	4489294	Ace Hardware - Scappoose	Misc. fasteners	Accounts Payable	38.36	8,258.45
11/14/2024	Bill		Sunset Auto Parts	DEF for engine and medic	Accounts Payable	18.98	8,277.43
11/14/2024	Bill	981028	Sunset Auto Parts	Cable tie	Accounts Payable	5.49	8,282.92
11/15/2024	Expense		Amazon	USB-C cables	Credit Card Master Acct. 3512:2972	9.99	8,292.91
11/18/2024	Expense		Amazon	Rubber foot isolation bumpers	Credit Card Master Acct. 3512:2972	19.98	8,312.89
11/21/2024	Expense		Rons Oil	Gas- Coos Bay exercise	Credit Card Master Acct. 3512:7084	50.00	8,362.89
11/27/2024	Bill	31362	Pro Automotive & Diesel	2017 F-350 Oil change, tire pressure- Labor	Accounts Payable	125.00	8,487.89
11/27/2024	Bill	31362	Pro Automotive & Diesel	Corporate Activity Tax	Accounts Payable	1.67	8,489.56
11/27/2024	Bill	31362	Pro Automotive & Diesel	2017 F-350 Oil change, tire pressure- Parts	Accounts Payable	41.80	8,531.36
11/27/2024	Bill		Pro Automotive & Diesel	2019 Super Duty Remove & replace evaporation control canister- Labor	Accounts Payable	390.00	8,921.36
11/27/2024	Bill		Pro Automotive & Diesel	Corporate Activity Tax	Accounts Payable	5.17	8,926.53
11/27/2024	Bill		Pro Automotive & Diesel	2019 Super Duty Remove & replace evaporation control canister- Parts	Accounts Payable	127.17	9,053.70
<b>Total for 750 Maintenance on Equipment</b>						<b>\$9,053.70</b>	
760 Administration							
11/01/2024	Expense		Safeway	County FF meeting refreshments	Credit Card Master Acct. 3512:1883	45.08	45.08
11/04/2024	Bill	11052024	Dept. of Veterans' Affairs	Insurance refund	Accounts Payable	352.27	397.35
11/05/2024	Expense		FAADroneZone	UAS Registration	Credit Card Master Acct.	5.00	402.35

# Scappoose Rural Fire Protection District

## Profit and Loss Detail

November 2024

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
					3512:7084		
11/14/2024	Bill	71312	Local Government Law Group	Email review and phone call	Accounts Payable	199.50	601.85
11/14/2024	Expense		ID Wholesaler	CloudBadging- Annual subscription	Credit Card Master Acct.	239.88	841.73
					3512:5425		
11/14/2024	Bill	022479638	Xerox Corporation	B/W copies Oct.	Accounts Payable	6.38	848.11
11/14/2024	Bill	022479638	Xerox Corporation	Color copies Oct.	Accounts Payable	42.82	890.93
11/15/2024	Expense		US Bank	Analysis service charge	Checking U.S. Bank	17.95	908.88
11/21/2024	Expense		Fred Meyer	Refreshments for all-hands meeting	Credit Card Master Acct.	87.75	996.63
					3512:1883		
11/21/2024	Expense		Pizza Vendor	All-Hands meeting dinner	Credit Card Master Acct.	228.85	1,225.48
					3512:1883		
11/27/2024	Bill		Special Districts Assoc. of Oregon	2024 SDAO-SDIS Membership Dues	Accounts Payable	6,250.00	7,475.48
11/27/2024	Bill	110568	Bio-Med Testing Service, Inc	New volunteer background checks	Accounts Payable	517.00	7,992.48
11/29/2024	Expense		Paychex Invoice	payroll processing invoice	Checking U.S. Bank	250.98	8,243.46
11/30/2024	Check	SVCCHRG			State Pool	0.10	8,243.56

# Scappoose Rural Fire Protection District

## Profit and Loss Detail

November 2024

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
<b>Total for 760 Administration</b>						<b>\$8,243.56</b>	
765 Information Technology							
11/04/2024	Expense		JAMF Software, LLC	monthly subscription	Credit Card Master Acct. 3512:5425	208.00	208.00
11/14/2024	Bill		Comcast Business	Main station IT Nov.	Accounts Payable	256.85	464.85
11/14/2024	Bill		Verizon Wireless	iPhones and iPads	Accounts Payable	576.89	1,041.74
11/14/2024	Bill	683038	Verizon Wireless	Machine to machine	Accounts Payable	7.87	1,049.61
11/14/2024	Bill	20249070	Centerlogic, Inc.	Monthly billing for November	Accounts Payable	1,770.25	2,819.86
11/14/2024	Bill	20248820	Centerlogic, Inc.	2.75 remote support @ \$115	Accounts Payable	316.25	3,136.11
11/14/2024	Bill	10487770	City of Portland - Bureau of Tech Services	800 MHZ access November	Accounts Payable	166.32	3,302.43
11/14/2024	Bill	195	Kleinberg Tech	October Report	Accounts Payable	210.00	3,512.43
11/18/2024	Expense		Apple Inc.	monthly storage	Credit Card Master Acct. 3512:1883	9.99	3,522.42
11/19/2024	Expense		CenturyLink	Holbrook modem	Credit Card Master Acct. 3512:2972	63.00	3,585.42
11/19/2024	Expense		Intuit Quickbooks	QB Online monthly fee	Credit Card Master Acct. 3512:2972	99.00	3,684.42
11/19/2024	Expense		CenturyLink	Main Station Back-up	Credit Card Master Acct. 3512:2972	78.00	3,762.42
11/20/2024	Expense		Amazon	RAM mount parts	Credit Card Master Acct. 3512:2972	168.47	3,930.89
11/22/2024	Expense		Amazon	HDMI cables	Credit Card Master Acct. 3512:2972	16.98	3,947.87
11/27/2024	Bill	20249432	Centerlogic, Inc.	Remote & onsite support	Accounts Payable	115.00	4,062.87
11/27/2024	Bill		CenturyLink	Chapman Internet	Accounts Payable	83.63	4,146.50
11/27/2024	Bill	11192024	AT&T Mobility	November charges - phones, iPads	Accounts Payable	703.75	4,850.25
<b>Total for 765 Information Technology</b>						<b>\$4,850.25</b>	
770 Cleaning Materials & Supplies							
11/11/2024	Expense		Amazon	Ladder	Credit Card Master Acct. 3512:2972	49.97	49.97
11/11/2024	Expense		Amazon	Cleaning supplies	Credit Card Master Acct. 3512:2972	105.05	155.02
11/18/2024	Expense		Amazon	Broom	Credit Card Master Acct. 3512:2972	16.90	171.92
11/18/2024	Expense		Amazon	Dust pan	Credit Card Master Acct. 3512:2972	28.20	200.12
<b>Total for 770 Cleaning Materials &amp; Supplies</b>						<b>\$200.12</b>	
775 Emerg. Operating Supplies							
11/01/2024	Expense		Amazon	Extension cord & surge protector	Credit Card Master Acct. 3512:2972	60.98	60.98
11/04/2024	Expense		Amazon	6ft table	Credit Card Master Acct. 3512:2972	69.99	130.97
11/08/2024	Expense		General Pacific, Inc.	UAS drop system & charger	Credit Card Master Acct. 3512:7084	689.00	819.97
11/11/2024	Expense		All Hands Fire Equipment	Extrication gloves	Credit Card Master Acct. 3512:2972	1,654.01	2,473.98
11/14/2024	Expense		Amazon	iPad cases	Credit Card Master Acct. 3512:2972	65.97	2,539.95
11/14/2024	Expense		Amazon	iPad case	Credit Card Master Acct. 3512:2972	26.99	2,566.94
11/21/2024	Expense		Amazon	USB-C cables (4)	Credit Card Master Acct. 3512:2972	28.97	2,595.91
11/21/2024	Expense		Amazon	Ram mount parts	Credit Card Master Acct. 3512:2972	29.99	2,625.90
11/22/2024	Expense		Amazon	Ram mount parts	Credit Card Master Acct. 3512:2972	31.98	2,657.88
11/27/2024	Bill	36873	SeaWestern Fire Apparatus	Velcro panels	Accounts Payable	44.75	2,702.63
11/27/2024	Bill	36836	SeaWestern Fire Apparatus	Helmets, passports	Accounts Payable	2,510.54	5,213.17
11/27/2024	Bill	35208	SeaWestern Fire Apparatus	Past due S&H	Accounts Payable	19.60	5,232.77
<b>Total for 775 Emerg. Operating Supplies</b>						<b>\$5,232.77</b>	
780 Building & Grounds Maint.							
11/14/2024	Bill	74844	Crow Water Systems	Backflow Test	Accounts Payable	135.00	135.00
11/14/2024	Bill	A30940	Aloha Overhead Door	Fire Bay door operator receivers	Accounts Payable	138.00	273.00
11/14/2024	Bill	9259	Systems Management Northwest	EP201 vacuum pump assembly & install	Accounts Payable	10,315.85	10,588.85
11/14/2024	Bill	9255	Systems Management Northwest	Co-Ray Vac heating system maintenance	Accounts Payable	1,545.48	12,134.33
11/14/2024	Bill	04970-I	Inexpensive Tree Care	Holbrook Station tree removal	Accounts Payable	2,000.00	14,134.33
11/14/2024	Bill	980615	Sunset Auto Parts	Powered belt - spare	Accounts Payable	21.33	14,155.66
11/14/2024	Bill	980614	Sunset Auto Parts	Powered belt	Accounts Payable	21.33	14,176.99
11/14/2024	Bill	217859	Paramount Pest Control Inc.	Main Station pest control	Accounts Payable	89.00	14,265.99
11/14/2024	Bill	217746	Paramount Pest Control Inc.	Chapman Station pest control	Accounts Payable	110.00	14,375.99
11/25/2024	Expense		Amazon	Wireless doorbell parts- main station	Credit Card Master Acct. 3512:2972	10.98	14,386.97
11/25/2024	Expense		Amazon	Wireless doorbell parts- main station	Credit Card Master Acct. 3512:2972	23.00	14,409.97
11/27/2024	Bill		City of Scappoose	Base water charge	Accounts Payable	41.38	14,451.35
11/27/2024	Bill	218904	Paramount Pest Control Inc.	Main Station pest control	Accounts Payable	89.00	14,540.35
11/27/2024	Bill	4491294	Ace Hardware - Scappoose	Batteries for doorbell	Accounts Payable	11.99	14,552.34
11/27/2024	Bill	218798	Paramount Pest Control Inc.	Chapman Station pest control	Accounts Payable	110.00	14,662.34
11/27/2024	Bill		Ace Hardware - Scappoose	Thermostat for fire bay	Accounts Payable	34.99	14,697.33
11/27/2024	Bill		City of Scappoose	Water & Sewage charges	Accounts Payable	654.54	15,351.87
<b>Total for 780 Building &amp; Grounds Maint.</b>						<b>\$15,351.87</b>	
790 Training							
11/01/2024	Expense		Alaska Airlines	Chief Marks airfare ABC 360 conference	Credit Card Master Acct. 3512:1883	296.20	296.20
11/01/2024	Expense		Paris Las Vegas	Chief Marks Hotel- ABC 360 conference	Credit Card Master Acct. 3512:1883	168.94	465.14
11/01/2024	Expense		ESRI	Arc GIS training	Credit Card Master Acct. 3512:7084	1,920.00	2,385.14
11/01/2024	Expense		Alaska Airlines	Chief Marks airfare ABC 360 conference- fees	Credit Card Master Acct. 3512:1883	20.99	2,406.13
11/14/2024	Expense		Fire Protection Publications	Fire Officer 1 textbook	Credit Card Master Acct. 3512:0198	85.00	2,491.13
11/14/2024	Bill	28732	Nat'l Assoc of Fire Investigators	NAFI Membership dues- Miller	Accounts Payable	60.00	2,551.13
11/20/2024	Expense	4617	BrassRoots Training Solutions	NFPA Fire Instructor 1 Course	Credit Card Master Acct. 3512:0198	500.00	3,051.13

# Scappoose Rural Fire Protection District

## Profit and Loss Detail

November 2024

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
<b>Total for 790 Training</b>						<b>\$3,051.13</b>	
810 Utilities							
11/14/2024	Bill		N.W. Natural Gas	Monthly charges Acct 447881-4	Accounts Payable	86.76	86.76
11/14/2024	Bill	17365113	Graybar Financial Services	Voip phones - November	Accounts Payable	299.25	386.01
11/14/2024	Bill	112024	P.G.E.	Cleetwood	Accounts Payable	139.74	525.75
11/14/2024	Bill	0726016-4747-1	Waste Management of Oregon, Inc.	October garbage/recycling	Accounts Payable	147.84	673.59
11/27/2024	Bill		CenturyLink	Chapman Phone	Accounts Payable	62.86	736.45
11/27/2024	Bill		CenturyLink	Main Station Fax	Accounts Payable	61.93	798.38
11/27/2024	Expense		W.O.E.C.	Acct ****5001 - Nov. billing	Checking U.S. Bank	351.78	1,150.16
11/27/2024	Bill		CRPUD	Nov. boathouse electricity	Accounts Payable	61.43	1,211.59
11/27/2024	Bill		CRPUD	Nov. main station electricity	Accounts Payable	661.74	1,873.33
<b>Total for 810 Utilities</b>						<b>\$1,873.33</b>	
870 EMS Operations							
11/04/2024	Expense		Amazon	IV trays (3)	Credit Card Master Acct. 3512:2972	46.74	46.74
11/14/2024	Bill	9155250077	Airgas - USA, LLC	Standard Invoice - 2 CL OX	Accounts Payable	187.10	233.84
11/14/2024	Bill		Jenna Wiley, MD	Physician advisor - Nov.	Accounts Payable	666.00	899.84
11/14/2024	Bill	33661934	Apple Inc.	iPads (4) for Engines and FB	Accounts Payable	2,936.00	3,835.84
11/14/2024	Bill	20242071	Systems Design West (SDW)	EMS billing for October	Accounts Payable	2,535.23	6,371.07
11/14/2024	Bill	1524163	Life-Assist, Inc.	EMS Medication & Equipment	Accounts Payable	52.44	6,423.51
11/14/2024	Bill	1524297	Life-Assist, Inc.	EMS Medication & Equipment	Accounts Payable	195.20	6,618.71
11/14/2024	Bill	9155195998	Airgas - USA, LLC	Standard Invoice - Cyl Maintenance Fees	Accounts Payable	71.72	6,690.43
11/14/2024	Bill	9155250071	Airgas - USA, LLC	Standard Invoice - 3 CL OX	Accounts Payable	460.51	7,150.94
11/14/2024	Expense		COSTCO.com	Disinfecting wipes	Credit Card Master Acct. 3512:5425	84.95	7,235.89
11/27/2024	Bill		Airgas - USA, LLC	Standard Invoice - 3 Oxygen	Accounts Payable	483.90	7,719.79
11/27/2024	Bill	1528601	Life-Assist, Inc.	EMS Medication & Equipment	Accounts Payable	89.50	7,809.29
11/27/2024	Bill	1529013	Life-Assist, Inc.	EMS Medication & Equipment	Accounts Payable	916.43	8,725.72
11/27/2024	Bill	1528600	Life-Assist, Inc.	EMS Equipment	Accounts Payable	84.13	8,809.85
11/27/2024	Bill		Life-Assist, Inc.	EMS Equipment & Medication	Accounts Payable	533.76	9,343.61
11/27/2024	Bill		Life-Assist, Inc.	EMS Medication	Accounts Payable	158.00	9,501.61
<b>Total for 870 EMS Operations</b>						<b>\$9,501.61</b>	
<b>Total for 1.2 GENERAL FUND MATERIAL &amp; SVC</b>						<b>\$61,908.33</b>	
<b>Total for 1...</b>						<b>\$488,424.64</b>	
<b>Total for 1..GENERAL FUND EXPENDITURES</b>						<b>\$488,424.64</b>	
4. PERSONNEL SVC FUND EXPENSE							
Liability & Service							
11/27/2024	Expense		Paychex Payroll	Vacation payout Chaffeur	Checking U.S. Bank	1,317.24	1,317.24
<b>Total for Liability &amp; Service</b>						<b>\$1,317.24</b>	
<b>Total for 4. PERSONNEL SVC FUND EXPENSE</b>						<b>\$1,317.24</b>	
Unapplied Cash Bill Payment Expense							
11/27/2024	Bill		US Bank	11-27-2024	Accounts Payable	669.00	669.00
11/27/2024	Bill		US Bank	11-27-2024	Accounts Payable	2,745.86	3,414.86
11/27/2024	Bill		US Bank	11-27-2024	Accounts Payable	5,288.28	8,703.14
11/27/2024	Bill		US Bank	11-27-2024	Accounts Payable	576.32	9,279.46
11/27/2024	Bill		US Bank	Nov. CC charges	-Split-	-10,395.26	-1,115.80
11/27/2024	Bill		US Bank	11-27-2024	Accounts Payable	1,115.80	0.00
<b>Total for Unapplied Cash Bill Payment Expense</b>						<b>\$0.00</b>	
<b>Total for Expenses</b>						<b>\$489,741.88</b>	
<b>Net Income</b>						<b>\$4,078,755.75</b>	

# **BUDGET VS ACTUAL**

# Scappoose Rural Fire Protection District

## Budget vs. Actuals: Budget\_FY25\_P&L - FY25 P&L

July 2024 - June 2025

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
<b>Income</b>				
<b>1. GENERAL FUND REVENUES</b>				
Begin Available Cash on Hand	2,892,145.46	2,563,322.00	328,823.46	112.83 %
Conflagration	33,413.28	200,000.00	-166,586.72	16.71 %
EMS Receipts	421,497.60	800,000.00	-378,502.40	52.69 %
Fire Marshal	485.30	1,500.00	-1,014.70	32.35 %
FireMed	10,375.00	18,000.00	-7,625.00	57.64 %
G.E.M.T. (Medicaid)	62,842.35	120,000.00	-57,157.65	52.37 %
Gas Royalties		0.00	0.00	
Grant Awards	138,732.03	339,587.00	-200,854.97	40.85 %
Interest Earned on Investments	47,216.33	90,000.00	-42,783.67	52.46 %
Intergovernmental		0.00	0.00	
Miscellaneous Revenue	39,134.55	20,000.00	19,134.55	195.67 %
Property Taxes				
Taxes - Current				
Local Option Levy	2,811,102.29	3,048,097.00	-236,994.71	92.22 %
Permanent Rate Levy	1,529,227.33	1,633,273.00	-104,045.67	93.63 %
HERT Turnover	180.87	0.00	180.87	
<b>Total Permanent Rate Levy</b>	<b>1,529,408.20</b>	<b>1,633,273.00</b>	<b>-103,864.80</b>	<b>93.64 %</b>
<b>Total Taxes - Current</b>	<b>4,340,510.49</b>	<b>4,681,370.00</b>	<b>-340,859.51</b>	<b>92.72 %</b>
Taxes - Prior Years	79,550.16	105,000.00	-25,449.84	75.76 %
<b>Total Property Taxes</b>	<b>4,420,060.65</b>	<b>4,786,370.00</b>	<b>-366,309.35</b>	<b>92.35 %</b>
Transfer from Grant Fund		0.00	0.00	
<b>Total 1. GENERAL FUND REVENUES</b>	<b>8,065,902.55</b>	<b>8,938,779.00</b>	<b>-872,876.45</b>	<b>90.23 %</b>
<b>2. GRANT FUND REVENUE</b>				
Begin Available Cash on Hand	27,519.34	68,050.00	-40,530.66	40.44 %
Grant Award	42,796.49	113,350.00	-70,553.51	37.76 %
Interfund Loan from General		0.00	0.00	
<b>Total 2. GRANT FUND REVENUE</b>	<b>70,315.83</b>	<b>181,400.00</b>	<b>-111,084.17</b>	<b>38.76 %</b>
<b>3. PROPERTY FUND REVENUES</b>				
Begin Available Cash On Hand	109,130.76	300,352.00	-191,221.24	36.33 %
Grant Income		0.00	0.00	
Interest Earned on Investments	1,619.52	4,000.00	-2,380.48	40.49 %
Transfers In		400,000.00	-400,000.00	
<b>Total 3. PROPERTY FUND REVENUES</b>	<b>110,750.28</b>	<b>704,352.00</b>	<b>-593,601.72</b>	<b>15.72 %</b>
<b>4. PERSONNEL SVCS FUND REVEN</b>				
Begin Available Cash On Hand	217,033.48	210,324.00	6,709.48	103.19 %
Interest Earned on Investments	4,509.76	4,000.00	509.76	112.74 %
Transfers In		0.00	0.00	
<b>Total 4. PERSONNEL SVCS FUND REVEN</b>	<b>221,543.24</b>	<b>214,324.00</b>	<b>7,219.24</b>	<b>103.37 %</b>
<b>Total Income</b>	<b>\$8,468,511.90</b>	<b>\$10,038,855.00</b>	<b>\$ -1,570,343.10</b>	<b>84.36 %</b>
<b>GROSS PROFIT</b>	<b>\$8,468,511.90</b>	<b>\$10,038,855.00</b>	<b>\$ -1,570,343.10</b>	<b>84.36 %</b>



# Scappoose Rural Fire Protection District

## Budget vs. Actuals: Budget\_FY25\_P&L - FY25 P&L

July 2024 - June 2025

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
<b>Expenses</b>				
<b>1..GENERAL FUND EXPENDITURES</b>				
1...				
1.1 GENERAL FUND PERSONNEL SVCS				
550 Insurance	302,699.78	924,971.00	-622,271.22	32.73 %
560 Personnel Salaries	1,454,680.45	3,539,550.00	-2,084,869.55	41.10 %
570 SocSec/Medicare(FICA)	110,871.66	284,163.00	-173,291.34	39.02 %
580 Volunteer Services	12,816.00	37,000.00	-24,184.00	34.64 %
590 Personnel Benefits	413,646.63	1,114,745.00	-701,098.37	37.11 %
<b>Total 1.1 GENERAL FUND PERSONNEL SVCS</b>	<b>2,294,714.52</b>	<b>5,900,429.00</b>	<b>-3,605,714.48</b>	<b>38.89 %</b>
1.2 GENERAL FUND MATERIAL & SVC				
670 Contract Services	53,219.00	191,000.00	-137,781.00	27.86 %
680 Communications Maintenance	5,269.68	6,100.00	-830.32	86.39 %
720 Public Fire Services	4,422.39	14,500.00	-10,077.61	30.50 %
730 Property & Liability Insur.	2,016.00	93,000.00	-90,984.00	2.17 %
740 Uniforms	2,852.45	20,000.00	-17,147.55	14.26 %
750 Maintenance on Equipment	74,223.26	130,000.00	-55,776.74	57.09 %
760 Administration	22,257.00	70,150.00	-47,893.00	31.73 %
765 Information Technology	31,546.34	122,800.00	-91,253.66	25.69 %
770 Cleaning Materials & Supplies	1,547.24	5,500.00	-3,952.76	28.13 %
775 Emerg. Operating Supplies	19,600.37	90,000.00	-70,399.63	21.78 %
780 Building & Grounds Maint.	29,664.84	85,000.00	-55,335.16	34.90 %
790 Training	7,001.46	106,300.00	-99,298.54	6.59 %
810 Utilities	9,510.13	40,000.00	-30,489.87	23.78 %
870 EMS Operations	44,375.82	136,000.00	-91,624.18	32.63 %
<b>Total 1.2 GENERAL FUND MATERIAL &amp; SVC</b>	<b>307,505.98</b>	<b>1,110,350.00</b>	<b>-802,844.02</b>	<b>27.69 %</b>
1.3 GENERAL FUND CAPITL OUTLAY				
910 CO Equipment	8,382.00	128,000.00	-119,618.00	6.55 %
<b>Total 1.3 GENERAL FUND CAPITL OUTLAY</b>	<b>8,382.00</b>	<b>128,000.00</b>	<b>-119,618.00</b>	<b>6.55 %</b>
<b>Total 1...</b>	<b>2,610,602.50</b>	<b>7,138,779.00</b>	<b>-4,528,176.50</b>	<b>36.57 %</b>
1.5 GENERAL FUND TRANSFER OUT				
Transfers to Property Fund		400,000.00	-400,000.00	
<b>Total 1.5 GENERAL FUND TRANSFER OUT</b>		<b>400,000.00</b>	<b>-400,000.00</b>	
1.6 GENERAL FUND CONTINGENCY				
1.7 GENERAL RESERVED FOR FUTURE				
<b>Total 1..GENERAL FUND EXPENDITURES</b>	<b>2,610,602.50</b>	<b>8,938,779.00</b>	<b>-6,328,176.50</b>	<b>29.21 %</b>
<b>2. GRANT FUND EXPENSE</b>				
2.1 PERSONNEL SVCS				
1. Personnel Salaries	13,972.80	39,000.00	-25,027.20	35.83 %
2. Personnel Benefits	8,261.07	39,000.00	-30,738.93	21.18 %
<b>Total 2.1 PERSONNEL SVCS</b>	<b>22,233.87</b>	<b>78,000.00</b>	<b>-55,766.13</b>	<b>28.50 %</b>
2.3 MATERIALS & SERVICES				
	1,027.01	88,400.00	-87,372.99	1.16 %

# Scappoose Rural Fire Protection District

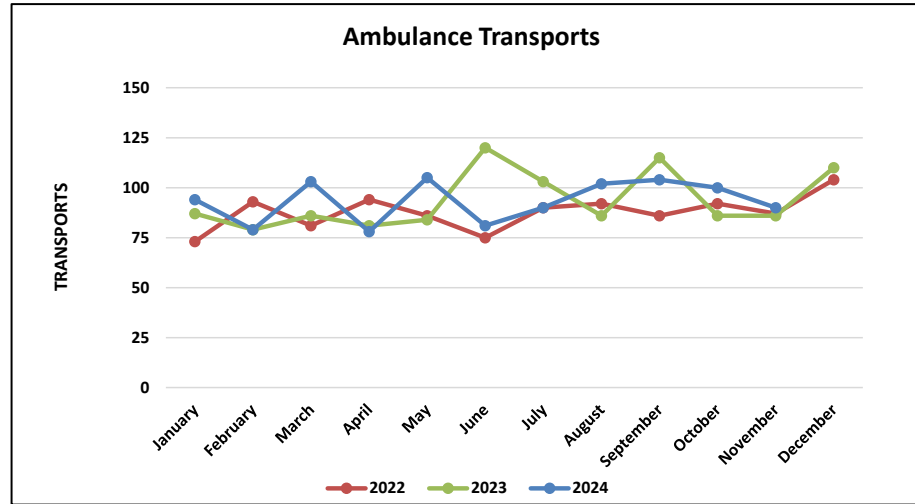
## Budget vs. Actuals: Budget\_FY25\_P&L - FY25 P&L

