



# SCAPPOOSE FIRE DISTRICT

P.O. BOX 625 SCAPPOOSE, OREGON 97056

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## Scappoose Rural Fire District Board of Directors Special Meeting Wednesday, November 6, 2024 Microsoft Teams meeting

**Call to order-** President Reeves called the meeting to order at 1:17 pm.

**In attendance:** Director Reeves, Director Graham, Director Sorenson, Director KriECK, Director Gift, Chief Pricher, Karleigh Booth, FA Heath, FF KriECK

### **Section 6- Fire Chief Role & Executive Functions**

Chief Pricher asked if removing "his/her" and replacing it with "their" when necessary is still what the board wanted. The board agreed that they would like the language cleaned up.

6.3 B1- Director Gift asked if "all line personnel" means both career and volunteers? Discussion around what "line personnel" means and if it should be edited or removed from this section.

6.5 Add a "D" that the board approves all job descriptions and where the job descriptions are to be found (in the Scappoose Fire District Policy Manual).

### **Section 7- Emergency Services**

7.2 B – Director Gift asked if the wording should be changed from "Board members shall be notified" to "The Board Chair or their designee should be notified". After discussion, there will be no changes.

7.8 B2—Director Gift wants to include the term "environmental impact". After some discussion, the phrase "Implement and maintain effective rescue fire control and property conservation policies and guidelines by following the Fire Districts SOPs and SOGs" will be added.

7.8 -- Director KriECK asked what "companies" and "company operations" means. It will be changed to "Fire District operations on emergency incidents".

7.10 Recovery of Cost – Director Gift asked if the Utility and the REMS unit should be added to the cost recovery. Per Chief Pricher, most of the costs are covered in the master fee schedule and based on current OSFM rates. In “E”, Change the “apparatus recovery cost schedule” to “master fee schedule” and remove the recovery cost schedule. We will update the master fee schedule where necessary. The first sentence of “E” change “will charge” to “may/can charge”. In the second sentence, take out “will” and changes “charge” to “charges”. Add an “F” for SOG ambulance billing.

## **Section 8- Ethics**

Director Reeves asked to check to see if there are any updates to the ORS’. We will send it to the state and have it reviewed for any needed changes.

## **Section 12- Career Employee Policies**

12.2- Director Gift asked if these policies have been reviewed against the labor agreement. Per FF Kriek, the policies are accurate. It is the same as the union contract.

Director Graham asked about adding OPFML to the policy. Chief Pricher and FF Kriek stated that because it is a State law, it should not be added to the policy.

12.3- Discussion around Federal holidays. The Board would like to keep the holidays as is.

12.6- Chief Pricher asked if the flexible benefits plan still applies. Per FA Heath, we have two employees who still use the plan, everyone else uses HRA Veba.

12.4- Director Gift had questions about carrying over vacation hours.

## **Section 13 Fire District Guidelines**

13.1- Director Sorenson asked if outside organizations still use our building for training, meetings, etc. Yes, they do, although it does not happen very often