July 2024 - June 2025

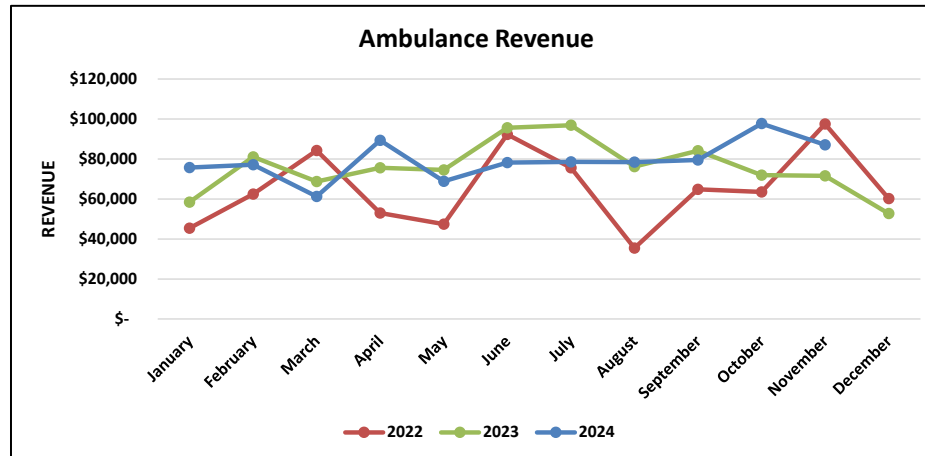
	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
2.4 CAPITAL OUTLAY		15,000.00	-15,000.00	
<b>Total 2. GRANT FUND EXPENSE</b>	<b>23,260.88</b>	<b>181,400.00</b>	<b>-158,139.12</b>	<b>12.82 %</b>
3. PROPERTY FUND CAPITAL OUTLAY				
Building & Grounds Improvements		153,352.00	-153,352.00	
EMS Apparatus & Equipment		300,000.00	-300,000.00	
Fire Apparatus & Equipment	40,667.61	250,000.00	-209,332.39	16.27 %
Reserved for Future Expenses		1,000.00	-1,000.00	
<b>Total 3. PROPERTY FUND CAPITAL OUTLAY</b>	<b>40,667.61</b>	<b>704,352.00</b>	<b>-663,684.39</b>	<b>5.77 %</b>
4. PERSONNEL SVC FUND EXPENSE				
Liability & Service	1,317.24	209,324.00	-208,006.76	0.63 %
Reserved for Future Expenses		5,000.00	-5,000.00	
<b>Total 4. PERSONNEL SVC FUND EXPENSE</b>	<b>1,317.24</b>	<b>214,324.00</b>	<b>-213,006.76</b>	<b>0.61 %</b>
Unapplied Cash Bill Payment Expense	0.00		0.00	
<b>Total Expenses</b>	<b>\$2,675,848.23</b>	<b>\$10,038,855.00</b>	<b>\$ -7,363,006.77</b>	<b>26.65 %</b>
NET OPERATING INCOME	<b>\$5,792,663.67</b>	<b>\$0.00</b>	<b>\$5,792,663.67</b>	<b>0.00%</b>
Other Expenses				
Reconciliation Discrepancies	0.00		0.00	
<b>Total Other Expenses</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0.00%</b>
NET OTHER INCOME	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0.00%</b>
NET INCOME	<b>\$5,792,663.67</b>	<b>\$0.00</b>	<b>\$5,792,663.67</b>	<b>0.00%</b>

**AMBULANCE BILLING  
&  
TRANSPORT REPORT**

Month	2022	2023	2024
January	73	87	94
February	93	79	79
March	81	86	103
April	94	81	78
May	86	84	105
June	75	120	81
July	90	103	90
August	92	86	102
September	86	115	104
October	92	86	100
November	87	86	90
December	104	110	



Month	2022	2023	2024
January	\$ 45,385	\$ 58,387	\$ 75,767
February	\$ 62,509	\$ 81,019	\$ 77,119
March	\$ 84,303	\$ 68,763	\$ 61,251
April	\$ 52,956	\$ 75,599	\$ 89,377
May	\$ 47,415	\$ 74,577	\$ 68,797
June	\$ 92,324	\$ 95,639	\$ 78,232
July	\$ 75,581	\$ 96,872	\$ 78,582
August	\$ 35,455	\$ 76,175	\$ 78,410
September	\$ 64,803	\$ 84,125	\$ 79,476
October	\$ 63,485	\$ 71,943	\$ 97,698
November	\$ 97,509	\$ 71,590	\$ 87,071
December	\$ 60,188	\$ 52,699	



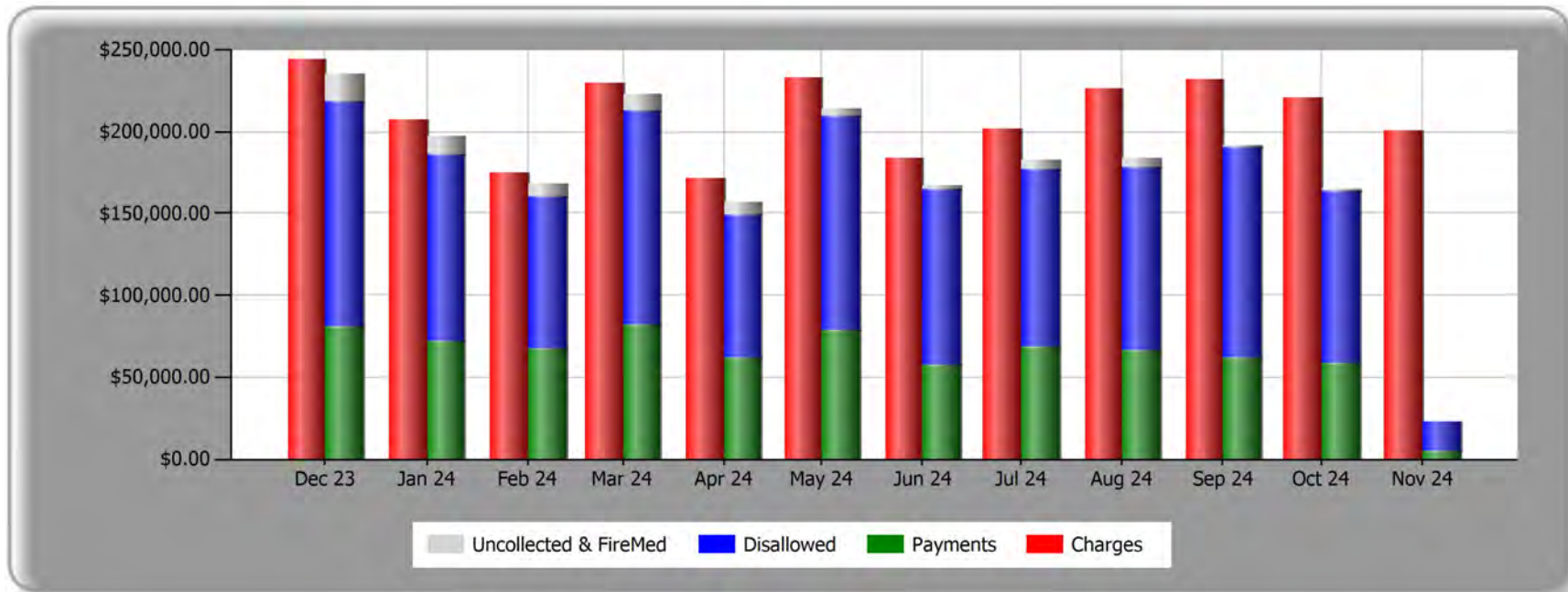
**Scappoose RFPD  
ANNUAL COLLECTION STATISTICS**

Company	Scappoose RFPD
Date Of Service	12/1/2023
Date Of Service	11/30/2024
Invoices	0

Month	Tickets	Charges	Payments	%	FireMed	%	Disallowed	%	Uncollected	%	Pending	%
Dec 23	110	244,041.00	-80,930.97	33 %	-3,226.95	1 %	-137,323.05	56 %	-14,405.46	6 %	8,154.57	3 %
Jan 24	94	207,456.20	-71,844.16	35 %	-5,791.24	3 %	-114,301.77	55 %	-5,849.81	3 %	9,669.22	5 %
Feb 24	79	175,007.00	-67,393.49	39 %	-1,850.00	1 %	-93,560.68	53 %	-6,039.23	3 %	6,163.60	4 %
Mar 24	104	229,821.00	-82,672.70	36 %	-2,366.20	1 %	-130,397.60	57 %	-8,036.00	3 %	6,348.50	3 %
Apr 24	78	171,427.20	-62,151.78	36 %	-2,615.01	2 %	-87,574.27	51 %	-4,727.20	3 %	14,358.94	8 %
May 24	105	233,626.40	-79,040.04	34 %	-3,701.22	2 %	-131,190.44	56 %	0.00	0 %	19,694.70	8 %
Jun 24	83	183,513.80	-58,061.03	32 %	-2,500.00	1 %	-107,031.70	58 %	0.00	0 %	15,921.07	9 %
Jul 24	91	202,028.60	-68,428.25	34 %	-2,425.00	1 %	-108,700.88	54 %	-3,814.38	2 %	18,660.09	9 %
Aug 24	102	227,040.20	-66,916.69	29 %	-3,956.25	2 %	-111,462.51	49 %	-2,160.80	1 %	42,543.95	19 %
Sep 24	104	232,407.40	-62,350.58	27 %	-1,075.00	0 %	-128,472.75	55 %	-511.40	0 %	39,997.67	17 %
Oct 24	100	221,084.00	-58,845.25	27 %	-1,100.00	0 %	-105,524.18	48 %	0.00	0 %	55,614.57	25 %
Nov 24	91	200,743.80	-5,399.73	3 %	0.00	0 %	-17,636.25	9 %	0.00	0 %	177,707.82	89 %

1,141    
 2,528,196.60    
 -764,034.67    
 -30,606.87    
 -1,273,176.08    
 -45,544.28    
 414,834.70

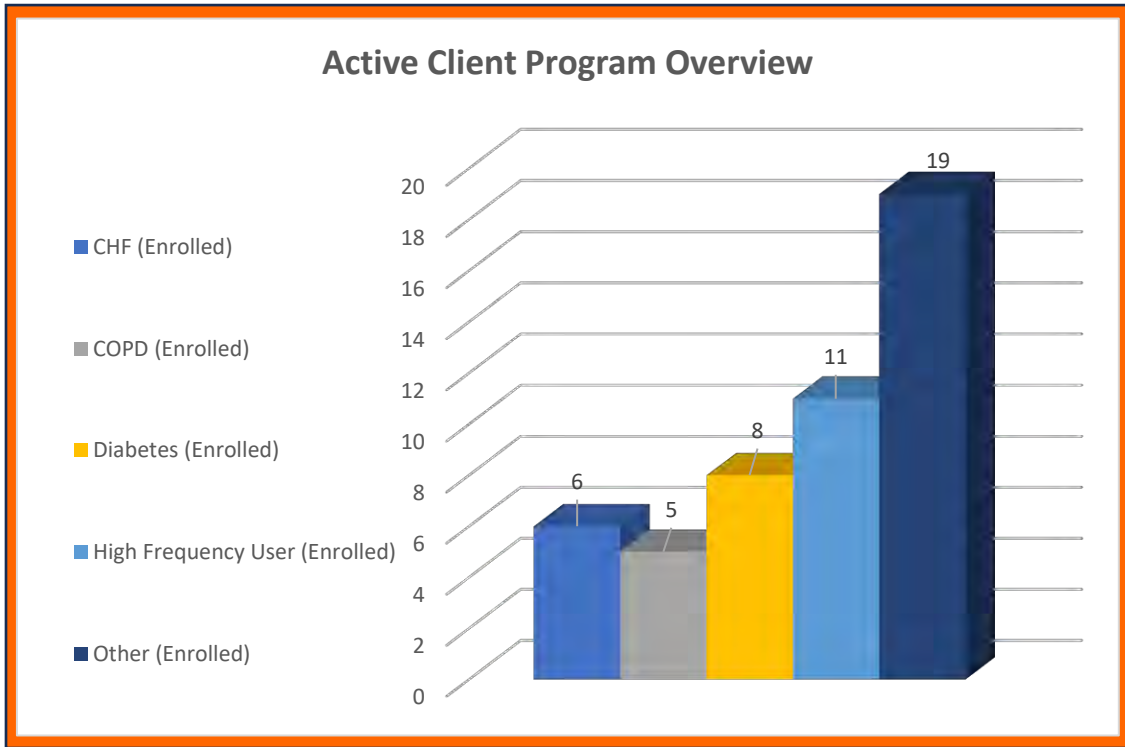
**All amounts shown relate directly to each month's charges. They will not reconcile to monthly deposit reports**



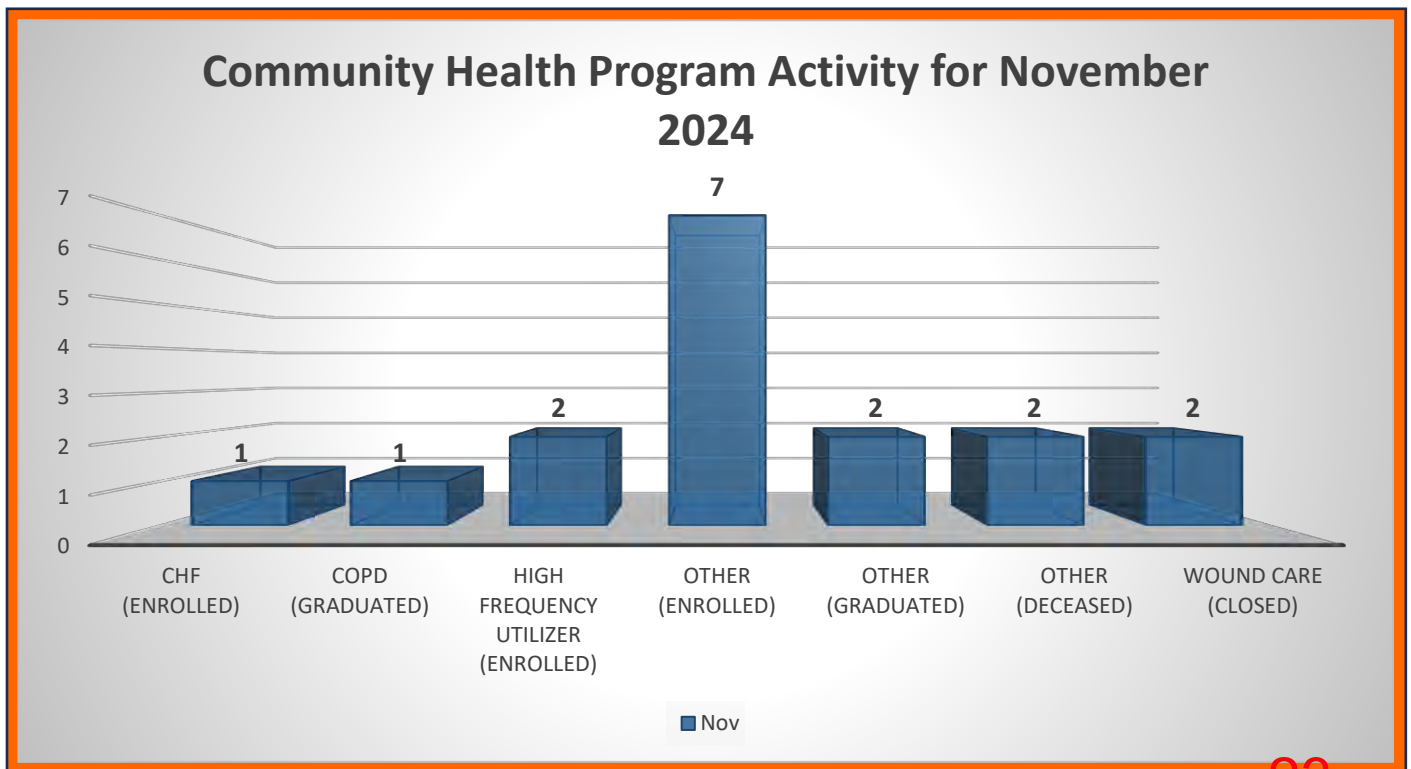
# **COMMUNITY PARAMEDIC REPORT**

# November 2024 Community Paramedic Program Report

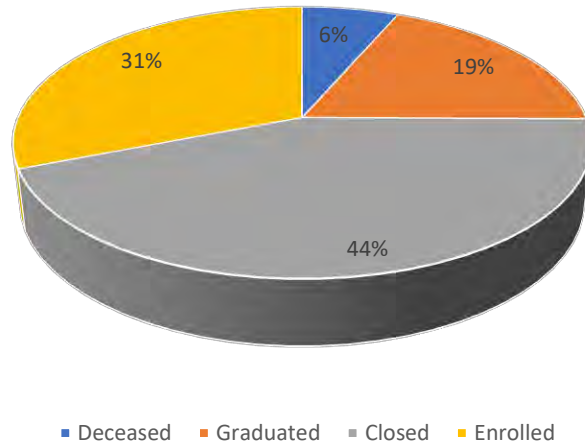
As of **November 30, 2024**, our Community Paramedic has **49 clients** in Columbia County enrolled and actively participating in one of the programs. The youngest being **27 years old**, the oldest being **94 years old**, with the average age being **60 years old**.



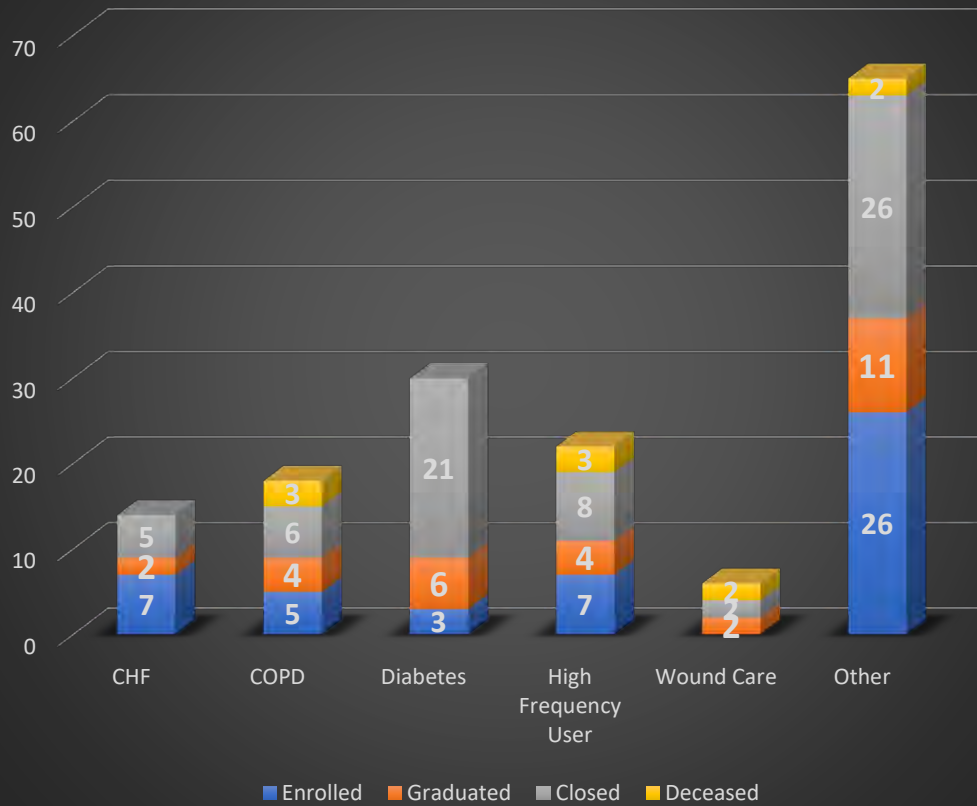
The graphic below represents program status changes that occurred in **November 2024**.



### Client Program Status Update Overview 2024



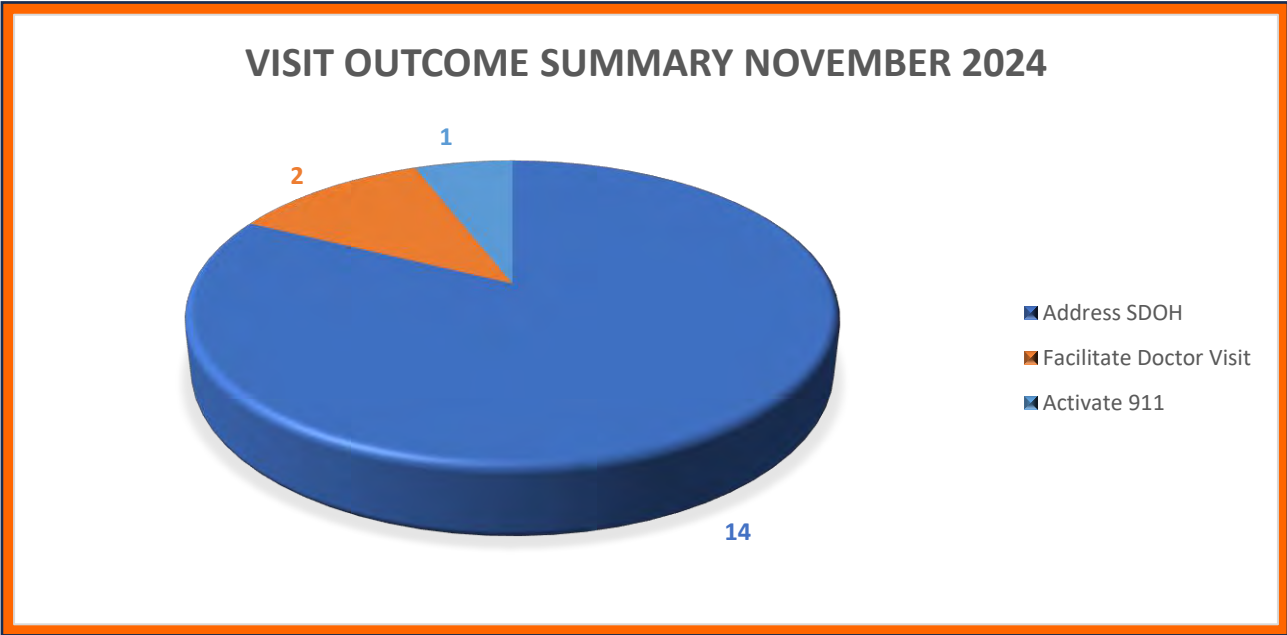
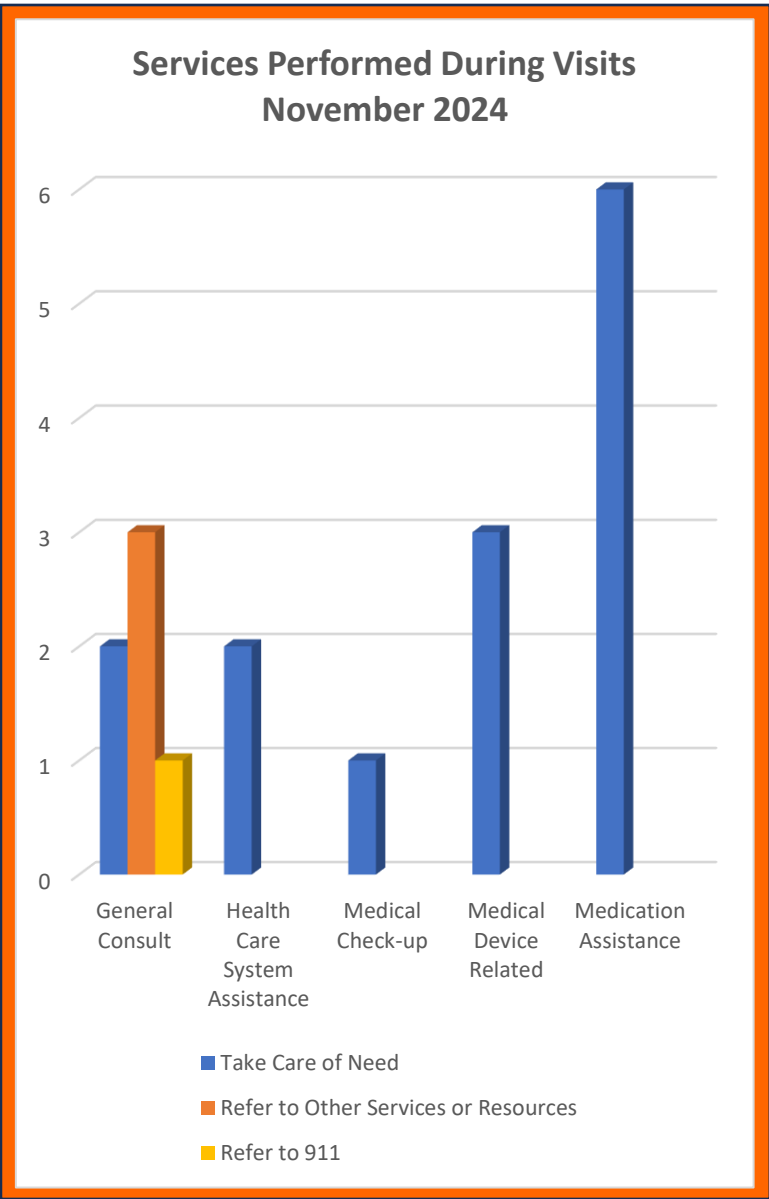
### Client Program Update Overview 2024





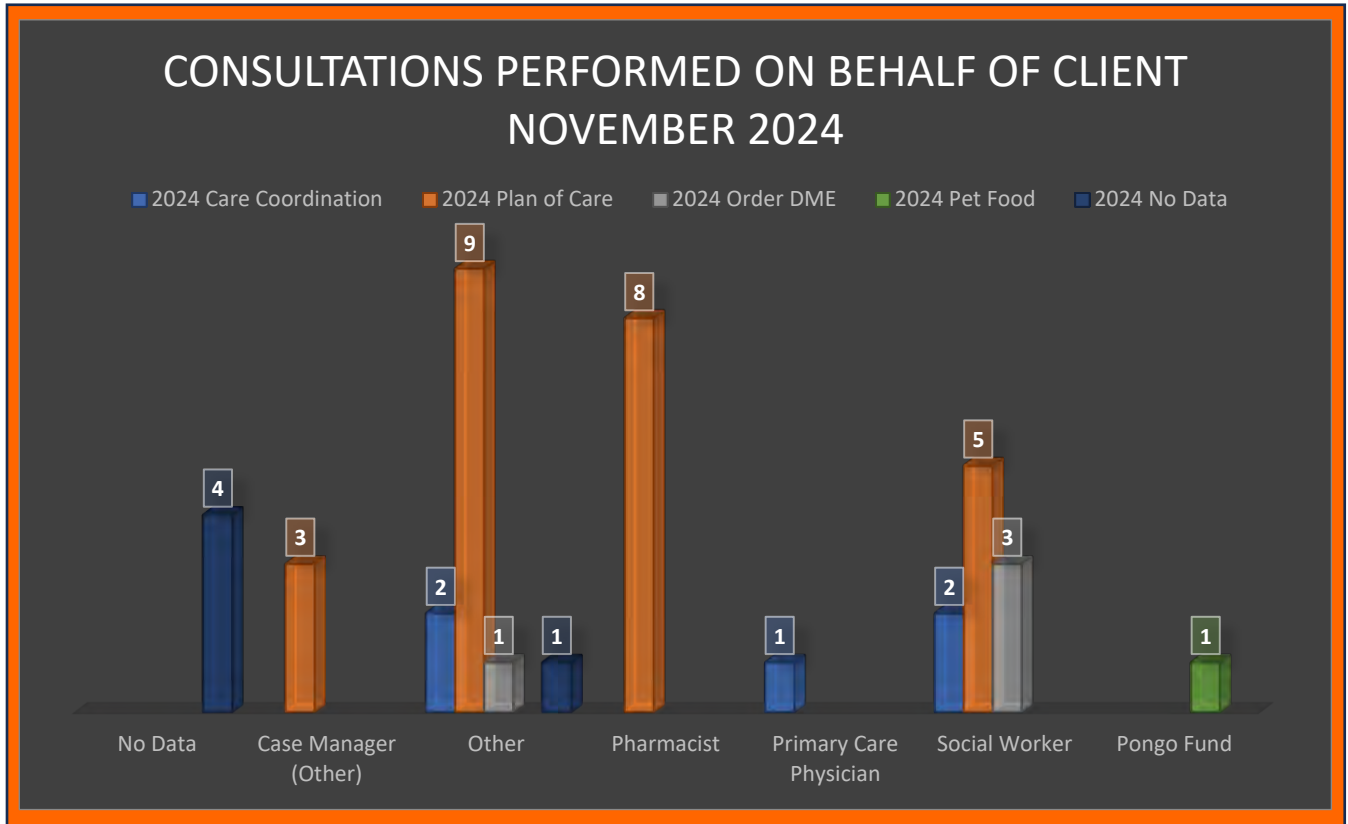
The total number of documented client visits during **November 2024** is **17** compared to **22** during the same time period in 2023. The graph below represents the comparison of initial client visits to subsequent client visits performed by the CP for **November 2023 / 2024**.





\*SDOH = Social Determinants of Health

A significant amount of the Community Paramedic's work is Client Advocacy. The chart below shows the number of times in **November 2024** resources were contacted on behalf of a Client. The purpose of these consultations can range from simply scheduling a medical appointment; to filling a prescription; to sharing information following a home visit; to ensuring a Client has access to food; to accessing high-quality pet food for clients so they don't have to forgo buying their prescription medications to buy food for their pet.



\*DME = Durable Medical Equipment

# **RESPONSE ACTIVITY REPORT**

# MONTHLY REPORT

# SCAPPOOSE RURAL FIRE PROTECTION DISTRICT



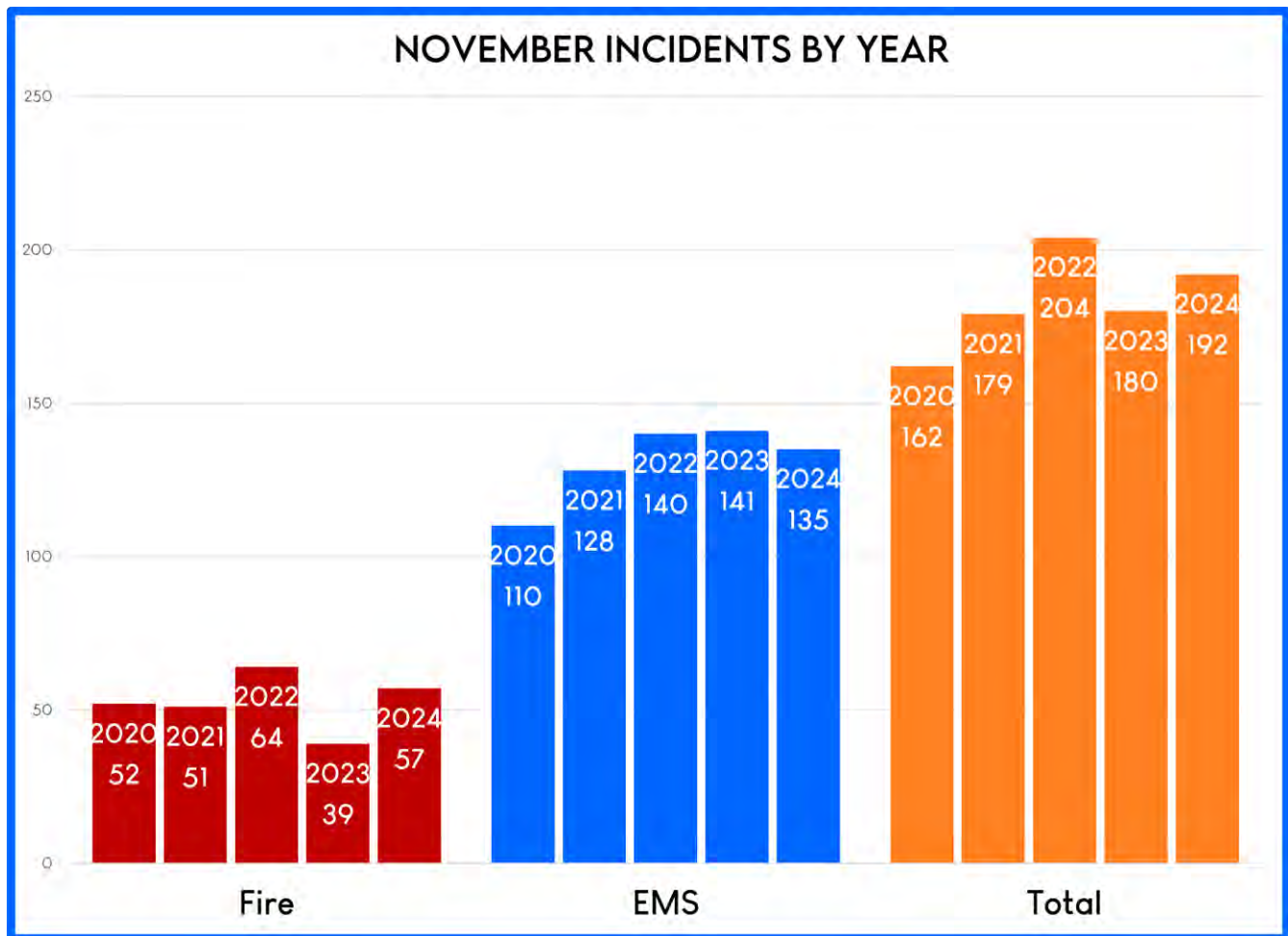
NOVEMBER 2024

# OPERATIONS

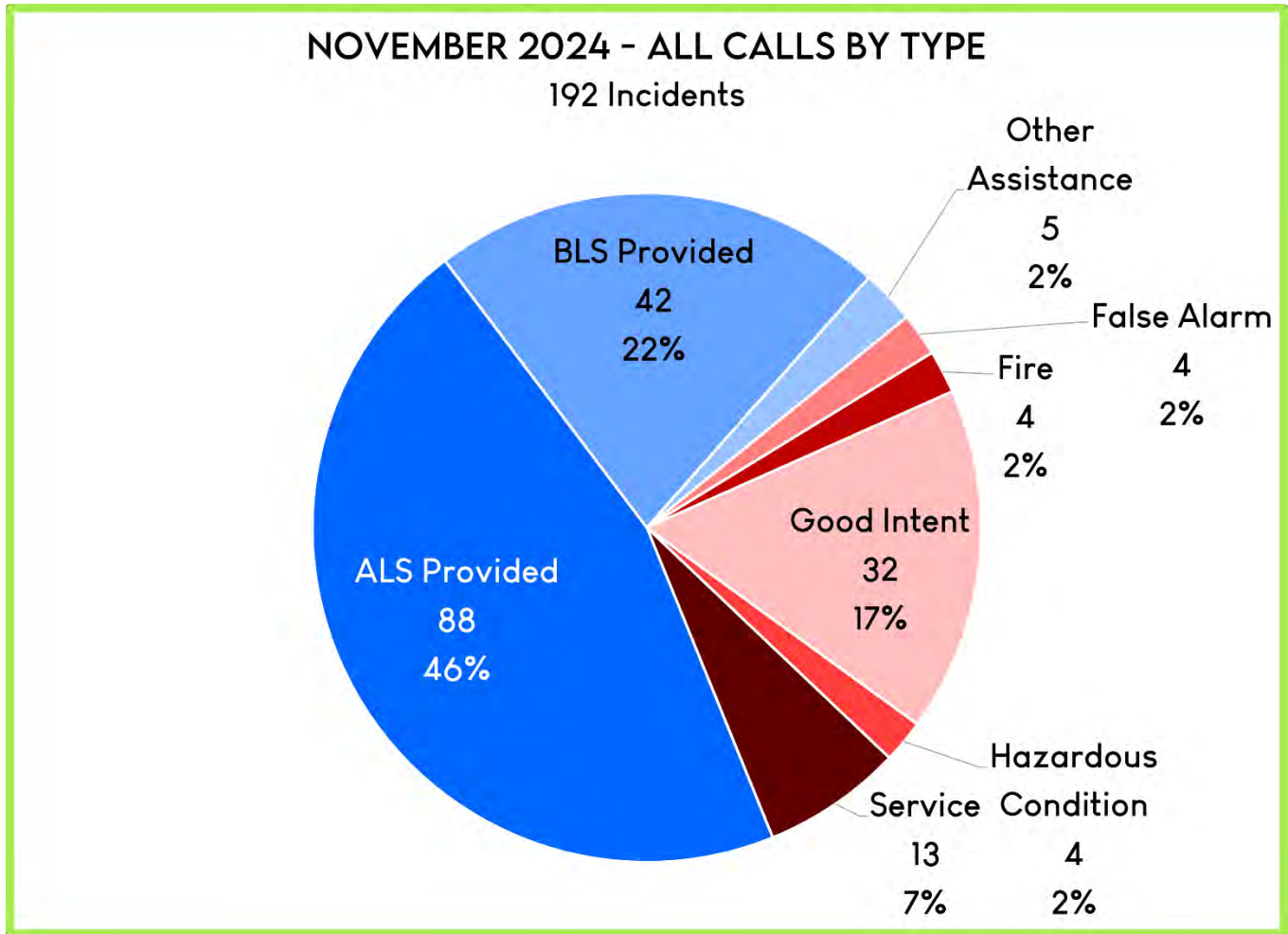
For the month of November, Scappoose Rural Fire Protection District responded to a total of **192** calls for service. There was a total of **398** apparatus responses spending **259** hours and **1** minute of time. EMS incidents accounted for **70%** (**135**) of the call volume, while Fire incidents were **30%** (**57**). The EMS related calls for the month included a total of **138** patients treated, with **91** (**661%**) of those transported to area hospitals. COVID-19 was suspected or confirmed in **1** patient.

Approximately **42%** of the calls for service (**81** incidents) represent overlapping calls (at least one other call in progress). Approximately **35%** (**24** incidents) of the of the **69** incidents that occurred during the hours of 8 PM to 8 AM represent overlapping calls. There were **no** incidents where unit(s) were deployed for more than two days. Either of these situations could require units to respond to areas outside their base districts, which would result in increased response times as well as depleted available resources to respond to emergencies.

For the month of November, SRFD averaged **1.90** Fire calls per day and **4.50** EMS calls per day for an overall daily average of **6.40** calls per day. Total Fire & EMS incidents for the same month in 2023 was **180**. There were **6.67% more** calls this month compared to the same month last year.

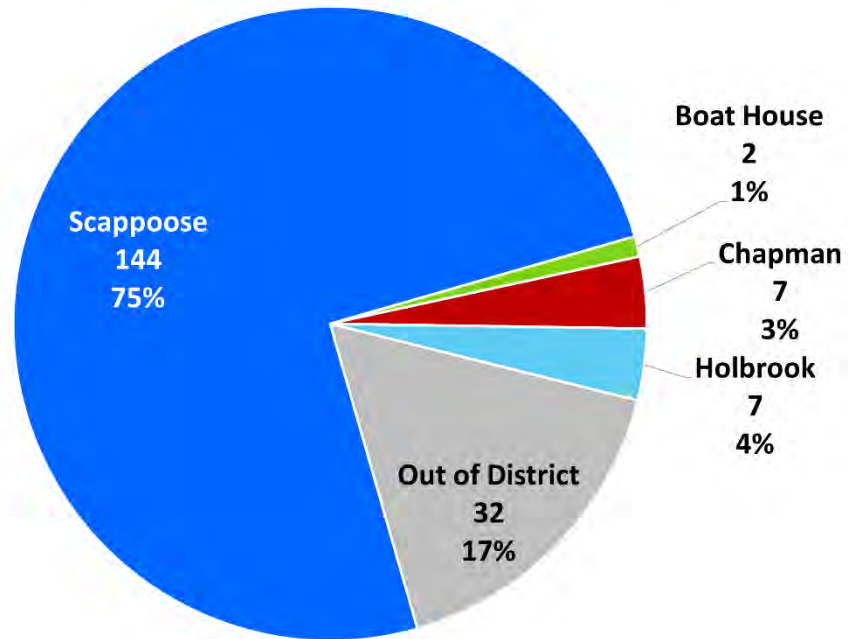


FIRE AND EMS CALL BREAKDOWN FOR NOVEMBER 2024



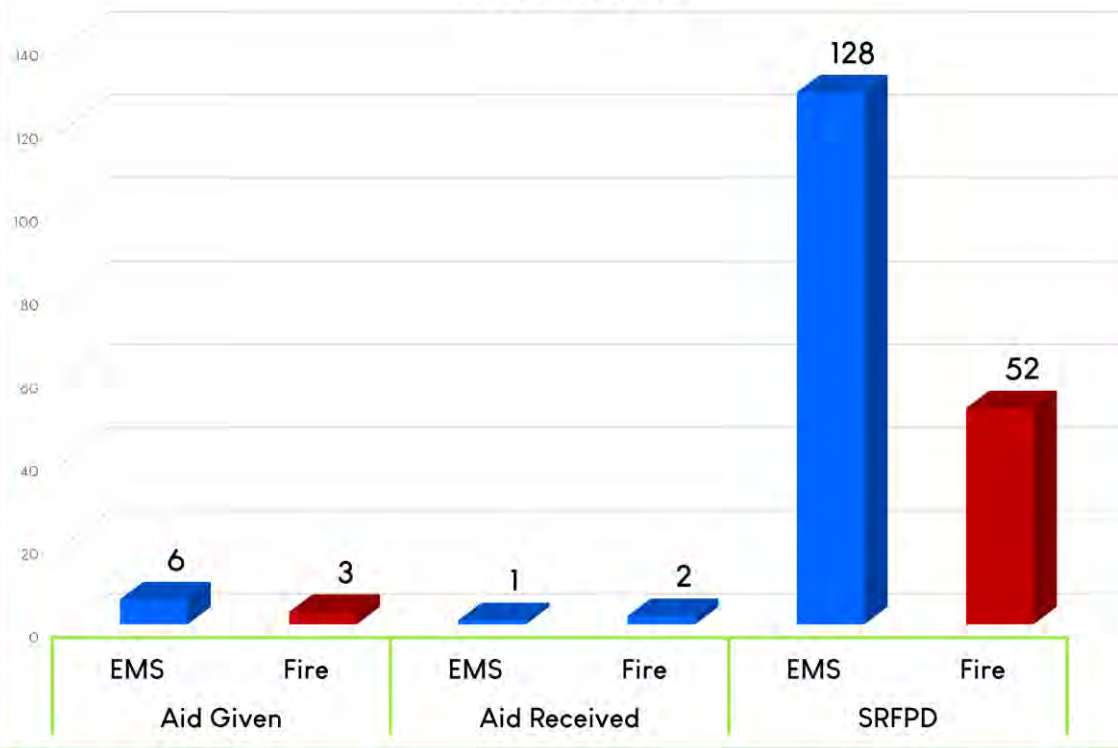
## NOVEMBER 2024 - INCIDENTS BY STATION

192 Incidents with 398 Apparatus Responses

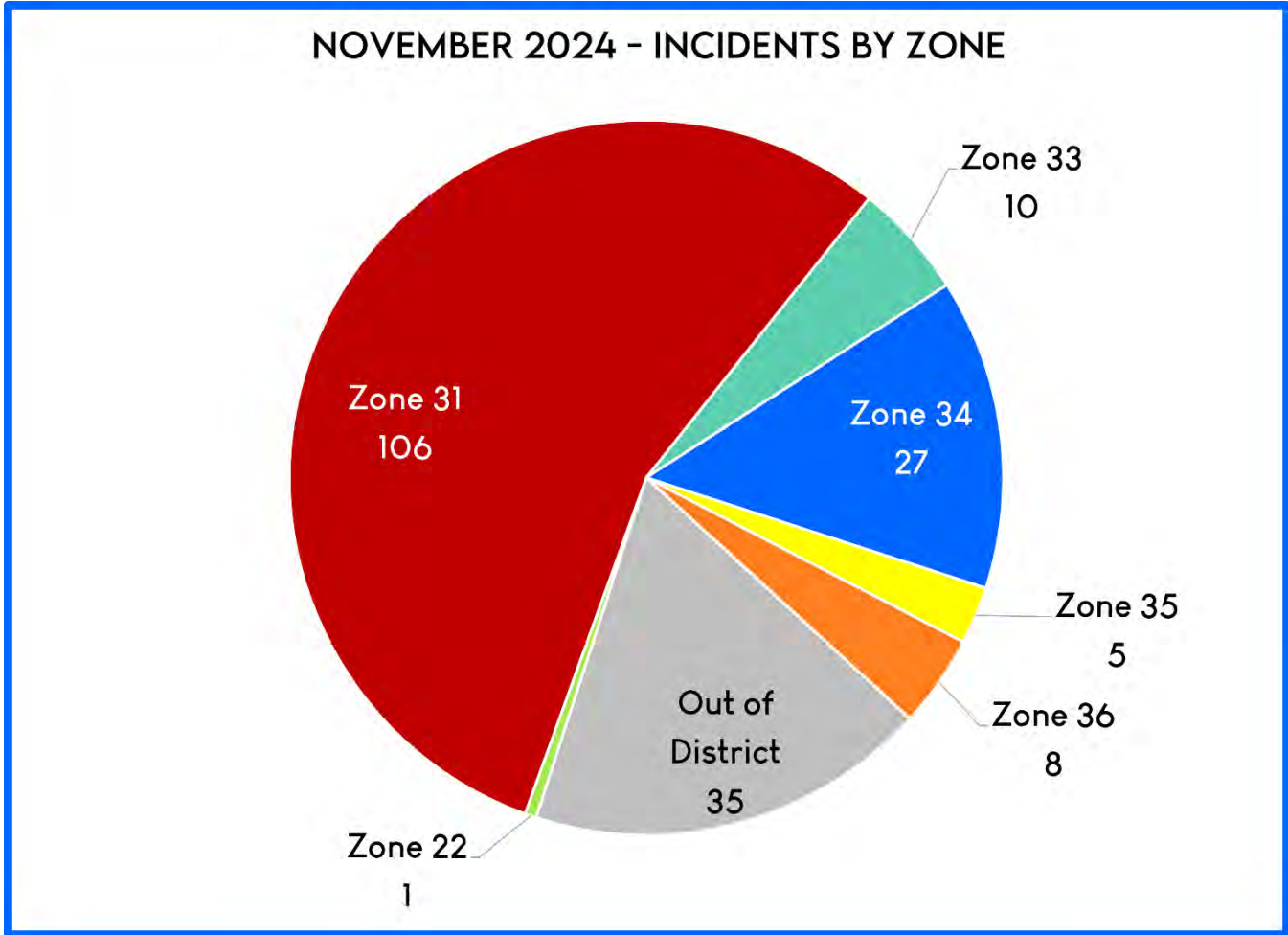


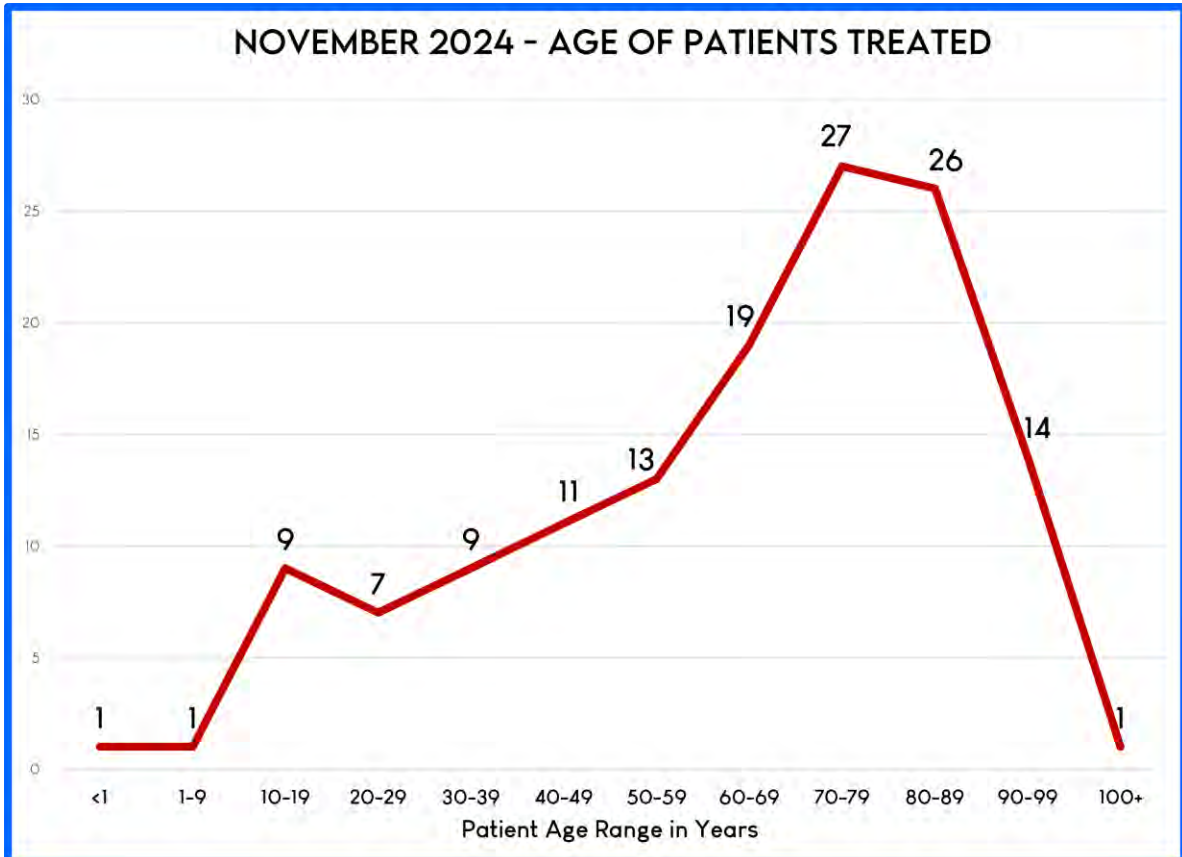
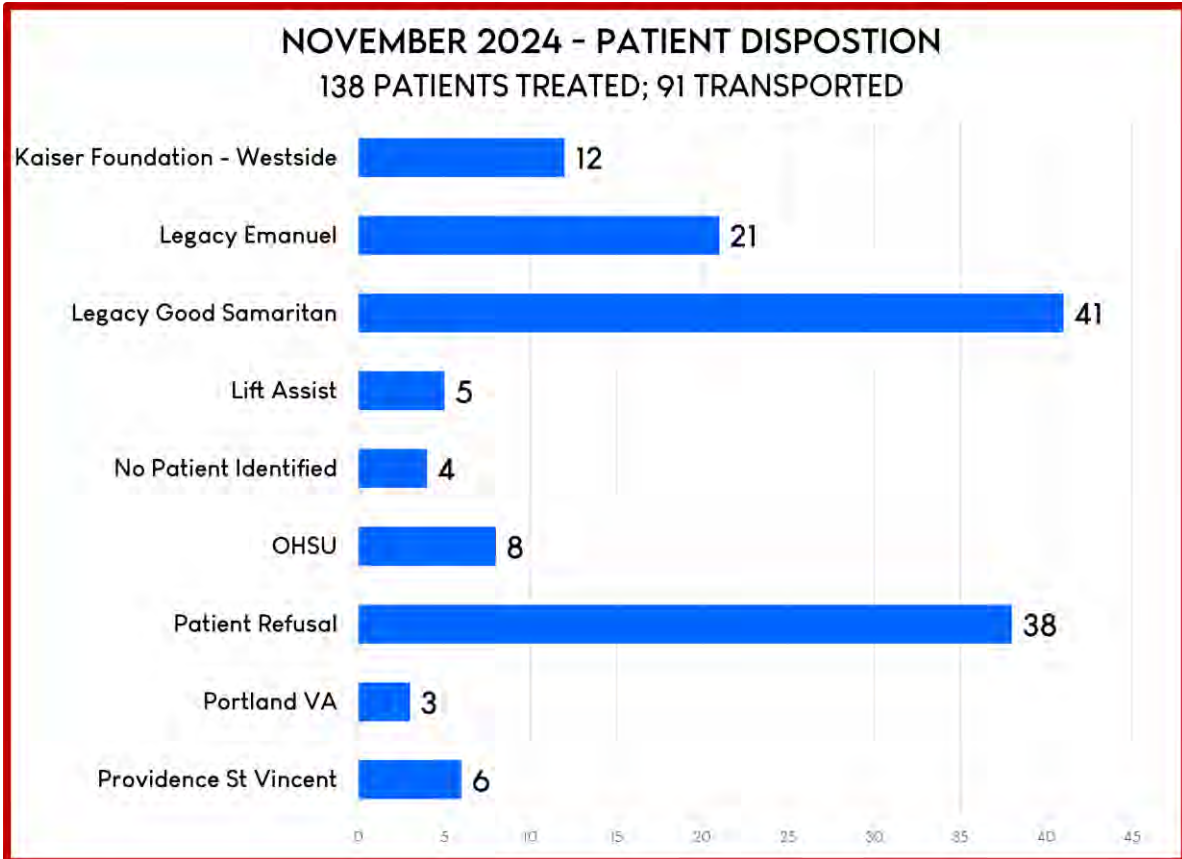
## INCIDENTS BY RESPONDING JURISDICTION

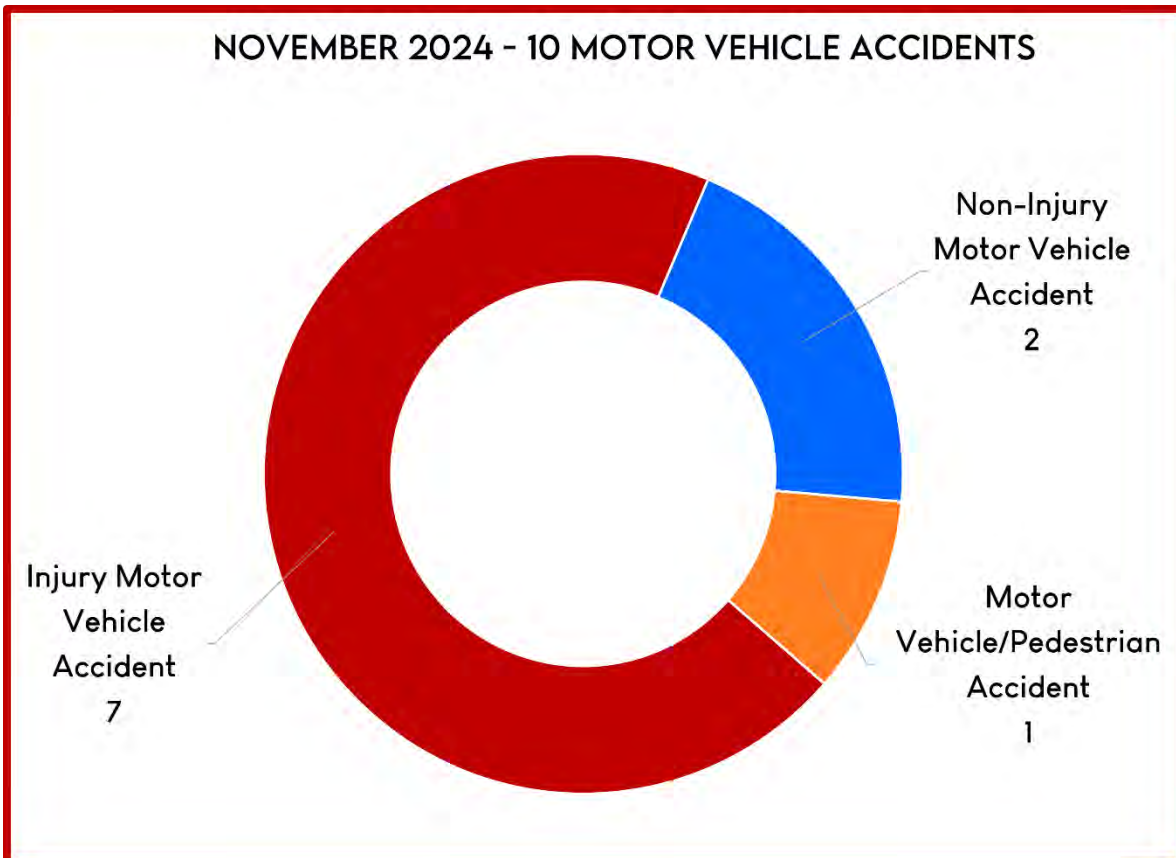
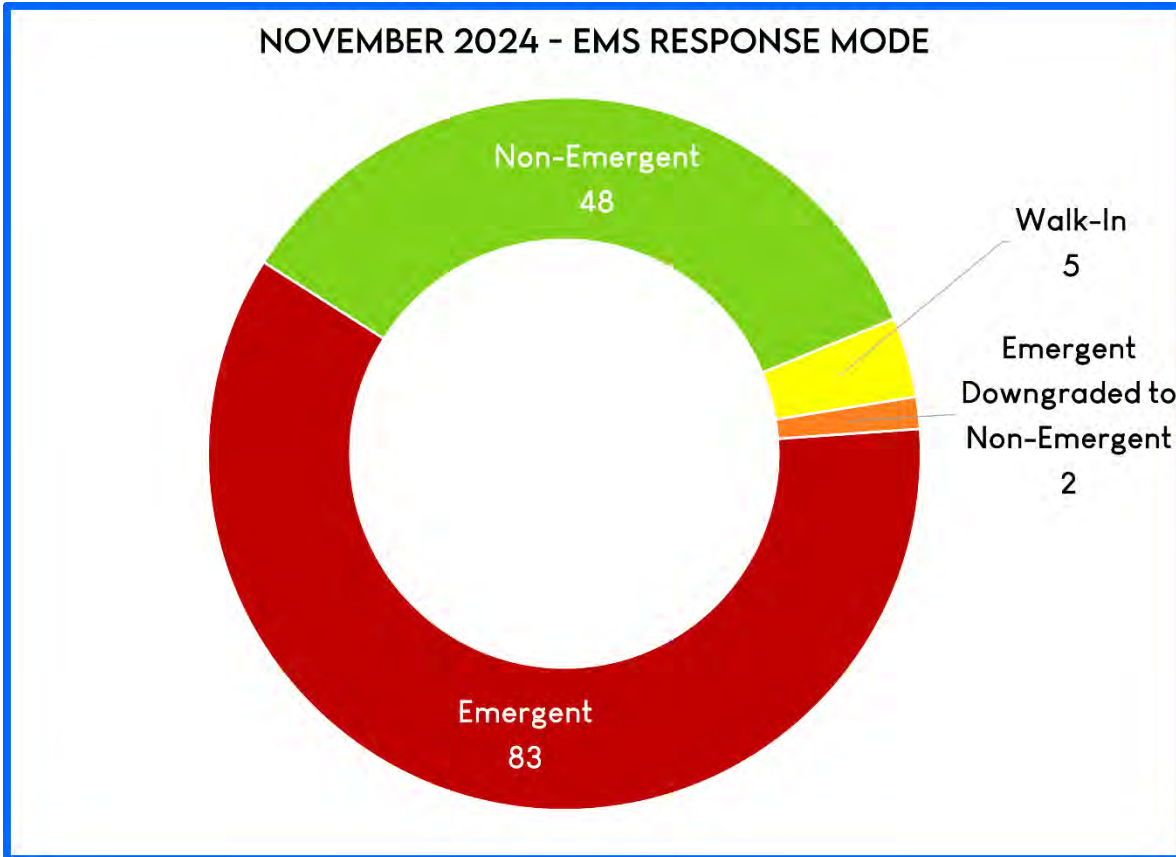
November 2024



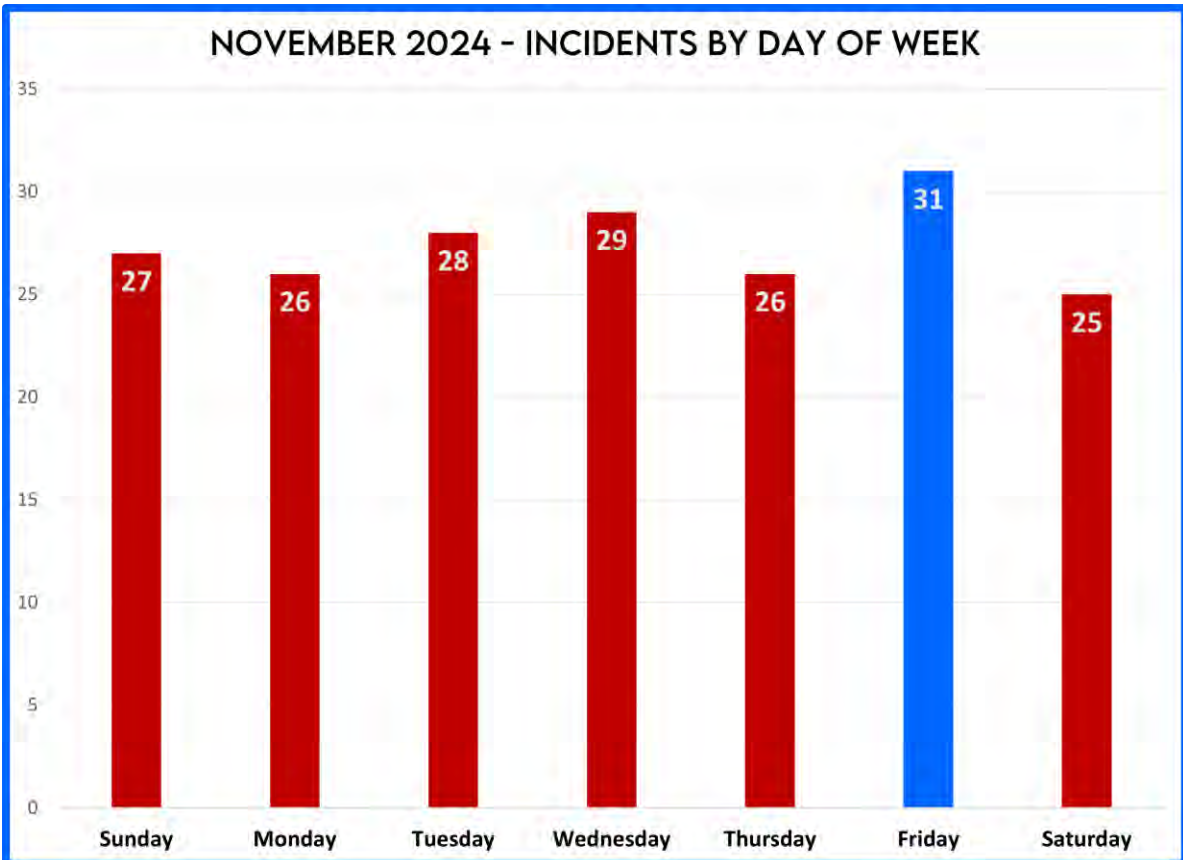
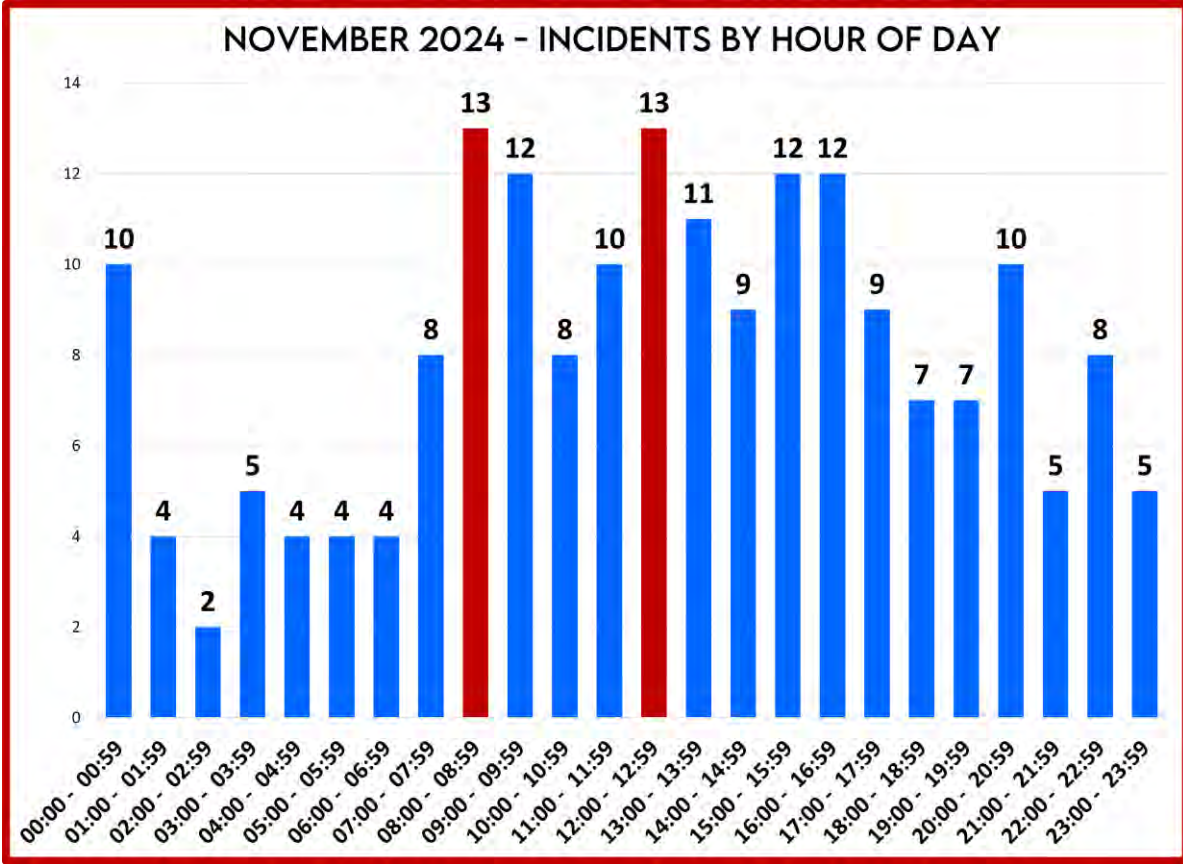






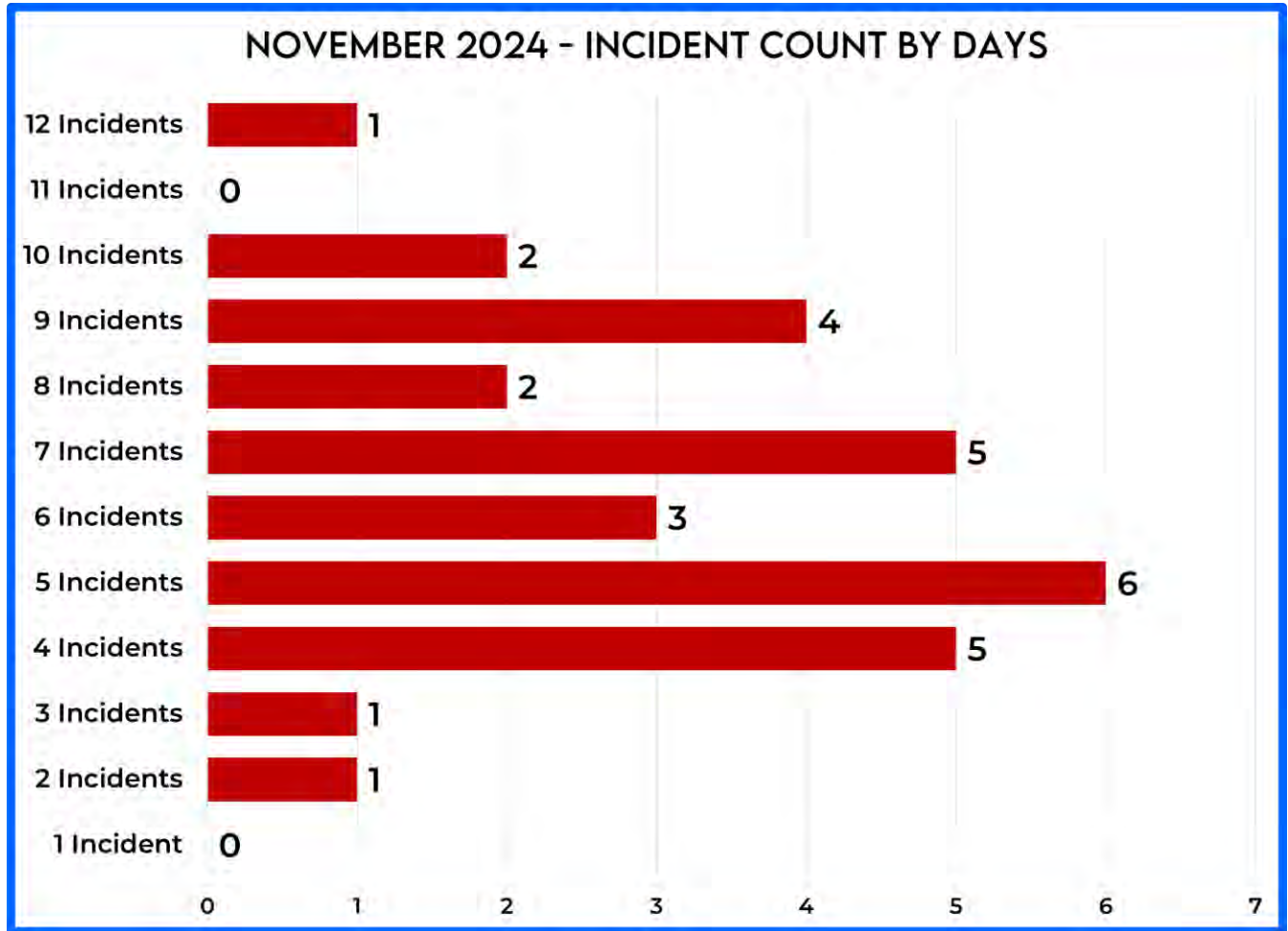


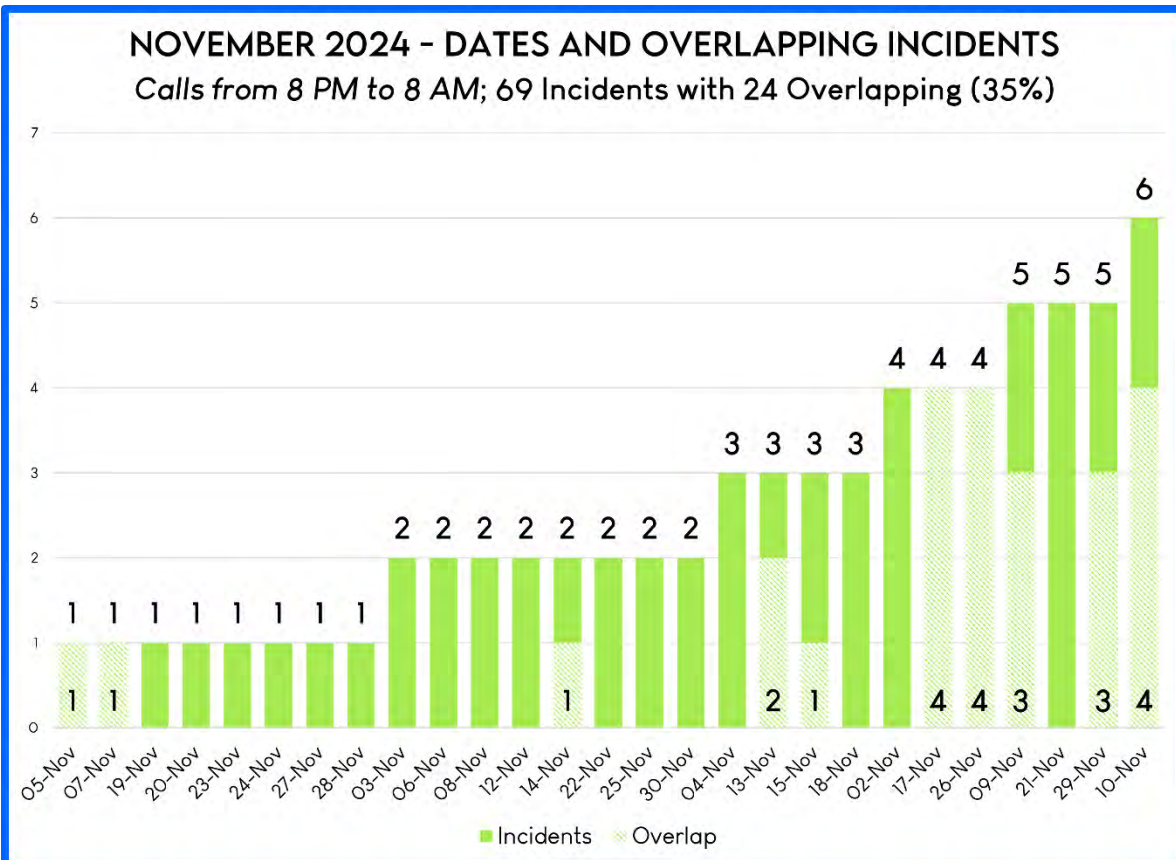
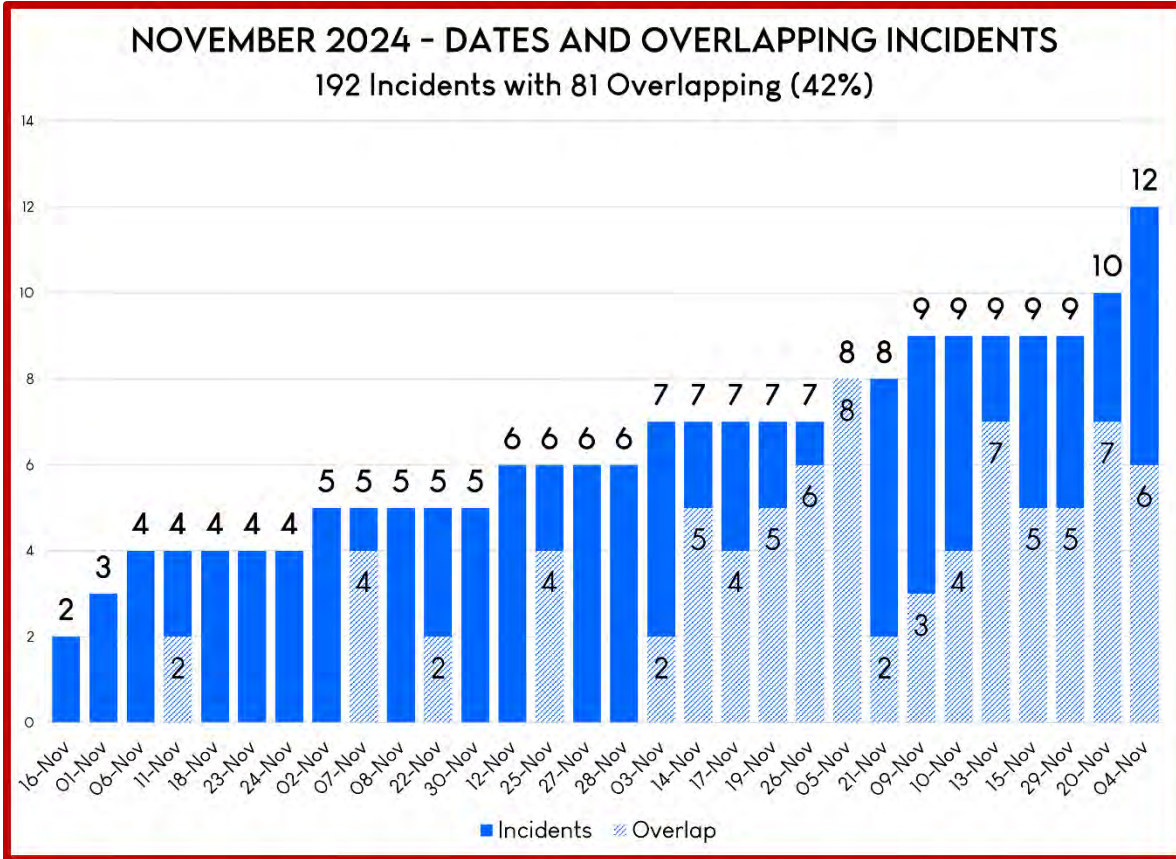
# OPERATIONS



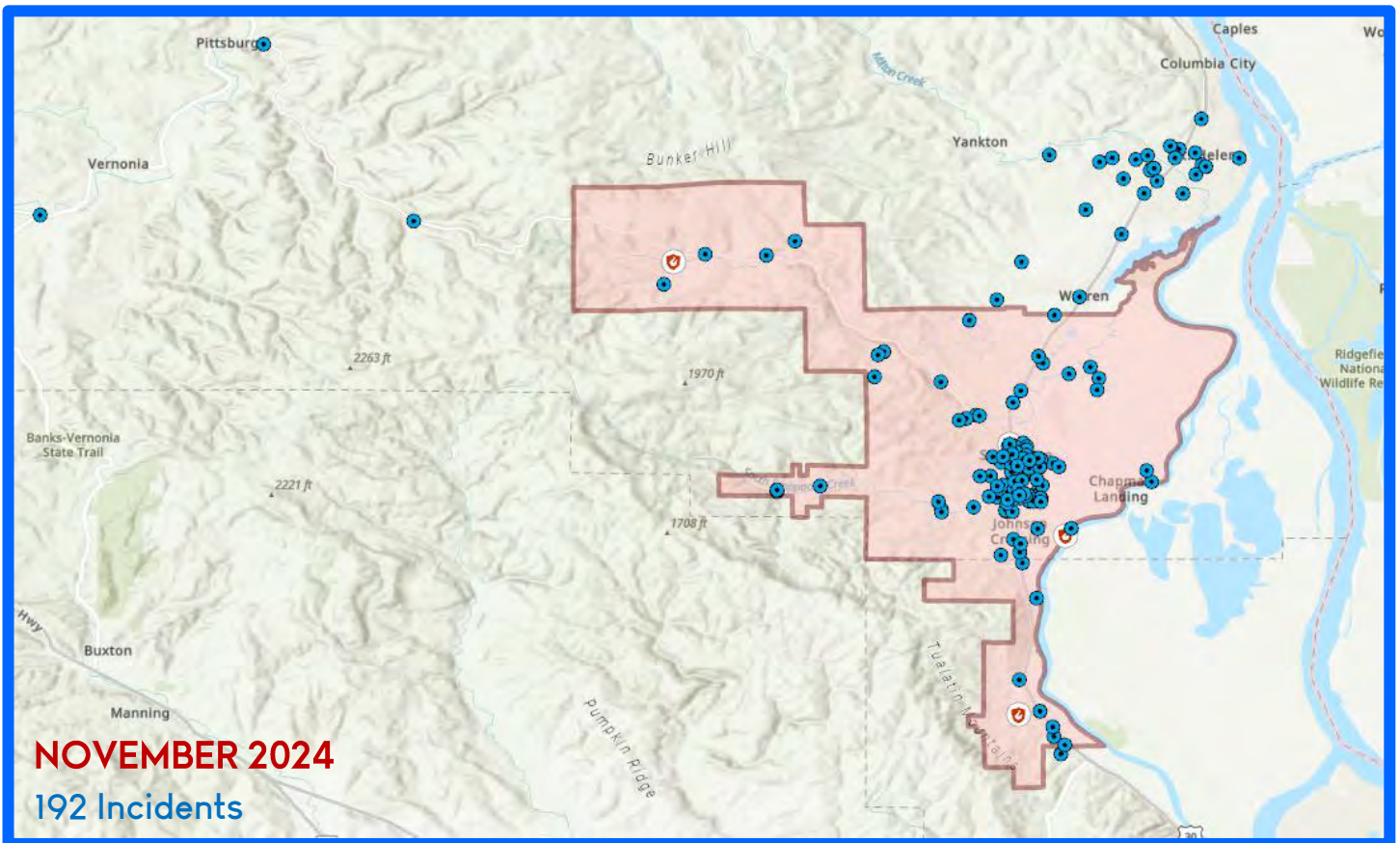
# OPERATIONS

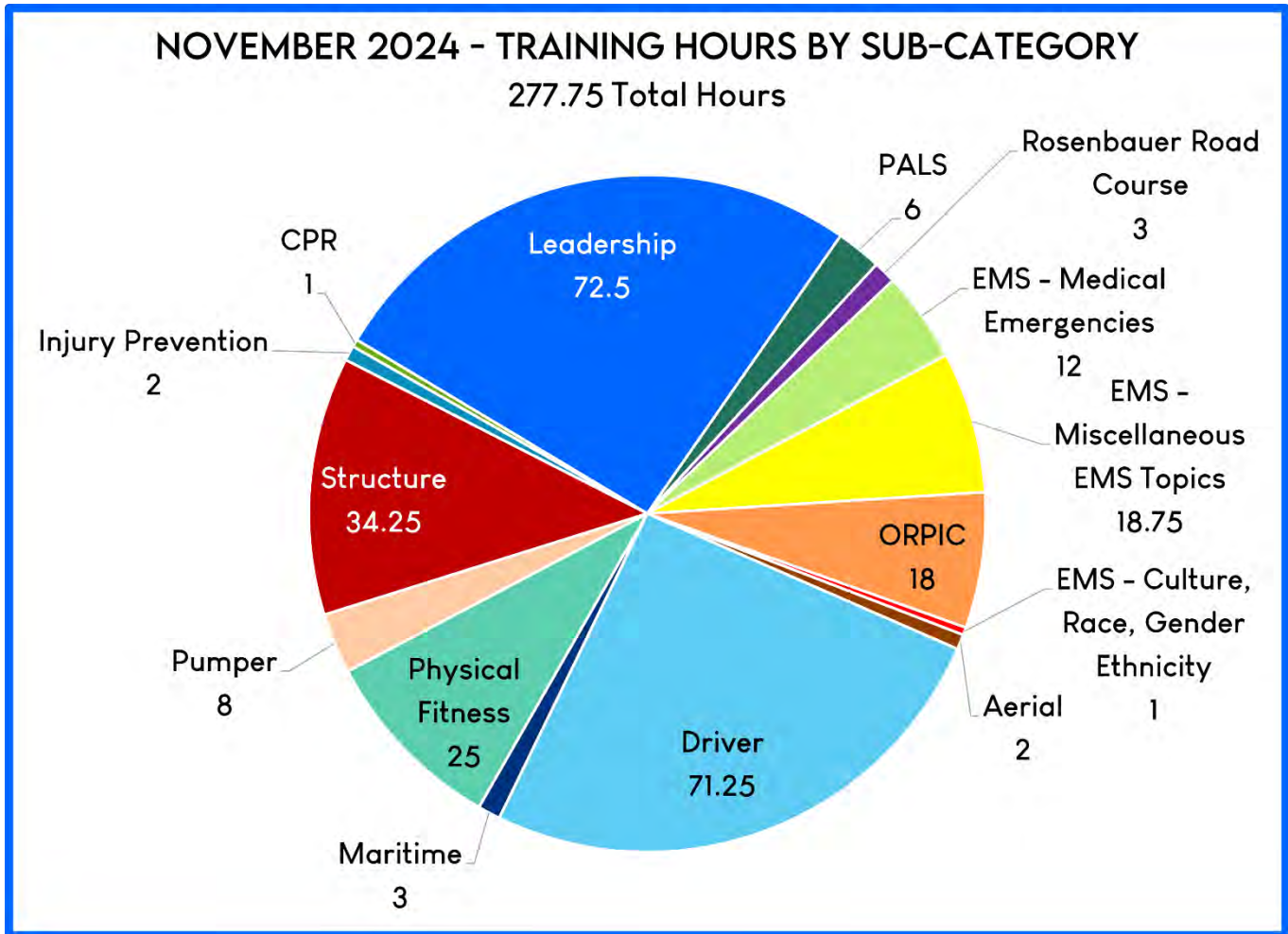
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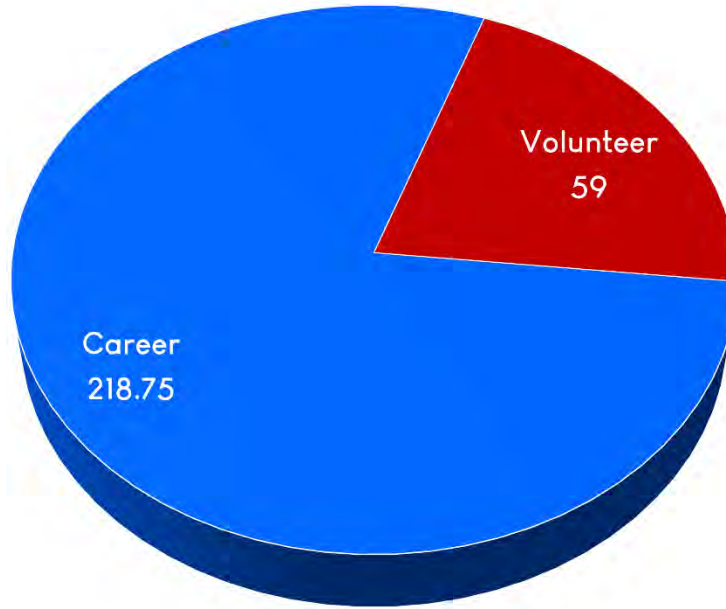
# OPERATIONS



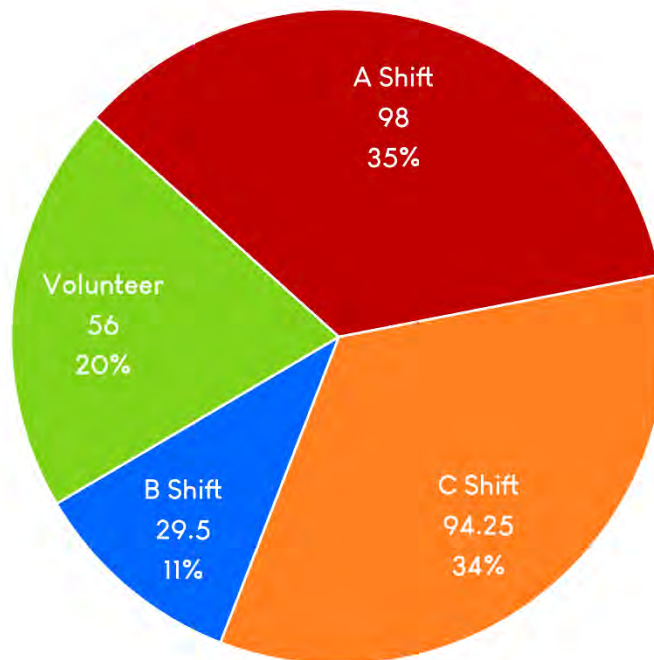




NOVEMBER 2024 - VOLUNTEER & CAREER TRAINING HOURS



NOVEMBER 2024 - TRAINING HOURS BY SHIFT



**UNCREWED  
AIRCRAFT (UAS)  
ACTIVITY  
REPORT**

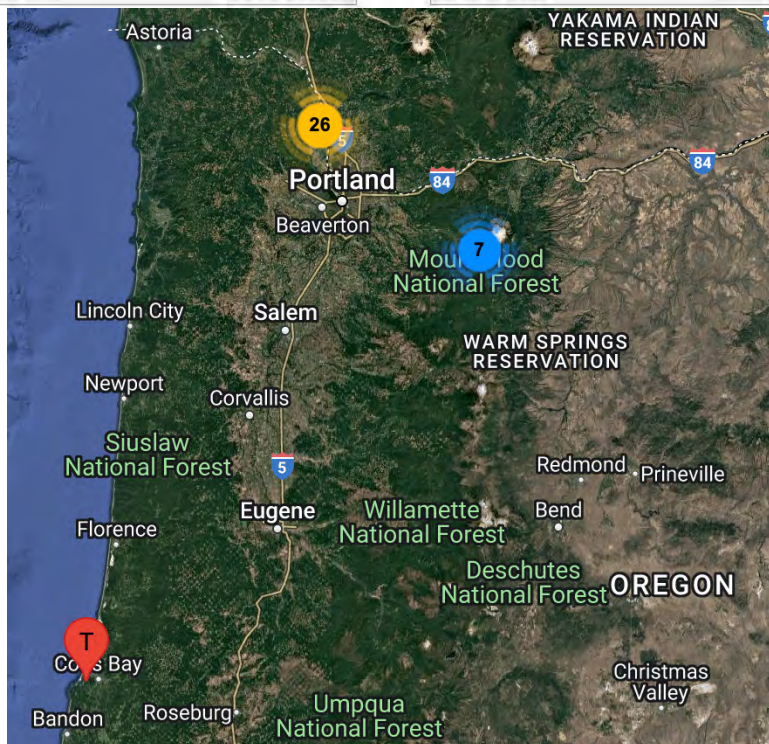
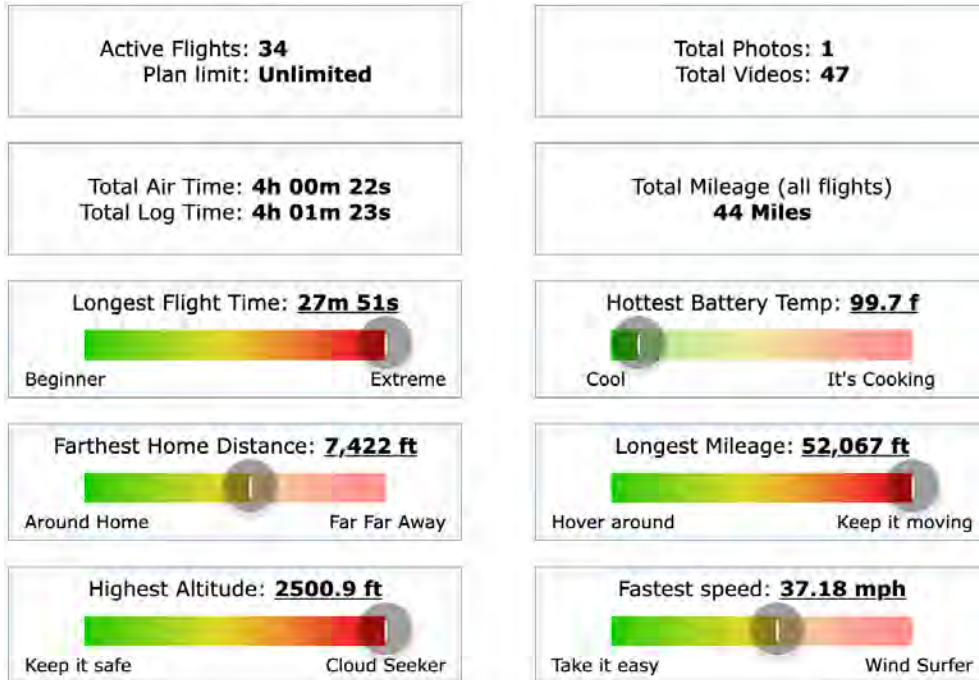
# BOARD AVIATION REPORT

## November 2024

TOTAL FLIGHTS: **34**

TOTAL HOURS: **4 hours 1 Minute 23 seconds**

CAPTURED IN AIR DATA



# STAFF REPORTS

# Fire Chief Report NOVEMBER

## Meetings Attended

Date	Topic	Date	Topic
11/4/24	Columbia Pacific Care mtg	11/13/24	Col. Co. Vol. Association mtg
11/5/24	RDPO Program committee mtg	11/14/24	Marathon Pet. Table Top Vancouver
11/6/24	AR6 planning meeting	11/14/24	Board Meeting
11/6/24	Steve Toler mtg	11/15/24	ODF UAS AAR
11/6/24	Association meeting	11/18/24	HS Fire Class Interviews
11/7/24	RDPO Fire & EMS WG meeting	11/18/24	TAK Briefing for PF&R
11/7/24	Meeting with PBEM and PF&R @ BOEC	11/18/24	Member Outreach mtg
11/8/24	UAS Training	11/19/24	Dry Standpipe inspection with 4303
11/11/24	Fire Defense Board MTG	11/19/24	Meeting with city planning
11/12/24	ESRI ARCGIS training	11/20/24	All Hands meeting
11/12/24	HSEMC meeting	11/20/24	Cascadia planning meeting
11/13/24	AR6 aviation planning meeting	11/21/24	BCD Class
11/13/24	IFUASS operational AAR	11/21/24	ARC 6 in Coquille
11/13/24	ESRI ArcGIS training	11/27/24	ASA chiefs mtg

**Hours Worked November: 261**

**Hours On Call in November: 141**

**Hours On Call For CRFR: 72**

**Hours TRAINING November: 39**

**TOTAL HOURS: 402**

### Training

Oregon Health Authority Able Readiness 6 (Coquille Tribes)  
Oregon Inspector Recertification (Building Codes Division)  
Marathon Petroleum Table Top (Vancouver WA)  
UAS Training  
ESRI ArcGIS training

### Projects

Ambulance Service Area Agreement – *In Progress*  
Portland Fire Mutual Aid Agreement – *In Progress*  
May 2025 Election ~ *In Progress*  
Working with state senators / reps for legislation changes ~ *In Progress*  
CRFR Agreement for Plan Review ~ *In Progress*  
Fire Station Project ~ *Tabled*  
SPIRE 2023 ~ *Awarded Airbags and COW (Cell On Wheels)*  
NASA ACERO ~ *In Progress*

November marked a significant month of transformation. We witnessed changes in politics, policy interpretations, and government, along with internal shifts that, although altering the office atmosphere, fostered a stronger sense of unity as everyone came together to fill the void. Weather changes also underscored the dynamic nature of this month.

Crucially, November was pivotal for both our admin team and operational staff as they united with a clear focus on the future. While strategic planning remains a priority, we are advancing with our initiatives.

Maintenance presented notable challenges, primarily due to minor repairs across all stations, demanding significant staff time despite minimal costs to the district. In preparation for winter, tree trimming and removal were undertaken at the Holbrook station, aiming to prevent further hazards.

Excitingly, we received positive news regarding the two light-duty vehicles ordered in February, anticipating their arrival by the next board meeting. This will allow us to complete and close this project series.

Additionally, an unexpected increase in tax revenue exceeded our projections for fiscal year 24/25, following Cascade Tissue Company's repayment of defaulted taxes owed in the enterprise zone. This one-time payment of over \$800,000 to the Scappoose Fire District will not be available until the next fiscal year. We are assessing whether the facility's tax rate should have been frozen in 2019, which could mean a shift in tax revenue benefits from the city's urban renewal fund to our district.

A staff report in this board meeting packet initiates the purchase process for replacing our oldest front-line ambulance, a 2015 GMC. To avoid future setbacks with emergency vehicle replacements, maintaining consistency in our vehicle replacement program is vital, especially with extended fiscal timelines.

We are thrilled to fill the vacant Emergency Response Technician (ERT) position, with the new hire starting in January, bringing us back to full ERT staffing. We are also hopeful about recruiting for our second community paramedic role soon.

**Assistant Chief Marks  
Decemeber 2024**

**November Projects:**

Duty Shifts - Safety Program - Wellness Program  
CQI Program – Compliance Data Collection -  
Records Requests- Holbook Tree removal

**Drills / Activities / Meetings in November included:**

Fire Defense Board	HPO Steering Committee
SVFA Meeting	New Engine Training
NERIS Webinar	Operations Committee
County Volunteer Meeting	All Hands Meetings
ERT and CP Interviews	Freestanding ER Steering Committee

The GADCS project ..... Is completed. PCG, our contractor submitted our data to Medicare in the middle of November. Another benefit of using this contractor was brought to light during our final meetings. If Medicare audits our data submission, PCG handles the audit as well. One note to highlight of this data collection. The district has four (4) ambulances in our fleet along with 17 other vehicles. The ambulances accounted for more than 51% of miles driven on all district apparatus. This goes to show the need to keep the ambulances on a good replacement cycle.

A Holbrook neighbor raised a concern of a possibly hazardous tree on the station property. Arborists were contacted and one company returned our call. I met with them at the station, and it was decided to remove the tree to prevent possible damage during winter storms. One tree will be removed, and several others will be trimmed. This project was completed during the month of November.

The NERIS project continues to unfold. We are in a holding pattern waiting for ImageTrend to complete their updates to include the new system.

I attended another Columbia County Freestanding ER Steering Committee. This committee was stood up after the county hired a contractor to look at medical care needs in Columbia County. This was the fourth meeting I have attended.

Myself and Chief Pricher continue to work with Columbia County Public Health regarding the ASA process.

As requested at the September 2023 Board meeting, here is a list of my larger projects in their current priority.

1. Work with Chief Pricher on taking over the Operations role for the district.
2. Filling vacant ERT position and building process for the additional Community Paramedic process.
3. Updating the Blood Bourne Pathogens class.
4. GACDS: This project will remain priority number one throughout our collection period. Correct and thorough ompletion of this project will ensure the organization is not fined 10% of our Medicare billing.
5. Continue to support staff: While this is listed at the bottom of my priority list, it is of vital importance to me. This item can be little things throughout the month to assist with a vast number of items to increase workflow and continuity of the organization.

My time Worked in Nov 2024	129 Hours
Call time in Nov 2024	139 Hours (call shifts minus office time)
<b>Total Hours for Nov 2024</b>	<b>268 Hours</b>
<b>Total CRFR Coverage Time</b>	<b>76 hours</b>





**Chief Bautista Report  
Prevention & Training Divisions  
November 2024**

**November Projects:**

- ◆ Volunteer Program Coordination (On going) - Working with Henry Oberbarnscheidt the in the Member Outreach position and new volunteer recruit onboarding process
- ◆ Volunteer Firefighter Academy Schedule (Completed)
- ◆ Scappoose High School Fire & Emergency Services Course Schedule (In Progress)
- ◆ SRFD Uniforms (On going) - Working with FF Booth to get uniform items ordered and items for upcoming volunteer firefighter academy
- ◆ Coordinating support for Intern program process with FFs Zimbrick, Booth and Henry O (in progress)

**Fire Marshal Division:**

One (1) dry hydrant pre-cover inspection was completed, and one (1) final driveway inspection was completed.

I have continued work with the Oregon Office of the State Fire Marshal on the 2025 Oregon Fire Code review and sitting on three committees. Meetings started in September and a planned to be wrapped up in December. Then the State of Oregon for formal adoption of the new 2025 Oregon Fire Code.

**Training Division:**

The Volunteer Recruit Academy (2025-01) is set to begin January 2025 through July 2025. We will hold an information session December 11th to intake our new recruits.

Working with LCRTOA to coordinate county wide firefighter drills and county wildland drills. Drill weekends will be incorporated into our recruit academy.

**Public Information Program:**

Working with Columbia County to support county wide safety messages.

Working with LT Heuer and others to coordinate public relations messaging for our fire district. Also coordinating some events at local business establishments for "Q and A" sessions with the Fire Chief for early 2025.

**Volunteer Program:**

Henry will assist with the NFPA Firefighter 1 academy as an additional instructor as needed and support during the academy.

Recruit orientation will be December 11<sup>th</sup>, 2024, to welcome new members. Recruits will get paperwork completed and go through orientation with staff in preparation for the January 2025 academy start.

**November Meetings & Activities:**

Date	Meeting/ Topic	Date	Meeting/ Topic
11/5/2024	2025 OFC - Subcommittee Group 5	11/20/2024	All Hands Meeting
11/7/2024	2025 OFC - Subcommittee Group 4	11/21/2024	IAAI Portland Chapter Meeting
11/12/2024	LCRTOA	11/25/2024	Task Group 1 - Chapter 7 Protection meeting #2
11/12/2024	Columbia FIT Meeting	11/27/2024	Final Driveway Inspection - 28269 Chapman Rd
11/12/2024	2025 OFC - Subcommittee Group 1		
11/18/2024	Scappoose High School Fire Program Interviews		
11/19/2024	Dry Hydrant System Inspection		

**Chief Officer Development Training:**

None scheduled

**Upcoming Training:**

None scheduled

Total hours for November 2024: 300.75 hours: 163.75 hours & 137 Duty Officer (On-call hours, minus office hours)



# Member Outreach

Henry Oberbarnscheidt

November 2024

Here are some of the projects I was involved with this month:

- Continued working on new recruit background checks.
- Set up a Community Public Education event for a Girl Scout group of 6 people. They requested some basic first aid training, a tour of a Medic, of the station, and what to do for different emergencies.
- Took part in Veterans Day events and gave a speech to participants. I also helped with Logistics for chairs and pop-ups. (There were about 30 participants.)
- Attended multiple volunteer functions such as drills, safety meeting, County association meetings, Entertainment meetings, and other functions for the awards banquet.
- Still trying to coordinate daycare for the volunteers during drills. We have an individual who is interested in taking care of the children. I have had multiple meetings with the individual and meeting with the Chief and the individual. However, there are problems finding a safe, large enough location, a location that would be available regularly without the high cost, and a location willing to be able to host. This continues to be an ongoing project that would help with Volunteer attendance.
- Gave multiple probable future volunteers tours of the station.
- Continued to coordinate physicals for the new recruits.
- Continued to work on the Volunteer Handbook.
- Helped with Logistics around the station.
- Assisted with Share and care.
- Assisted with a fire response and investigation.
- Tried to stay available for volunteers' needs.
- At this point, we still have eight Firefighter recruits and two logistic recruits to start orientation on December 11, 2024.

## December 2024 Finance Report

### Revenue highlights for November:

#### General Fund Revenue:

- \$4,340,387 in current year property tax turnover
- \$87,072 in EMS revenue
- \$16,019 in prior year property tax revenue
- \$11,450 in interest earned on investments
- \$10,465 in conflagration revenue

#### Grant Fund Revenue:

- \$5,659 in SAFER grant reimbursement

#### General Fund Expenditures:

- \$426,516 for Personnel Services expenses (payroll, insurance, FICA, & benefits)
- \$11,861 for bay heating system maintenance (required fan/motor replacement)
- \$10,395 in credit card expenses

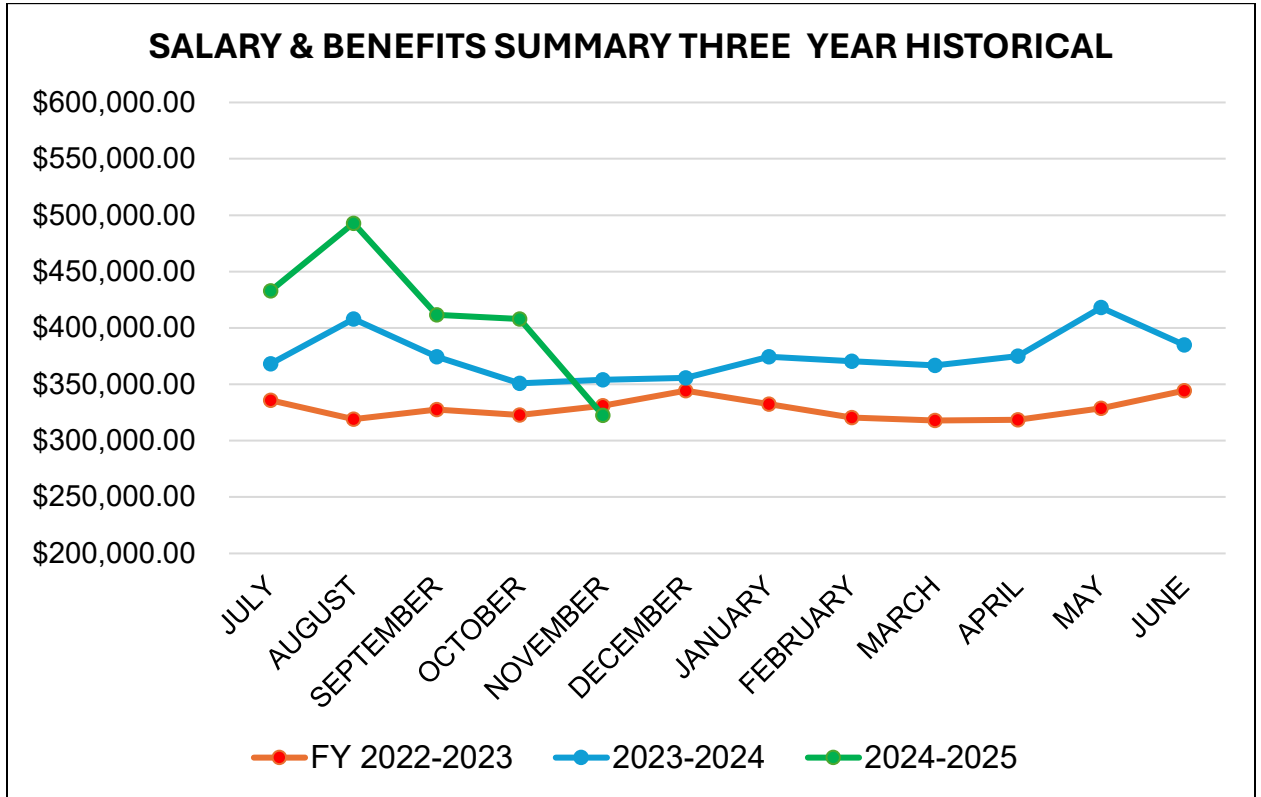
With 42% of the fiscal year behind us, our EMS revenue is running above budget with 53% collected.

Personnel Services is close to the budget at 39%. Maintenance on Equipment has now reached 57% in expenditures, and Communications Maintenance is at 86%. All other line items remain within budget.

Distributions of the current year's tax revenue began on November 7th. Current year tax revenues are \$381,019 higher than the prior year at this time. This increase is greater than expected and required investigation. A review of the 2024 Table 4a-Detail of Taxing District Levies showed that our estimates of regular taxes to be imposed are substantially the same as actual taxes imposed. However, on line 35-Other, there is a combined total of \$874,136 in additional taxes imposed. The Columbia County Tax Assessor explained that these are from the Cascade Tissue building and the 1/3 tax payment they made before closing. The County has sued Cascade Tissue, so the remaining 2/3 payment is tied up in court and likely will be for years. The one-time nature of this additional revenue makes it unsuitable for use in day-to-day Personnel or Materials and Services since it cannot be sustained. Therefore, setting it aside for a designated purpose such as Capital Improvements is recommended.

Other noteworthy revenues in November include payment from Columbia Pacific CCO for the community paramedic program, as well as conflagration reimbursement. We are still awaiting the REMS deployment payment from USFS, and grant reimbursement funds from the State Homeland Security grant.

Starting mid-November, I took over for Maria as Finance Administrator while continuing to be in the role of Office Manager.



Submitted by Karleigh Booth

# OLD BUSINESS

**SCAPPOOSE RURAL FIRE PROTECTION DISTRICT**

**RESOLUTION No. 2024-03**

**Adopting the Master Fee Schedule**

WHEREAS, Scappoose Rural Fire Protection District Ordinance No. 20-01 established fees and charges that are reasonably based upon the related costs to the District under ORS 478.410 (4); and

WHEREAS, Scappoose Rural Fire Protection District responses for fire prevention, medical and public assistance, rescue, and/or vehicular accidents continue to increase each year, and

WHEREAS, the cost of maintaining equipment and personnel to be available for immediate response, as well as the cost for a response, have been reviewed, and the Board of Directors has determined that the following costs in the Master Fee Schedule, incorporated herein by reference, need to be updated:

- 1) On page 1, under Charges for Electronic Formats, the Audio tape option is deleted entirely.
- 2) On page 1, under FireMed, LifeFlight has increased the cost of combined FireMed & LifeFlight from \$129 per year per family to \$135 per year per family.

THEREFORE BE IT RESOLVED, that the Board of Directors of the Scappoose Rural Fire Protection District hereby adopts the 2024 fees listed in the Master Fee Schedule with the updates described herein.

The above resolution statements were approved and declared adopted on this 12<sup>th</sup> day of December, 2024.

By: \_\_\_\_\_

Susan Reeves – Board President

By: \_\_\_\_\_

David Graham – Vice President

# NEW BUSINESS





# MEMORANDUM

TO: Scappoose Fire District Board

FROM: Fire Chief Pricher

SUBJECT: Purchase New Ambulance

DATE: December 12<sup>th</sup> 2024

**Requested Action:** Authorize staff to order and purchase a new ambulance with a not to exceed amount of \$310,000.

**Critical date for action:** This should be completed in the next 30 days. The schedule for chassis availability and construction is over 530 days. The faster we get our order in, the better off we will be with anticipated wear and tear of our current fleet.

## **Purpose:**

Ambulance 3307, a 2015 GMC Van chassis with nearly 200,000 miles, is due for replacement based on several key factors:

1. **Age:** At nine years old, this vehicle exceeds the recommended replacement timeframe of 5-10 years for emergency vehicles.
2. **Mileage:** With close to 200,000 miles, Ambulance 3307 significantly surpasses the high-mileage threshold (typically around 100,000 to 150,000 miles) that often indicates the need for replacement.
3. **Maintenance Costs:** Over the past three years, we have incurred substantial maintenance expenses on this vehicle, suggesting that continuing to invest in repairs is cost-prohibitive when weighed against the benefits of a new unit.
4. **Safety Standards:** The vehicle's compatibility with updated safety standards is now a concern, aligning with recommendations found in NFPA 1901 and other federal and national EMS standards.

The proposed purchase of a new ambulance will utilize the nationwide government procurement service HGAC, ensuring a streamlined process. This contract will take into account our current fleet, necessary spare parts, and the need for standardization across our operations. Additionally, the builder is a local company based in the Pacific Northwest, supporting local business while addressing our operational needs.

**Impact:**

This request seeks approval to order and purchase a new Type 1 ambulance, which features a truck chassis with 4-wheel drive. This decision is driven by several important factors:

1. **Increased Maintenance Costs:** Our current ambulance has incurred significant maintenance expenses in recent years. These costs stem from both normal wear and tear and the inherent limitations of the van-style chassis compared to the heavier-duty pickup chassis utilized in our two most recent purchases.
2. **Standardization Goals:** Our long-term plan involves standardizing our box configuration across the fleet. The proposed new ambulance will be identical to our last purchase, facilitating easier repairs, training, and operational efficiency.
3. **Fulfillment of Operational Needs:** Acquiring a new ambulance will support our operational needs by providing a reliable vehicle that aligns with our established standards for performance and safety.

By investing in a new Type 1 ambulance, we can reduce ongoing maintenance costs, ensure we have a reliable vehicle, and move closer to achieving standardization within our fleet.

**Availability of funding:**

We have budgeted \$300,000 for the purchase of a new ambulance in the FY23/24. Our capital outlay fund for EMS apparatus. By the time this purchase will occur, we will be increasing the capitol outlay fund has \$700,000 before a purchase. We have been allocating at least \$400,000 a year into this fund. Staff will strategically allocate these funds to cover the final design, build, and any necessary upfit costs for the new ambulance.

**Coordination:**

This project to be coordinated by finance and staff assigned to this project.

**Contact person(s):**

Josh Marks

Robert Anderson

**Attachments:** Bid from Braun NW

**Recommendations:**

1. Allow staff to start the purchase process for this purchase.
2. Take no action.
3. Table this for another month.

**Conclusion:**

Given that delivery takes over 530 days, now is the time to place the order. Most staff strongly support maintaining our current platform. With the increase in transports and the need to replace other units, this purchase will allow us to allocate funds to additional necessary upgrades. We must act promptly, as the public expects us to provide reliable and safe equipment.

The full specification document has been omitted from this proposal to streamline the packet. However, it is available for review in the Board's MS Team channel. Any member of the public who needs access can request it.

c file  
r.f.

**HGAC PROPOSAL**

September 4, 2024

Scappoose Rural Fire Protection District  
 Attn: Josh Marks  
 57251 Columbia River Hwy  
 Scappoose, OR 97056  
[jmarks@srfd.us](mailto:jmarks@srfd.us)

RE: One (1) 2025 North Star 149-1 Ambulance

Braun Northwest is pleased to offer the following proposal which is based upon HGAC contract AM10-23:

One (1) 2025 North Star 149-1 Ambulance on a 2025 Ford F-350 4x4 Ambulance Prep diesel chassis per enclosed NS Vehicle #3570-1 “As-Built” specifications dated 7/19/2024 and NS vehicle #3570-1 drawings dated 12/6/2022 with the following changes:

- Utilize a 2025 Ford F-350 4x4 Ambulance Prep diesel chassis with current standard model year options
- Utilize double polycarbonate side-hinged doors with paddle latches on right front stack in place of specified 1” webbed net with quick release buckles
- Utilize bolster seats on all seating positions on both curbside squad bench and streetside bench
- Install sliding clear polycarbonate doors on Cabinet #18 in place of specified clear polycarbonate door with twist/slam latch

Base price HGAC AM23CA01.....	\$212,653.00
Published/Customization options taken .....	<u>\$ 68,646.00</u>
HGAC Buy discount .....	<del>&lt;\$ 1,500.00&gt;</del>
HGAC Fee .....	<u>\$ 1,000.00</u>
Total F.O.B. Chehalis, WA .....	<u>\$280,799.00**</u>

Sales tax not included

F.O.B.: Chehalis, Washington

Delivery: Approximately 530 – 580 days, based upon current manufacturing plan and receipt of chassis.

Terms: Ninety percent (90%) payment due upon receipt of vehicle. Balance due in thirty (30) days.

*\*Note: Above pricing includes a chassis flooring fee. You will be notified as soon as the chassis arrives at Braun Northwest. If chassis is paid in full within 30-days of arrival a credit will be issued (See Options Page).*

*\*\*Note: The above pricing is based upon estimated 2025 model year chassis pricing and is subject to change when new pricing is released by Ford.*



# BRAUN NW inc.

150 North Star Drive / PO Box 1204 / Chehalis, WA 98532 / 360.748.0195 / 800.245.6303 / fax 360.748.0256

*(Note: This bid is contingent on use of customer's Government Ford Fleet Identification Number.) Failure to secure a FIN will increase the price by the amount of the GPC chassis discount.*

*Braun Northwest, Inc. is a Washington dealer (0991-A) with insurance information available upon request.*

**Respectfully Submitted by:**  
**Braun Northwest, Inc.**

**We agree to accept the above proposal:**  
**Scappoose Rural Fire Protection District**



\_\_\_\_\_  
**Colton Schoelkopf, General Sales  
Manager**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

**Date:**

9-4-24

\_\_\_\_\_  
**Printed Name**

\_\_\_\_\_  
**Title**

CS  
cc CB, DZ  
Enclosures: Option page, specifications, drawings.



**EMERGENCY VEHICLES**

**OPTIONS  
FOR  
*Scappoose Rural Fire Protection District  
Scappoose, Oregon***

Please indicate if you want the following options by initialing in the space provided and checking the appropriate "yes" or "no" box, then sign where indicated below. After completion, please return this original form to our office along with the original proposal.

Thank you!

1. Pay for chassis in full within 30-days of receipt of chassis at Braun Northwest.  
DEDUCT ..... PER UNIT <\$4,000.00>  
Do you want this option?      Yes No      \_\_\_\_\_ initials

***(NOTE: THIS PRICING DOES NOT INCLUDE SALES TAX.)***

APPROVED BY:      *(Please initial above choice (s) & sign below)*

\_\_\_\_\_  
(Signature)                                  (Date)                                  (Printed Name)                                  (Title)



# MEMORANDUM

TO: Scappoose Fire District Board  
FROM: Fire Chief Pricher  
SUBJECT: 2024 Board Policy Updates  
DATE: December 12<sup>th</sup> 2024

## **Requested Action:**

Updating board policies is crucial for any organization, ensuring governance aligns with current laws, regulations, and best practices. Regular policy reviews enable the board to address emerging issues, improve organizational effectiveness, and enhance accountability.

Recent updates include revisions related to board functions, business operations, personnel, and more. These changes demonstrate a commitment to transparency, ethical governance, and fostering trust within the district.

Over the past two months, the Board of Directors has thoroughly reviewed and revised the current policies and procedures as needed. The administrative staff has also updated the policy format for easier access.

## **Critical Date For Action:**

To ensure compliance with recent policy changes, best practices, and the upcoming new year, it is crucial to implement these changes promptly.

## **Conclusion:**

To formally codify these changes, the board is required to adopt the changes, after which the changes can be permanently adopted.

The specific changes and list of board policies that are being updated are listed and provided below.

**The following sections are revised and awaiting Board approval:**

Section 1.3 Functions of the Board

Section 1.4 Orientations

Section 2.1 Number of Members

Section 2.12 Minutes

Section 2.19 Board Committees

Section 3.18 District Credit Card's Authorized Users

Section 4.8 Classification and Salary Administration

Section 4.18 Fire Med Benefit

Section 4.21 Residency Requirements for Chief Officers

Section 5.1 Training Division Functions and Activities

Section 6.1 Fire Chief as Executive Officer of the Board

Section 7.10 Recovery of Costs



Section 1.3 Functions of the Board

Board policy is to recognize two functional activities.

A. Policy Making

1. The Board will establish policy, reserving to itself all authority and responsibility not otherwise assigned to the Fire Chief or others.
2. The Board has adopted Resolution 2005-04, Resolution Opting Out of the Attorney General's Model Public Contracting rules and Adopting Public Contracting rules for Scappoose Rural Fire Protection District pursuant to ORS 279.
- ~~3. The Board has entered into an Intergovernmental Agreement in a Civil Service Commission pursuant to ORS 242.706.~~

B. Executive

1. The Board will select a Fire Chief and delegate to said Chief the responsibility for implementing plans and policies.

Legal References:

ORS 279, ~~242~~

Reviewed and approved with changes:

President, Susan Reeves \_\_\_\_\_

Secretary, David Sorenson \_\_\_\_\_

Date:

Revised: 10/12/06, 10/2024  
Reviewed: 10/2008, 06/11/15

## Section 1.4 Orientations

### A. Cooperating with the Board Candidates

The Board, through staff, shall cooperate impartially with candidates for the Board and provide them with information about Board policies, administrative regulations, and other aspects of the operation of the District.

### B. Orienting new Board Members

The Board and staff shall assist each new member-elect to understand the Board's function, policies, and procedures before they take office. The following methods shall be employed:

1. The member-elect shall be given selected materials on the Board Member's role.
2. The member-elect shall be invited to attend and participate in meetings prior to being sworn in.
3. The Fire Chief shall provide material pertinent to meetings and be responsive to questions regarding said material.
4. The member-elect shall be invited to meet with the Fire Chief and other administrative personnel to discuss the services each performs for the Board.
5. The Fire Chief will give each member-elect:
  - a. A copy of Board Policies
  - b. A copy of the law relating to fire protection
  - c. A copy of the Attorney General's "Public Records and Meetings Manual"
  - d. A copy of the working agreement between IAFF Local 1660 and the District
  - e. A copy of the Scappoose Volunteer Firefighters Association By-Laws
  - f. A copy of the Fire Chief's contract

Legal References:

ORS 279, 242

Reviewed and approved with changes: President, Susan Reeves \_\_\_\_\_

Secretary, David Sorenson \_\_\_\_\_

Date:

Revised: 10/12/06, 10/2024

Reviewed: 10/2008, 06/11/15

Section 2.1 Number of Members

- A. The Board shall be composed of five (5) members elected by the District voters pursuant to ORS 478, 198, and 255. District employees and volunteers are not eligible to serve pursuant to Ordinance 90-01, **see Section 14, pg. 1.**
  
- B. No person, elector or appointed, shall be sworn in unless they meet the qualifications set forth in the ORS 478,198, and 255. If an eligibility question arises, the Board will obtain an opinion from legal counsel prior to swearing in.
  
- C. Unless filling a vacancy, terms start officially on July 1. A new member must qualify by taking an oath of office before assuming the duties of the position. The term of office will be four (4) years.
  
- D. Should a vacancy occur on the Board, that vacancy will be advertised, and the Board will select an individual from among those indicating their interest. ORS 198.320 will be observed in fulfilling this procedure.

**Reviewed & Approved**

**With Changes:**

**President, Susan Reeves\_\_\_\_\_**

**Secretary, David Sorenson\_\_\_\_\_**

**Date:**

Revised: 10/12/06, 10/2024

Reviewed: 10/2008/ 06/11/15

Section 2.12 Minutes

- A. The Board shall require published minutes of all its meetings. Neither a full transcript nor a recording of the meeting is required, except as otherwise provided by law, but the written minutes must give a true reflection of the matters discussed and the views of the participants. All minutes shall be available to the public within a reasonable time after the meeting and shall include at least the following information:
  - 1. Members of the governing body present
  - 2. Motions, proposals, resolutions, orders, ordinances and measures proposed and their disposition.
  - 3. Results of all votes.
  - 4. The substance of any discussion on any matter.
- B. Minutes of executive session may be limited to material the disclosure of which is not inconsistent with ORS 192.
- C. Minutes shall be approved at the next Board meeting pursuant to ORS 192.650 and **made available to the Board within one week.**

Legal References

ORS 192.650

Reviewed & Approved

With Changes: President, Susan Reeves \_\_\_\_\_

Secretary, David Sorenson \_\_\_\_\_

Date:

Revised: 10/12/06, 10/2024

Reviewed: 10/2008, 06/2015

## Section 2.19 Board Committees

- A. The Board shall maintain committees that are pertinent to the operations of the District.
- B. The purpose of the committee is to review **research** and make recommendations to the Board of Directors.
- C. The President of the Board appoints the Board members to the committees. (Board Policy 2.3)
- D. The Management Team, and the **Strategic Planning Committee** ~~and the Awards and Incentives Committee~~ are examples of committees currently maintained by the Board.
  - 1. Management Team is comprised of two Board members and the Fire Chief. The team meets to discuss District and personnel matters which are essential to the operations of the District.
  - 2. The Strategic Planning Committee is comprised of two Board members, District personnel and the Fire Chief. The committee meets to discuss the short and long range goals of the District including personnel, equipment and building **on a biannual basis**.
  - 3. ~~The Awards and Incentives Committee is comprised of at least one Board members, the Fire Chief and members of the Scappoose Volunteer Firefighters Association. The committee meets to discuss volunteer retention ideas and solutions.~~

Reviewed & Approved

With Changes: President, Susan Reeves \_\_\_\_\_

Secretary, David Sorenson \_\_\_\_\_

Date:

Revised: 10/12/06, 10/2024

Reviewed: 10/2008, 6/2015

Section 3.18 District Credit Card's Authorized Users

- A. The Board authorizes ~~five (5)~~ **six (6)** credit cards for use by personnel ~~on~~ conducting business for the District.
- B. The District will maintain one (1) credit card each for use by the Chief Officers.
- C. The District will maintain two (2) credit cards for use by authorized Fire District personnel.
  - 1. The Fire Chief, or ~~his~~ **their** designee, will provide to the Board a list of District personnel who are authorized signers to use the credit cards annually.
- D. Any personnel checking out one of the credit cards will be permitted to do so only with the approval of the Fire Chief, or ~~his~~ **their** designee.
- E. All transactions using one of the credit cards will note the nature of the business and persons involved on the cardholder's copy. The receipt will then be submitted to the Finance Administrator.
- F. The Finance Administrator will review the monthly statement for consistency with cardholder copies on file after processing under "E" above.

Reviewed and approved with changes:

President, Susan Reeves \_\_\_\_\_  
Secretary, David Sorenson \_\_\_\_\_  
Date:

Reviewed:10/2024  
Revised: 11/09/06, 11/13/08, 06/11/15



**I. Purpose**

The purpose of this policy is to establish guidelines for the Scappoose Rural Fire Protection District (District) to provide for the issuance of credit cards to officers and employees for the purpose of covering expenses incident to authorized travel and ~~enable~~ enabling a cost-effective, convenient, and streamlined method of purchasing items.

**II. Scope**

This policy applies to all employees, officers, and Board Members of the District who may have access to and usage of a District credit card as a representative of the District.

**III. Policy Statement**

Employees are authorized to use credit cards for official District purchases and acquisitions pursuant to policies and procedures adopted by the District.

**A. Guidelines**

The Finance Administrator shall design, implement, and monitor controls to ensure that there is proper accountability and compliance with this policy.

1. Prior to issuance of a credit card, an individual must complete required training and sign an agreement with the District governing the use of the credit card.
  - a. The potential cardholder must complete ~~a~~-training regarding the proper use of the credit card, and sign off on completion of the training. Documentation of training will be maintained by the District Finance Administrator.
  - b. The potential cardholder must sign an agreement with the District indicating they understand and agree to the proper use and conditions of the credit card, and consequences of improper use of the credit card. The agreement will be maintained by the District Finance Administrator.
2. A credit card may be issued to an individual who meets the following conditions:
  - a. The cardholder is an employee, officer, or Board Member of the District, and
  - b. The approved cardholder agrees in writing to be held personally liable to the credit card company for all charges not authorized to be made by the purchaser or not directly related to conducting official District business.
  - c. Exceptions may be made by the Finance Administrator or Fire Chief. Individual credit cards may not be in the name of a contractor, contract employee, or non-permanent District employee, officer, or Board Member.
3. Issuance of Credit Cards
  - a. The District may establish a credit card in the name of a District employee, officer, or Board Member with a financial institution provider for District business use only.
  - b. The Finance Administrator shall establish procedures and forms for implementing and monitoring a credit card purchasing program through a financial institution provider that includes, but is not limited to, the following:
    - 1)A dollar limitation on the credit card;



- 2) A dollar limitation of purchasing authority assigned to the cardholder per transaction made with the credit card;
  - 3) A dollar limitation of purchasing authority assigned to the cardholder for the total of all charges made during each monthly billing cycle; and
  - 4) Merchant category blocking.
    - c. The District may, at any time, without notice and without cause, suspend or cancel any credit card issued to an employee, officer, or Board Member.
    - d. A credit card issued by the District remains the property of the District, or financial institution and is not the property of the cardholder.
4. Authorized Card Use
- a. Cardholders are authorized to use the card to purchase merchandise or services required as a function of their duties at the District. Unauthorized and/or inappropriate card use is addressed below.
  - b. A credit card purchase may be made in-store, by telephone, fax, Internet, or U.S. mail subject to District purchasing rules. A purchase order may be required per established procedures.
  - c. If a credit card is issued for the purpose of covering expenses relating to authorized travel, upon billing or no later than thirty days of the billing date, the employee, officer, or Board Member using a credit card issued under this section shall submit a fully itemized travel expense voucher. Any charges not properly supported or documented will not be paid by the District and will become the personal obligation of the cardholder.
5. Unauthorized and/or Inappropriate Card Use
- a. Credit cards must never be used to purchase items for personal use or for non-District purposes, even if the cardholder intends to reimburse the District.
  - b. Unauthorized and/or inappropriate card use includes, but is not limited to:
    - 1) Items for personal use;
    - 2) Items for non-District purposes;
    - 3) Cash or cash advances;
    - 4) Alcoholic beverages;
    - 5) Weapons or explosives of any kind;
    - 6) Relocation expenses;
    - 7) Entertainment; or
    - 8) Recreation.
6. If any item purchased with a credit card is not acceptable, arrangements must be made for a return for credit or an exchange. A cash refund or check is prohibited unless the vendor insists that a refund must be by cash or check, then the funds must be deposited immediately with the District.





7. If, for any reason, disallowed charges are not repaid before the charge card billing is due and payable, the District shall have a prior lien against and a right to withhold any and all funds payable or to become payable to the employee, official, or Board Member up to an amount of the disallowed charges and interest at the same rate as charged by the company which issued the credit card. Any cardholder who has been issued a credit card by the District shall not use the card if any disallowed charges are outstanding and shall surrender the card upon demand of the Finance Administrator. The District shall have unlimited authority to revoke **the** use of any charge card issued under this section, and, upon such revocation order being delivered to the charge card company, shall not be liable for any costs.

**B. Responsibility and Accountability**

It is the responsibility of each individual cardholder to:

1. Safeguard the credit card and credit card account number at all times; lost or stolen credit cards must be reported immediately to the credit card agency and the District Finance Administrator;
2. Keep credit card in a secure location at all times;
3. Not transfer, assign, or otherwise allow anyone to use the credit card and/or credit card account number who is not authorized to do so;
4. Credit card incentives, such as points, rebates, cash rewards, travel miles, and other financial incentives that apply to the District-issued credit card are the property of the District and may not be transferred to the cardholder's personal account or be redeemed by the cardholder for personal use.
5. Obtain and retain original itemized receipts for goods and services purchased. All forms of canceled checks and copies of credit card bills do not substitute for original receipts. At the discretion of the Finance Administrator, a cardholder may be allowed to file an affidavit in lieu of a receipt if the original receipt is lost or a receipt is not obtained;
6. Review in a timely manner monthly statements, provided by the Finance Administrator, for accuracy and ensuring all transactions posted are legitimate transactions made by the cardholder. Receipts and/or packing slips and the customer's copy of the charges must be submitted to the Finance Administrator.
7. Surrender the credit card and corresponding support documentation to the Finance Administrator upon request or separation from the District;
8. Take any other steps necessary to ensure that the credit card is used only for authorized purposes.

**C. Periodic Reviews**

The District Finance Administrator shall conduct periodic reviews for proper card use. Credit card records will be audited from time to time.

**D. Disciplinary Action**

A cardholder who makes an unauthorized purchase with the card or uses the card in an



inappropriate manner or otherwise violates this policy will be subject to revocation of the credit card and disciplinary action including restitution to the District for unauthorized purchases, investigation, possible card cancellation, possible termination of employment at the District and potential criminal prosecution at the District’s discretion.

1. In general, misuse of the credit card will result in the following:
  - a. First offense – verbal warning and documentation placed in file; suspension of credit card privileges until required retraining is completed.
  - b. Second offense – written reprimand and documentation placed in file; loss of credit card privileges for one year.
  - c. Third offense – formal disciplinary action up to potential termination; permanent revocation of credit card privileges.

Approved: President, Susan Reeves \_\_\_\_\_

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

Reviewed: 10/2024  
Revised:

Section 3.19 Deferred Compensation Plan

- A. The Board authorizes deferred compensation plans for all employees.
- B. The plans shall be structured and administered to comply with Section 457 of the Internal Revenue Code.

Legal References:

Section 457 of the Internal Revenue Code

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

Reviewed:10/2024  
Revised: 12/12/02

### Section 3.20 Administrative Cost Recovery

This policy is to assist the Fire District in the recovery of the costs involved with Administrative fees and assist in compliance with Oregon Public Records Law.

- A. ACCESS. The District shall fully comply with the Oregon Public Records Law, ORS 192.410 to 192.505.
  - 1. *Specificity of Request*: In order to facilitate the public's access to records in the District's possession, and to avoid unnecessary expenditures of staff time, persons requesting access to public records for inspection or copying, or who submit written requests for copies of public records, shall specify the records requested with particularity, furnishing the dates, subject matter, and such other details as may be necessary to enable District personnel to readily locate the records sought.
  - 2. *Access*: The District shall permit inspection and examination of its non-exempt public records during regular business hours in the District's offices, or such other locations as the Board may reasonably designate. Non-exempt public records maintained in machine-readable or electronic form shall be furnished, if available, in the form requested. If not available in the form requested, such records shall be made available in the form in which they are maintained. ORS 192.440 (2).
  - 3. *Certified Copies*: Certified copies of non-exempt public records shall be furnished upon request, and receipt of payment.
- B. FEES FOR PUBLIC RECORDS. In order to recover its costs for responding to public records requests, the following fee schedule is adopted by the District.
  - 1. *Copies of Public Records; Certified Copies*: Copies of public records shall be twenty-five cents (\$0.25) per copy for standard, letter-size copies. Copies shall be certified for an additional charge of five dollars (\$5.00).
  - 2. *Copies of Sound Recordings*: Copies of sound recordings of meetings shall be fifteen dollars (\$15.00) per copy.
  - 3. *Copies of Maps and other Nonstandard Documents*: Charges for copying maps or other nonstandard-sized documents shall be charged in accordance with the actual costs incurred by the District.

Section 3.20 Administrative Cost Recovery (continued)

4. *Research Fees:* If a request for records requires District personnel to spend more than fifteen (15) minutes searching or reviewing records prior to their review or release for copying, the fee shall be thirty dollars (\$30.00) per hour with a minimum charge for one-quarter hour. The District shall estimate the total amount of time required to respond to the records request, and the person making the request shall make a payment for the estimated cost of the search and copying of the records in advance. If the actual time and costs are less than estimated, the excess money shall be refunded to the person requesting the records. If the actual costs and time are in excess of the estimated time, the difference shall be paid by the person requesting the records at the time the records are produced.
  5. *Additional Charges:* If a request is of such magnitude and nature that compliance would disrupt the District's normal operation, the District may impose such additional charges as are necessary to reimburse the District for its extraordinary costs of producing the records.
  6. *Reduced Fee or Free Copies:* Whenever it determines that furnishing copies of public records in its possession at a reduced fee or without costs would be in the public interest, the Board or designee may so authorize. ORS 192.440 (4).
- C. At no time shall an original record of the District be removed from the District's files or the place at which the record is regularly maintained, except upon authorization of the Board.
- D. If a request to review original records is made, the District shall permit such a review provided that search fees are paid in advance in accordance with Paragraph B.4 above. A representative shall be present at any time original records are reviewed and the charges for standing by while the records are reviewed shall be the same as the charges for searching or reviewing records.
- E. If any person attempts to alter, remove, or destroy any District record, the District representative shall immediately terminate such person's review and notify the attorney for the District.

Legal References:

ORS 192.410 to 192.505

Approved:

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

First reading: 03/11/04, second reading: 04/08/04

**Public Records Requests:**

<b>Fee Schedule</b>			
<b>Minimum Research Fee:</b>	\$25.00		
<b>Charges for copies (per page):</b>		<b>Charges for Electronic Formats:</b>	
8.5 x 11 black and white	\$0.25	<del>Audio tape:</del>	<del>\$15.00</del>
8.5 x 11 color	\$1.25	USB/Flash:	\$10.00
Certified copy:	\$10.00	Videotape:	Actual reproduction cost
<b>Research Fees:</b>	\$70 per hour		
<b>Administrative Fees:</b>		<b>Photos (each):</b>	\$10.00
Fire reports:	\$10.00	<b>Maps &amp; Non-standard Documents:</b>	
Pre-hospital care report:	\$10.00	Actual reproduction costs	
District residents, patients & victims: No charge for basic B&W incident report.			

**FireMed:**

Lower Columbia FireMed is an annual emergency ambulance membership that covers any deductible or other portion of an ambulance bill not paid by your insurance. FireMed covers medically necessary emergency transports within the reciprocal service area. Coverage is available to participating fire district residents. ~~The membership year is Nov 1-Oct 31 The membership renews on the anniversary date. Fees are not pro-rated for partial years.~~

FireMed membership	\$60/year per family
FireMed/Life Flight memberships	<del>\$129</del> \$135/year per family

**Ambulance Rates:**

**The following rates will be billed to patients transported by the Fire District:**

Advanced Life Support (ALS2)	\$1,734 + 22.00 per patient mile
Basic Life Support (ALS1)	\$1,734 + 22.00 per patient mile
Basic Life Support Emergency (BLS)	\$1,734 + 22.00 per patient mile
Medic Response/Life Flight Prep	\$250
Out of District	\$350
BLS Non-Emergency – Scheduled	\$375
Not Medically Necessary BLS TX	\$725

**Non-Emergency Medical Responses:**

Private Residence Lift Assist/Non-Transport responses will be charged per calendar year as follows:

First, second, third, and fourth responses: \$0  
 Each Lift Assist/Non-Transport after the fourth: \$150

Lift Assist Fee for Assisted Living or Healthcare Facility:

First: \$150  
 Second: \$300  
 Third: \$600  
 Fourth and subsequent: \$900

**Cost Recovery Fees:**

Fees for service shall be limited to cost recovery. Methods of calculating the cost of services shall be identified and generally based upon the average cost or specific cost of providing the service. Cost calculations will include direct costs (apparatus, personnel, and any miscellaneous supplies and services) and indirect costs (administrative costs and overhead).

The Office of the State Fire Marshal has established a standardized schedule of costs for apparatus and response (OAR 837-130). This model will be used, when applicable, to guide the establishment of costs.

<b>Apparatus</b>	<b>Rate/Hour</b>	<b>Apparatus</b>	<b>Rate/Hour</b>
Engine Type I	\$100	Ambulance Type 1 & 2	\$55
Engine Type II	\$80	Ambulance Type 3 & 4	\$45
Engine Type VI	\$50	Rescue Vehicle Type 1	\$150
Water Tender Type I	\$70	Rescue Vehicle Type 2	\$100
Ladder Truck	\$150	Rescue Vehicle Type 3	\$40
Crew Transport Type I	\$25	Rescue Vehicle Type 4	\$25
Equipment Trailer Pull	\$20	Fire Boat	\$250
Command Vehicle Type 1 & 2	\$100		
Command Vehicle Type 3	\$35		
<b>Personnel</b>		Preparedness Fee	\$250
Charged @ hourly rate plus payroll expenses			

Note: There will be a one-hour minimum charge at the Cost Recovery rates for all incidents billed. Time will be charged in hourly increments. Hours will not be prorated.

Miscellaneous and disposable **supplied supplies** used will be billed on specific usage and/or cost of replacement. **The** cost of outside vendors or services used will be billed without markup. Emergency and non-emergency costs associated with a governmental subdivision may be billed. Other expenses directly related to the service delivery will be billed.

Traffic Control	\$25 per intersection
Extrication	\$100 for light, \$250 for heavy
Structure Fire	\$500 (billed to insurance)

### **Transportation Route Response**

Transportation route responses will be billed on a per-hour basis of the Cost Recovery rates for the commitment of apparatus, personnel, supplies, and services. In addition, standardized administrative costs and overhead will be added to each invoice.

### **Response to Inadequately Protected or Unprotected Areas**

Responses to unprotected areas will be billed on a per-hour basis of the Cost Recovery rates for the commitment of apparatus, personnel, supplies, and services. In addition, standardized administrative costs and overhead will be added to each invoice.

### **Incident or Event Standby**

Standbys will be billed on a per-hour basis of the Cost Recovery rates for the commitment of apparatus, personnel, supplies, and services. In addition, standardized administrative costs and overhead will be added to each invoice public school events will not be charged.



### **Fire Marshal Permit Fees and Fines:**

**Driveway and Road Inspection Fee:** A permit fee of \$120 per driveway or new road will be collected for the initial application review, initial inspection, and final inspection. The permit expires six (6) months after issuance.

**Re-inspections for Driveways and Roads:** A permit fee of \$60 will be assessed for any re-inspection that is required ~~in~~ between the initial and final inspection. In addition, if a final is requested and not all items are completed and require another visit, a re-inspection fee will be incurred.

*Example: A final is requested and the inspector finds no address numbers on the building or at the end of the driveway.*

**Plan Reviews outside of existing contracts with other government entities:** In some instances, the Fire Marshal's office is requested to perform a Fire and Life Safety Inspection that is not covered by another agency. In this instance, the fees associated ~~for~~with such a plan review will be based upon the fees established by the State Building Codes Division for Fire and Life Safety. These fees are based upon the valuation of the project. A project estimate will be required by a design professional for verification of the project.

*Example: A new bridge is being built that is part of a fire apparatus access road. Currently, the county building official or road department does not perform these types of reviews for residential properties. A plan review fee based upon the evaluation of the project will be assessed using the State Fee structure for Fire and Life Safety Review.*

### **Operational Permits:**

An operational permit shall be obtained by the fire code official as set in the Oregon Fire Code Section 105.6A through 105.6.50. The operational permits as listed below are necessary for maintaining compliance with various operations that could affect the fire and life safety of the citizens of the fire district. Inquire with fire code official for specific requirements and parameters for individual permits. Individual permits are \$60.00

### **Construction permits:**

A construction permit shall be obtained by the fire code official as identified in the Oregon Fire Code section 105.7.1 through 105.7.25. Any item covered by the Oregon Structural Specialty Code will not be required. Inquire with fire code official for specific requirements and parameters for individual permits. Individual permits are \$60.00

**Violations:**

Fines of not less than \$10.00 or more than \$100.00 for each offense. Each day's continued refusal to conform to the Code or remove a fire hazard after notice by the inspecting officer is a separate offense.

**Burning violation resulting in an uncontrolled or escaped fire:** \$250 or Suppression Cost, whichever is greater.

**False alarms:** For violations of Section 401.5 of the Fire Code and/or response to 3 or more false alarms at the same location in a 365-day ~~time~~ period from the first alarm, the courts may order that the responsible person or persons pay for all the costs of responding fire personnel and apparatus as set by the State Fire Marshal's schedule.

#### Section 4.8 Classification and Salary Administration

- A. Position descriptions are developed for each job classification. The Fire Chief will be responsible for maintaining these descriptions on a current basis.
- B. The Fire Chief will recommend to the Board position comparisons based on the measurement of job descriptions and required duties for each career position or as outlined in the labor agreement. He will also present salary data collected from the local labor market as needed.
- C. ~~Each~~ ~~By March~~ ~~February each year~~, the Fire Chief will submit a classification and salary-grading schedule ~~to the Board for all non-represented personnel for their review. The Fire Chief will identify proposed changes from the current fiscal year in positions & salary for use in the fiscal year commencing July 1. for proposed use in the fiscal year commencing July 1. The Board will have until March 15<sup>th</sup> to review proposed changes, and submit any suggestions/revisions to the Board President or their designee.~~

Reviewed and approved with changes:

President, Susan Reeves  
Secretary, David Sorenson  
Date:

Reviewed: 10/12/06, 10/2008,  
Revised: 02/13/03, 10/14/04, 11/6/24

Section 4.18 Fire Med Benefit

- A. All members of ~~the~~ Scappoose Rural Fire District are entitled to a membership in the District's Fire Med program.
- B. Membership is reviewed each year and ~~renewed as of October 1<sup>st</sup> for active members~~ renews on the anniversary date.
- C. Complimentary membership is available to the following active members:
  - 1. Career and volunteer firefighters
  - 2. Members of the Scappoose Volunteer Firefighters Association
  - 3. Administrative staff and Chief Officers
  - 4. Retired members of the District with more than 20 years of service
  - 5. Board members
- D. This benefit may be reviewed and adjusted by the Board of Directors each year.

Reviewed and approved with changes:

President, Susan Reeves \_\_\_\_\_  
Secretary, David Sorenson  
Date:

Reviewed:09/09/04, 10/12/06,10/2008

## Section 4.21 Residency Requirements for Chief Officers

- A. Chief Officers are responsible for the day-to-day operations of the District, including supervision of personnel, emergency response, control of command, structure fires, wildland fires, motor vehicle accidents, medical and ambulance response, hazardous materials spills, disasters, and other requests for assistance in emergency and non-emergency situations.

Reducing response time to the Scappoose Fire Station is vital for Chief Officers employed by the District due to the District's responsibilities in responding to emergency incidents. Chief Officers are charged with directing the District's response and must be on-site to be effective. In the event of an emergency, Chief Officers are critical to the District's prompt response.

- B. This policy shall apply to all Chief Officer positions filled after the effective date of this policy February 13, 2014. The policy applies to positions filled by promotion and through a hiring process.

### Policy

1. All persons filling a Chief Officer position after the effective date of this policy shall, within six months of the date of hire or promotion, establish residency. Residency is:
  - a. Within the Scappoose Rural Fire Protection District boundaries, or
  - b. Within a **six** (6) air-mile radius of the Scappoose Fire Station in Columbia or Multnomah County, excluding Sauvie Island, and
  - c. The District shall maintain a map showing this residency boundary.
2. Chief Officers shall provide their residency address to the District. It is the responsibility of the Chief Officer to maintain a current residency address on file with the District.
3. Any later-in-time alteration of a Chief Officer's residency shall also comply with this policy. **With the approval of the board, the Chief Officer residency requirements may be amended.**

Section 4.21 Residency Requirements for Chief Officers (continued)

Extensions

- C. For good cause shown, the six (6) month time period within which to establish residency may be extended once for up to an additional four (4) months. Extensions must be requested in writing by the Chief Officer to the Board President. The request must be made before the expiration of the six (6) month time period for establishing residency. Extension requests will be decided by the Board and answered in writing.

Violations

- D. Violations of this residency policy will subject the Chief Officer to immediate discipline, up to and including termination.

Definitions

- E. "Chief Officer" means the Fire Chief, Assistant Chief, Deputy Chief, Division Chief, Battalion Chief, Operations Chief, Training Chief, EMS Chief, and any other officer position specifically made applicable to this policy during the hiring process by the Fire Chief.

"Residency" means the Chief Officer's principal place of residence- the residence the Chief Officer declares for voter registration purposes and for the Chief Officer's driver's license. The principal place of residence is the residence that the Chief Officer intends to actually remain at permanently and on a full-time basis for a definite or indefinite length of time. Maintaining two households will be evidence that the Chief Officer has not established residency within the District if one of the households is not within the residency boundary. Simply maintaining a post-office box or other mailing address within the residency boundary is not sufficient to establish residency.

Reviewed and approved with changes:

President, Susan Reeves \_\_\_\_\_  
Secretary, David Sorenson \_\_\_\_\_  
Date:

Reviewed: 02/13/14

## Section 5.1 Training Division Functions and Activities

The Board directs the Fire Chief or ~~his~~ **their** designee to develop and administer training programs that will insure personnel are properly trained. To accomplish this, the following programs and activities are authorized:

### A. Training Program

1. Volunteer Program – Realizing the value of volunteer service, the Board directs the Fire Chief or ~~his~~ **their** designee to utilize volunteer assistance as best serves the interest of the Fire District.
2. Academy Progress – The Board directs the Fire Chief or ~~his~~ **their** designee to officer Academy programs to insure that a minimum knowledge and qualification level is reached prior to filling fire service related positions.
3. Testing and Evaluating Programs – The Board directs the Fire Chief or ~~his~~ **their** designee to create and administer, on a continuing basis, testing, evaluation and documentation of programs designed to measure the readiness and preparedness of District personnel, functions and services.
4. Continuing Education Programs – The Board directs the Fire Chief or ~~his~~ **their** designee to develop and implement continuing education programs. These could include:
  - a. Ongoing in-service training and maintenance (i.e. tactical pre-plan, Firefighter 1, EMT B certification, etc.)
  - b. Classes and/or practical programs to keep personnel aware of new technologies (i.e. incident command classes, modern day supervision and leadership classes, etc.)
  - c. District approved recertification programs to keep personnel current with educational or skill level requirements.
5. Educational Programs – The Board supports and encourages the concept of professional development throughout an employee's career with the Fire District through a program of continuing education. Therefore, the Board directs the Fire Chief or ~~his~~ **their** designee to create and administer an education program that addresses District approved continuing education programs and employee accountability.

Section 5.1 Training Division Functions and Activities (continued)

B. Training Division Activities

1. The Board recognizes the following as key activities of the Training Division:
  - a. Planning – Goals and Objectives
  - b. Budgeting
  - c. Administration of Programs
  - d. Record Keeping
  - e. Education Involvement (e.g. community and state colleges, etc.)
  - f. Association involvement and participation (e.g. OFIA, OFCA, WFCA, etc.)

Reviewed & Approved

With Changes: President, Susan Reeves\_\_\_\_\_

Secretary, David Sorenson\_\_\_\_\_

Date:

Revised: 3/13/03

Reviewed: 9/9/04, 11/9/06, 10/2008, 1/2016



Section 6.1 Fire Chief as Executive Officer of the Board

- A. The administration of the Fire District in all of its aspects shall be delegated to the Fire Chief who shall carry out **their** administrative functions in accord with the policies adopted by the Board.

Reviewed & Approved

With Corrections: President, Susan Reeves \_\_\_\_\_

Secretary, David Sorenson \_\_\_\_\_

Reviewed: 5/8/01, 2/13/03, 9/9/04, 10/12/06, 10/2008, 1/2016,

## Section 6.5 Position Description for Management Personnel

- A. Position descriptions shall be developed for each management position within the District. Each description shall be based on the role of the position in the District rather than on the individual(s) in the position.
- B. The Fire Chief shall be responsible for the development of all position descriptions and the appropriate administrative regulations to implement this policy.
- C. The Fire Chief shall be responsible for periodic reviews of the position descriptions to ensure their continual correctness and compatibility with the management structure and operation of the District.
- D. The Board of Directors shall approve all job descriptions. Job descriptions are located in the Scappoose Fire District policy manual (Lexipol).

Approved: President, David Grant  
Secretary, Andy Kriek  
Date: January 14, 2016

Reviewed: 5/8/01, 2/13/03, 9/9/04, 10/12/06, 10/2008, 1/2016, 10/2024

## Section 7.8 Standard Emergency Scene Operations

- A. The District shall provide guidelines for standard company operations on emergency incidents.
  
- B. The Chief ~~of his or~~ designee shall establish guidelines for:
  - 1. Basic emergency scene functions to various companies based upon the capability and characteristic of each type of unit/company;
  
  - 2. ~~Integrating the efforts of each company to achieve effective rescue, fire control, and property conservation;~~ **Implement and maintain effective rescue fire control and property conservation policies and guidelines by following the Fire District's SOPs and SOGs.**
  
  - 3. Reducing the amount of detailed orders required to get companies ~~Fire District operations~~ **Fire District operations** on the emergency ~~scene~~ **incidents**.

Approved:

President, David Grant  
Secretary, Andy Kriek

Date: January 14, 2016

Reviewed: 11/11/04, 11/09/06, 11/2008, 01/2016, 10/2024  
Revised: 04/10/03

## Section 7.9 Hazardous Materials Operations

- A. The District shall provide guidelines for the managing of hazardous materials incidents.
- B. The Chief or ~~his~~ **their** designee shall establish guidelines for the managing of hazardous materials incidents in accordance with Oregon OSHA, Oregon State Fire Marshal, and other State and Federal regulations.

Approved:

President, David Grant  
Secretary, Andy Kriek

Date: January 14, 2016

Reviewed: 11/11/04, 11/09/06, 11/2008, 01/2016, 10/2024  
Revised: 04/10/03

## Section 7.10 Recovery of Costs

This policy is to assist the Fire District in recovering the costs of providing service in the event of fire or public safety incidents involving unprotected areas or illegal acts.

- A. The Fire District may recover the costs incurred from the person or property receiving the direct fire or safety services as a result of the incident.
- B. The District may respond to a call for fire suppression or safety incident arising from an incident involving an airplane crash or an occurrence on a transportation route within the District or outside the limits of the District.
- C. The Fire Chief or designee may extinguish uncontrolled fires in unprotected areas when determined it may cause an undue jeopardy to life or property.
- D. As used in this section:
  - 1. "Safety incident" means a life or health hazard to humans, animals, or environment and/or a potential financial loss to the public.
  - 2. "Transportation route" means a roadway, waterway, or railroad right-of-way against which no taxes or assessments for fire protection are levied by the District.
- E. The Fire District ~~will charge~~ **may/can charge** for apparatus, equipment use, personnel, and any other expenses or costs reasonably incurred in furnishing the assistance. The Fire District ~~will charge~~ **s** for apparatus according to the latest ~~Apparatus Recovery Cost schedule~~ **Master Fee Schedule** established by the Board of Directors.
- F. Ambulance Billing will follow the Standard Operational Guideline located in the SOG section of the Board Policy handbook.

Legal References:

ORS 476.280, 476.290, 478.310, & 478.965

Reference

Ordinance 20-01 – Master Fee Schedule

SRFD Resolution 2024-03 – Ordinance Adopting the Master Fee Schedule

SOG Ambulance Billing

Revised & Approved with corrections:

President, Susan Reeves  
Secretary, David Sorenson

Date:

Reviewed: 11/11/04, 11/09/06, 11/2008, 01/2016,  
Revised: 01/2016,

**APPARATUS RECOVERY COST SCHEDULE:**

Structural Engine	\$200.00/hr.
Wildland Engine	\$75.00/hr.
Water Tender	\$140.00/hr.
Ladder Truck	\$300.00/hr.
Crew Transports	\$30.00/hr.
Command Vehicle	\$50.00/hr.
Rescue Vehicle	\$60.00/hr.
Fire Boat	\$250.00/hr.

~~\*Per hour (minimum charge one hour) for each person responding to and performing service at the scene of the incident.~~

~~Seappoose Rural Fire Protection District charges for each apparatus per hour.~~

~~There is a minimum response charge of \$250.00.~~

Approved: David Grant, President  
Date: January 14, 2016

SCAPPOOSE RURAL FIRE PROTECTION DISTRICT

ADOPTED ORDINANCES

SECTION 14

ORDINANCE

- |       |   |
|-------|---|
| 90-01 | Relating to Qualifications to Serve on the Board of Directors             |
| 17-02 | Adopting the <del>Uniform</del> Oregon Fire Code                          |
| 20-01 | Adopting Emergency Services Cost Recovery and Fire Prevention Permit Fees |
| 23-01 | Establishment of a Civil Service Commission                               |





# SCAPPOOSE RURAL FIRE PROTECTION DISTRICT

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

## ORDINANCE 90-01

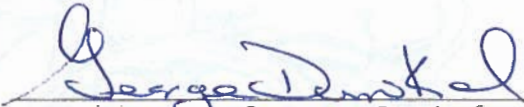
RELATING TO QUALIFICATIONS TO SERVE ON THE BOARD OF DIRECTORS

BE IT ORDAINED: That the Scappoose Rural Fire Protection District, after having reviewed Oregon Revised Statutes no. 478.050 as amended by Chapter 834 of Oregon Laws of 1987, desires to limit those persons eligible to serve as directors of the Scappoose Rural Fire Protection District.

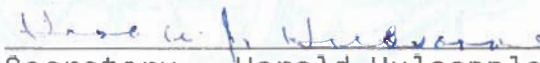
THEREFORE: No person shall be eligible to serve as a director of the district if that person is a firefighter of the district, paid or otherwise, or otherwise employed by the district.

EFFECTIVE DATE: This ordinance shall be effective thirty (30) days after signing, and apply to all elections occurring at least one year after the date of passage.

Adopted this 8th day of March, 1990, by the Scappoose Rural Fire Protection District Board of Directors.

  
\_\_\_\_\_  
President George Dunkel

ATTEST:

  
\_\_\_\_\_  
Secretary - Harold Hulsopple

FIRST READING: February 8, 1990  
(date)

SECOND READING: March 8, 1990  
(date)

## Ordinance No. 17-02

### AN ORDINANCE ADOPTING THE OREGON FIRE CODE AS THE FIRE CODE FOR SCAPPOOSE RURAL FIRE PROTECTION DISTRICT AND REPEALING ORDINANCE NO. 93-01

Whereas, the International Code Council has promulgated the International Fire Code; and

Whereas, based on the International Fire Code, the State of Oregon has adopted the Oregon Fire Code, with Amendments; and

Whereas, the Fire District finds there exists a need for prescribing regulations governing conditions hazardous to life and property from fire and explosion;

NOW THEREFORE, THE BOARD OF DIRECTORS OF THE FIRE DISTRICT KNOWN AS SCAPPOOSE RURAL FIRE PROTECTION DISTRICT (HEREINAFTER KNOWN AS "DISTRICT"), PURSUANT TO AUTHORIZATION PROVIDED IN ORS 478.910 AND IN CONFORMANCE WITH THE PROVISIONS OF ORS 198.530 - 198.600 DO HEREBY ORDAIN AS FOLLOWS:

#### **Section 1. Adoption of Fire Code, Fire and Life Safety Standards.**

For the purpose of prescribing minimum regulations governing conditions hazardous to life and property from fire, panic, or explosion, the District hereby adopts the following:

- (1) The current Oregon Fire Code, published by the International Code Council and the whole thereof, including the Amendments and the appendices (except as noted in section 8), as set forth in Exhibit "A" and incorporated herein by this reference, save and except such portions as are hereinafter deleted, added, modified or amended by this Ordinance.
- (2) The Columbia County Fire Defense Board Rules for Open Burning, as set forth in Exhibit "B" and incorporated herein by this reference.
- (3) The Oregon State Fire Marshal Administrative Rules as set forth in Exhibit "C" and incorporated herein by this reference.
- (4) The Scappoose Rural Fire Protection District Floating Structures Ordinance, as set forth in Exhibit "D" and incorporated herein by this reference.
- (5) The Columbia County Fire Service Fire Flow Requirements for Buildings in Rural Areas, as set forth in Exhibit "E" and incorporated herein by this reference.
- (6) The Columbia County Fire Service Fire Apparatus Access Roads and Driveways Standard, as set forth in Exhibit "F" and incorporated herein by this reference.

- (7) Oregon State Fire Marshal Current Code Interpretations, as published.
- (8) Scappoose Fire District Fire Code Application Guidelines as adopted by resolution.

**Section 2. Filing.**

- (1) This Ordinance, including the codes hereby adopted, shall be filed and maintained for the record in the Administrative Offices of the Fire District.
- (2) This Ordinance shall be known as the Fire Prevention and Fire and Life Safety Code of the District (hereafter known as the "Fire Code").
- (3) This Ordinance shall be filed in the record of the District and in the office of Multnomah and Columbia County Clerks and Oregon State Fire Marshal's office as prescribed by ORS 478.940. A copy shall be posted at each fire station with the District. From the date on which this ordinance shall take effect, provisions thereof shall be controlling within the territorial limits of the District and within each city and county within the District approving pursuant to ORS 478.924.

**Section 3. Definitions.**

- (1) "Administrator" shall mean the Fire Chief of the Fire District or his or her authorized representative.
- (2) "Bureau of Fire Prevention" shall mean the Fire Prevention Division of Scappoose Fire District.
- (3) "District" shall be defined per ORS 478.001(d).
- (4) "Jurisdiction" shall mean Scappoose Fire District.
- (5) Whenever the word "code" is used in this chapter, it shall be held to mean the current State adopted Oregon Edition of the International Fire Code, including the Amendments and all appendices subject to the deletions, additions and regulations set forth in this ordinance.
- (6) "Occupancy Classifications" shall be defined in the State of Oregon Structural Specialty Code (State Building Code).
- (7) "Plumbing Code" shall mean the current edition of the State of Oregon Plumbing Specialty Code (State Plumbing Code).
- (8) "International Building Code" or "building code" shall mean the current edition of the State of Oregon Structural Specialty Code as adopted by the State Building Codes Division.
- (9) "Mechanical Code" shall mean the current edition of the State of Oregon Mechanical Specialty Code (State Mechanical Code).

**Section 4. Establishment and Duties of Fire Prevention Division.**

- (1) The Fire Prevention Division of Scappoose Rural Fire Protection District is hereby established. This Division shall operate under the supervision of the Fire Chief of the District and shall be charged with enforcement of the code.
- (2) The Fire Chief of the District may appoint a Fire Marshal to be in charge of the Fire Prevention Division. The Fire Chief or his designee may also assign additional members of the District as fire and life safety inspectors as may be necessary.

**Section 5. Bulk Storage of Flammable or Combustible Liquids in Above Ground Tanks.**

The storage of flammable or combustible liquids in aboveground tanks located outside of buildings referred to in Section 3404.2.9.5 of the Fire Code is prohibited within the limits established by law as the limits of districts or municipalities in which such storage is prohibited. Specific exceptions are made for those areas identified as industrial or commercial whenever a permit has been properly issued that fully complies with code provisions of Articles 22 and 34 of the Fire Code.

**Section 6. Bulk Storage of Liquefied Petroleum Gases.**

Within the limits established by law restricting the storage of LP gas for the protection of heavily populated or congested areas, the aggregate capacity of any one installation shall not exceed a 2,000 gallon water capacity.

**Section 7. Storage of Explosives and Blasting Agents.**

Storage of explosive materials as defined in Chapter 33 of the Fire Code is prohibited in the entire Fire District except for those areas specifically approved by the Fire Chief. This prohibition shall not apply to wholesale and retail stocks of small arms ammunition, explosive bolts, explosive rivets, or cartridges for explosive-actuated power tools in quantities involving less than 500 pounds of explosive materials unless otherwise regulated by other provisions of this code.

**Section 8. Deletions to the Oregon Fire Code.**

The following appendices of the International Fire Code / Oregon Fire Code are excluded from the provisions of this code adoption.

Appendix (A) Board of Appeals

**Section 9. Amendments to the Oregon Fire Code.**

- (1) Section 101 is amended to add: Whenever a reference is made to any portion of this code or any other applicable law or ordinance, the reference applies to all amendments and additions now or hereafter adopted by the State Fire Marshal and the Fire District.
- (2) Section 105 is amended to add Permits. A permit shall be obtained from the District for the following:

- a. Flammable/Combustible Liquids: To install tanks for flammable or combustible liquids above ground in excess of 500 gallons (individual or aggregate quantities).
- b. Agricultural burning: To conduct open burning as defined in OAR 340-264-0030.
- c. Open Burning: To conduct open or barrel burning of dry yard trimmings, paper, and cardboard.
- d. Public Assemblies: To conduct a fair, exhibition, food cart, or other special assembly event in any building, tent, or other structure involving large numbers of people.

(3) Section 111 is amended to add:

- a. Stopping Uses, Evacuation. The Chief is authorized to order an operation or use stopped or the evacuation of any premises, building or vehicle or portion thereof which has or is a fire hazard.
- b. The Chief may also declare a premises, building, or vehicle or portion thereof dangerous due to the presence of hazardous materials when they create a condition hazardous to life, health or property.

(4) Hood Systems:

- a. Any hood system that has a fire suppression system installed shall have the interlock installed in a way in which all systems are shut down except the hood exhaust system.
- b. In addition, if the hood suppression system is activated, the kitchen lights shall be installed in a way in which the lights will remain on or triggered in the on position.

**Section 10. Appeals.**

- (1) When any person seeks relief from a decision of a fire official enforcing provisions of this Code, including permits, waivers, alternative materials or methods, approval of variances or matters of interpretation, he/she may request reconsideration of the decision by first appealing to the Fire Marshal in writing within 10 days of the receipt of the decision. The Fire Marshal may affirm, modify, revoke or vacate the order under consideration.
- (2) After reconsideration by the Fire Marshal, any person seeking relief from the decision of the Fire Marshal regarding the order may appeal to a Board of Appeals as established by Section 108. Such appeal shall be filed in writing with the Fire Marshal within 30 days of the Fire Marshal's decision. The Appeals Board may, by majority vote, affirm, modify, or revoke the action of the Fire Marshal. Such Board of Appeals may be implemented through bylaws and other procedures adopted by ordinance of the District. In the event that the Fire District Board adopts a Board of Appeals, the provisions of this ordinance, where appropriate, are subject to the Board of Appeals procedures. If the District does

not have an Appeals Board, the person seeking relief shall follow the procedures outlined in ORS 479.180.

### **Section 11. Self-Inspection Program.**

- (1) Purpose and Scope. The purpose of this section is to set forth the requirements of a self-inspection program by certain business owners and operators within the District for certain Fire Code violations. The provisions of this section shall apply to businesses designated by the District. The designation shall apply to low fire risk occupancies, which are defined for purposes of this section as office, business and commercial occupancies that do not use hazardous processes, and are not in a hazardous location.
- (2) Procedure and Requirements. Each year the District Fire Prevention Division will compile a list of businesses designated to participate in this self-inspection program.
  - a. Each business designated to participate in the District's self-inspection program shall be mailed a notice stating that the owner or operator of the business shall comply with each of the requirements of this self-inspection program within 30 (thirty) days of the date of mailing of the notice.
  - b. Each business designated to participate in the District's self-inspection program shall be mailed a written summary and description of the specific items and subjects that must be inspected by the business owner or operator and reported to the District. The written summary and description provided by the District shall identify the basic fire safety matters and items to be inspected.
- (3) The District will supply a checklist containing various items and subjects pertaining to general areas of concern regarding Fire and Life Safety. Checklist items must be inspected under this self-inspection program by each owner or operator of a designated low fire risk occupancy.
- (4) The owner or operator of each business selected to participate in this fire self-inspection program shall inspect each matter identified by the District, and shall correct any deficiencies that are identified during the self-inspection, within 30 (thirty) days of the date of mailing of the notice.
- (5) The owner or operator of each business selected to participate in this fire self-inspection program must fully and accurately report to the District the results of each self-inspection, utilizing the reply card provided by the Fire Prevention Division. The information required to be provided on the reply card must be reported to the District within 30 (thirty) days of the date of mailing of the notice, and must be signed by the person who conducted the self-inspection.
- (6) Any business, including the owner and/or operator of said business, that fails to return a properly completed self-inspection reply card within the time specified could be charged an administrative fee as established by Board resolution.

## **Section 12. Enforcement of the Code.**

Notwithstanding provisions in the Oregon Fire Code authorizing or requiring inspections of buildings and premises or testing of fire protection systems and equipment, e.g. Sections 106 or provisions providing for enforcement of the Code, such inspections, testing and enforcement of the Code shall be discretionary, by the Chief and other individuals charged by the Chief with such activities. The District places a high priority on prevention, inspection, and maintenance of fire systems. The District also recognizes that it has limited financial resources with which to provide fire, rescue, and other services and functions. Consequently, the District is forced to make public policy decisions as to allocation of District resources.

Therefore, it is the Board's policy to require inspections only so often as necessary to provide a reasonable level of fire and life safety. Accordingly, although the Fire Chief and other individuals charged by the Chief with these activities are encouraged to pursue them, performing such activities, as well as the scope and frequency of such activities, shall be within the discretion of the Fire Chief. It is the intention of the District to make clear that the District's duty to perform the inspections and testing, or to take enforcement actions as set forth in the Code, is limited to providing a reasonable level of fire and life safety. Such actions are discretionary.

## **Section 12. Penalties.**

- (1) Violations of this Code may be prosecuted under ORS 198.600. Pursuant to ORS 478.990, continued violation of the Code, or refusal to remove a fire hazard by one responsible for conformity to the Code, is punishable by a fine to be set by resolution.
- (2) The application of the above penalty shall not prevent the enforced removal of prohibited conditions as specified in Section 109.3.1.
- (3) **Liability for Costs.** In case of fire resulting directly or indirectly from failure or neglect to promptly comply with the provisions of either a Notice of Violation or a permit issued by the Fire District, the person or persons so notified shall be liable to civil action for the payment for all expenses incurred by the District in or about the use of apparatus, materials, and personnel in extinguishing any fire resulting from such cause.
- (4) **Re-inspection fee.** A re-inspection fee may be invoiced by the Scappoose Rural Fire Protection District to persons who cause repeated re-inspections due to non-compliance with provisions of the Code. The Chief may direct the fee be charged following the second non-complying re-inspection. This fee will be set by resolution.
- (5) **Enforcement procedures and Notices of Violation.** The Fire Marshal shall give written notice of any discovered Fire Code violation to a person who is responsible for correcting such violation. The notice shall state the time by which

the violation is to be corrected and indicate the opportunity to appeal the notice of deficiency. The Fire Marshal may extend the time for complying and may issue one or more additional notices before giving notice of intent to seek judicial remedies. If, after written notice of Code violations is given, a person having the duty to correct the violation refuses to do so, the Fire Marshal may issue a pre-complaint letter to the person in question. This letter is a last-chance notice of a final inspection and will state the legal implications of continued non-compliance.

- (6) False alarms. For violations of Section 401.3.1 of the Fire Code and/or response to 3 or more false alarms at the same location in a 24 hour time period from the first alarm, the courts may order that the responsible person or persons pay for all the costs of responding fire personnel and apparatus as set by the State Fire Marshal's schedule.
- (7) Cities or the County may seek any equitable remedy allowed by law for Code violations, including injunctions and restraining orders.

**Section 13. Severability.**

If any section, paragraph, subdivision, clause, sentence, or provisions of this Ordinance shall be adjudged by any court of competent jurisdiction to be unconstitutional or invalid, such judgment shall not affect, impair, invalidate, or nullify the remainder of the Ordinance, but the effect thereof shall be confined to the section, paragraph, subdivision, clause, sentence or provision immediately involved in the controversy in which such judgment or decree shall be rendered, it being the intent of the governing body to enact the remainder of this Ordinance notwithstanding the parts to be declared unconstitutional and invalid.

**Section 14. OAR and ORS References.**

References to Oregon Administrative Rules and Oregon Revised Statutes in this Code Adoption Ordinance refer to the most recent rules in effect at the time this Ordinance became effective.

**Section 15. Repeal of Conflicting Ordinances.**

Ordinance No. 93-01 is hereby repealed.

**Section 16. Effective Date.**

This Ordinance shall take effect and be in force upon the thirtieth day after the adoption by resolution of the Board of Directors of Scappoose Rural Fire Protection District as provided in ORS 198.570



## Record of Public Readings and Final Adoption

1<sup>st</sup> Reading: April 13, 2017

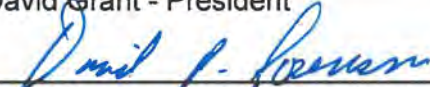
2<sup>nd</sup> Reading: May 4, 2017

ADOPTED THIS 4<sup>TH</sup> DAY OF MAY, 2017.

SCAPPOOSE RURAL FIRE PROTECTION DISTRICT  
BOARD OF DIRECTORS



\_\_\_\_\_  
David Grant - President



\_\_\_\_\_  
David Sorenson - Vice President



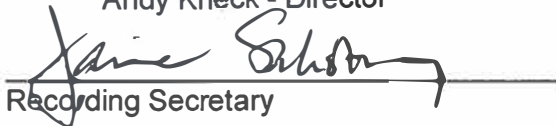
\_\_\_\_\_  
David Graham - Secretary/Treasurer



\_\_\_\_\_  
Ron Cairns - Director



\_\_\_\_\_  
Andy Kriech - Director



\_\_\_\_\_  
Recording Secretary



# SCAPPOOSE FIRE DISTRICT

P.O.Box 625 SCAPPOOSE, OREGON 97056

## SCAPPOOSE RURAL FIRE PROTECTION DISTRICT

### ORDINANCE NO. 20-01

#### AN ORDINANCE ADOPTING EMERGENCY SERVICES COST RECOVERY AND FIRE PREVENTION PERMIT FEES

##### Recitals:

- A. Scappoose Rural Fire Protection District provides special services, including emergency services, fire prevention services and other services required by state law.
- B. The District is authorized under ORS 478.410 (4) to establish fees and charges that are reasonably based upon the related costs to the District providing these services.

WHEREAS, Scappoose Rural Fire Protection District responses for fire prevention, medical and public assistance, rescue, and/or vehicular accidents continue to increase each year, and

WHEREAS, the cost of maintaining equipment and personnel to be available for immediate response, as well as the cost for a response, have been reviewed, and the Board of Directors has determined that the costs in the Master Fee Schedule, incorporated herein by reference, represent a reasonable estimate of actual costs incurred by the District for the provision of services involved;

WHEREAS, the Board of Directors desires to implement a fair and equitable procedure to collect said fees and shall establish a billing system in accordance with State and Federal laws;

**IT IS HEREBY ORDAINED** that Scappoose Rural Fire Protection District does hereby adopt Ordinance 20-01, which provides for cost recovery for the delivery of Emergency Services and Fire Prevention Services and that Scappoose Rural Fire Protection District shall initiate fees for the delivery of these services. The fees shall be that which is the usual, customary and reasonable (UCR) cost of the services, and may fluctuate accordingly.

**Section 1:** Service fees for Scappoose Rural Fire Protection District are established in the attached Master Fee Schedule, incorporated herein by reference. The fees and charges established by this ordinance are reasonably based upon related costs to the District.

**Section 2:** The cost recovery fees and related administrative fees may be reviewed annually and adjusted for inflation based upon the Consumer Price Index (CPI) each March. Any increase in the fees shall be effective July 1 of the upcoming fiscal year. The fees shall be rounded to the nearest dollar based on the CPI. In the event that there is deflation the fees shall remain the same.

**Section 3:** Copies of this ordinance shall be maintained in the Administrative Office of Scappoose Rural Fire Protection District

**Section 4:** Classification of the fees. These cost recovery charges and fire prevention permit fees are classified as not subject to the limits of Section 11 b of Article XI of the Oregon Constitution.

**Section 5:** The Emergency Services cost recovery and associated administrative processing fees shall be first filed to the involved party's insurance carrier, representing an add-on-cost of the claim for damages of the vehicle, property and/or injuries. In absence of adequate insurance, or inability to secure insurance information at the scene, or other inability to file claim with a responsible insurance provider, claim costs may also be filed to the owner of the involved vehicle, property, or the responsible parties thereof. Fees for service will be limited to cost recovery. Methods of calculating cost of services shall be generally based on the average cost of providing the service unless otherwise states. Cost calculations will include direct costs (apparatus, personnel, and consumable supplies), and indirect costs (administrative overhead).

**Section 6:** Fire Prevention fees for operational and construction permits shall be charged as allowed by the Oregon Fire Prevention Ordinance. These are necessary for maintaining compliance with various operations that could affect the fire and life safety of the citizens of the District.

**Section 7:** The Board of Directors or their designees are hereby authorized to execute any and all documents and/or implement any and all procedures necessary to effectuate the collection of fees in order to support services by Scappoose Rural Fire Protection District.

**Section 8:** Response shall be based on standard operating procedures as established by the District.

**Section 9:** Appeals by either persons or entities, both public and private, shall be presented to the Fire Chief in writing within 30 days from the date of invoice. The decision of the Fire Chief with respect to any such appeal shall be final and binding.

**Section 10:** All former Resolutions and Ordinances or parts thereof conflicting or inconsistent with the provisions of this Ordinance as adopted herein are hereby repealed; and

**BE IT FURTHER ORDAINED** that Scappoose Rural Fire Protection District does adopt the attached Master Fee Schedule for emergency services cost recovery and fire prevention permit fees.

**Record of Public Readings and Final Adoption**

1<sup>st</sup> Reading: March 12, 2020

2<sup>nd</sup> Reading: May 14, 2020

**DATE OF EFFECT**

**This Ordinance shall take effect and be in force July 1, 2020.**

ADOPTED THIS 14<sup>TH</sup> DAY OF MAY, 2020.

SCAPPOOSE RURAL FIRE PROTECTION DISTRICT  
BOARD OF DIRECTORS

By: David Graham  
David Graham – Board President

Attest: David P. Sorenson  
David Sorenson – Board Secretary

**Scappoose Rural Fire Protection District:  
Ordinance 22/23-001**

**AN ORDINANCE ESTABLISHING A CIVIL SERVICE SYSTEM FOR Scappoose Rural Fire Protection District**

Whereas, ORS 242.702 through ORS 242.824 provides for a Civil Service for Firefighters (generally), and

Whereas, ORS 242.704 (1) provides in part that: "(1) ORS 242.702 to 242.824 do not apply to any political subdivision which under its charter, ordinances or regulations has a civil service system covering the employees of its fire department which substantially accomplishes the general purposes of ORS 242.702 to 242.824.

However, such political subdivision shall retain such exemption only so long as the civil service system upon which the exemption is based remains in effect". And,

Whereas, Scappoose Rural Fire Protection District desires to amend its current Civil Service Rules to substantially accomplish the general purposes of ORS 242.702 through 242.824 and, more clearly reflect the practices of a Civil Service System covering more than one employer, now, therefore,

**BE IT ORDAINED** as follows:

1. There is hereby created a Civil Service Commission for Scappoose Rural Fire Protection District.
2. Scappoose Rural Fire Protection District shall offer its Civil Service System to other fire districts who by Ordinance/Resolution of their governing bodies agree to the rules and guidelines of the Scappoose Rural Fire Protection District Civil Service System.
3. Agreement of other fire districts being further evidenced by their participation in an Inter Governmental Agreement (IGA) establishing its participation and other conditions of a joint Civil Service System.

4. The Civil Service Commission shall be made up of three members who shall be appointed by the Board of Directors of Scappoose Rural Fire District.
5. The term of office of each member of the Civil Service Commission is four years. Members are allowed to *serve* more than one term and shall *serve* without compensation.
6. No member of the Commission shall be a member of the governing body or an employee of any of the member Districts. Commissioners shall believe in the principles of Civil Service.
7. The Commissioners in place at the time of the adoption of this Ordinance shall retain their current status and terms of office, including appointment as Chairperson.
8. Two members of the Commission shall constitute a quorum, and the affirmative *votes* of any two members shall be sufficient to decide all matters or transactions.
9. The Commission shall prepare and submit a budget to the District for its review and approval in conjunction with the District fiscal cycle each year.
10. The Commission shall follow the rules and guidelines adopted by Scappoose Rural Fire Protection District which substantially accomplishes the general purposes of ORS 242.702 to 242.824.
11. The Civil Service Commissioners in effect at the time of the adoption of this Ordinance are as follows:

Position	Name	Office	Term Expires
1	Ted Moon	Position 1 - Chair	2024
2	Jim Jones	Position 2	2025
3	James Lee	Position 3	2026

12. In Accordance with ORS 242.756 all persons who are covered by Civil Service by any of the member Districts prior to the adoption of this Ordinance shall continue to be covered by Civil Service subsequent the adoption of this Ordinance.
13. Ordinance Resolution 22/23-001 will be the initial Ordinance / Resolution for this Civil Service Commission.

14. The Commission shall appoint a Chief examiner when a vacancy in this position occurs. The Chief Examiner retained by the Commission prior to the adoption of this Ordinance will continue as the Chief Examiner.
  
15. Scappoose Rural Fire Protection District will supply the Commission with all office supplies, equipment and space necessary to carry on the business of the Commission and provide the commission with such clerical assistance as the commission may consider necessary.
  
16. The Commission shall make suitable regulations not inconsistent with ORS 242.702 to 242.824 to carry out the provisions thereof. The regulations shall provide in detail the manner in which examinations shall be held, and appointments, promotions, demotions, transfers, reinstatements, suspensions and discharges shall be made. The rules and regulations together with all amendments thereto shall be posted in the fire department and shall be available for inspection in the secretary's office for public inspection. The rules and regulations shall not limit the personal citizenship rights of any members of the fire department.

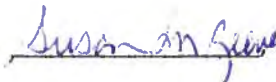
This matter having come before the Board at its regularly scheduled meeting as follows:

First Reading on: May 11, 2023

2nd Reading on:

The final vote and took place on this matter on and is recorded as follows: AYES: NAYS:

This Ordinance takes effect thirty (30) days from this date or.

 Board President

 Recording Secretary

Filed with the County Clerk on:

SCAPPOOSE RURAL FIRE PROTECTION DISTRICT

Standard Operating Guidelines

Ambulance Billing

1

## SOG Ambulance Billing

### INTRODUCTION

The purpose of this standard operational guideline is to provide a guideline for ambulance billing. This guideline applies to all transported patients. Scappoose Fire District is mandated to follow Federal and State Government Guidelines for the billing and coding of ambulance patients. The District also follows Federal HIPAA guidelines ensuring the privacy of the patient.

Scappoose Fire District or their third-party billing agency bills the ambulance user or responsible party after services have been rendered. Staff use the information documented on the patient care report to determine the appropriate diagnosis and procedure codes that apply to each transport. Scappoose Fire District provides emergency medical care and ambulance transportation to all persons in need, regardless of ability to pay.

Scappoose Fire or their third-party billing agency follows the following timeline:

- An initial mailing will be sent to the patient showing charges and requesting insurance information.
- When correct insurance information is gathered from the patient, insurance company is billed using specific guidelines each insurance requires.
- A series of follow-up statements will be sent at monthly intervals
- Scappoose Fire District will make arrangements for patients who need to pay their ambulance bill in monthly installments.
- If the patient has shown that they have received financial hardship assistance from the hospital, SRFD may match and accept the hospital's adjusted write off percentage.
- After all reasonable and customary attempts to collect payment, the debt remaining will be either turned over to a collections agency or written off at the discretion of the Fire District Board if it is determined to be uncollectable based on financial or medical indigent status of the patient.
- In determining if a person is financially indigent, the Fire District will use the following guidelines:

If the patient does not have any insurance and/or the payment will cause a hardship, the Fire District Board may declare the patient indigent and waive the charges or co-payment. The determination may be made after the Management Committee reviews documentation of a hardship. All information will be kept confidential.



The Fire District accepts assignment on Medicare and Medicaid claims. This is generally accepting the amount that Medicare or Medicaid approves for a claim and writin off the balance except for co-payments and deductibles.

Approved: President, Dave Sorenson

Secretary, Andy Kriek

Date: August 13, 2009

C:SOG/Ambulance Billing

# COMMUNICATIONS

thank you  
VERY MUCH

Dear Scappoose. Lina,  
Thank you so much for taking time out of your  
day to have members of your department be part  
of our Homecoming Parade. It was very special  
to have you there and it really shows how much you  
are involved and dedicated to our community and  
schools. We appreciate your help in making such  
an amazing and successful event.

With gratitude

Scappoose Leadership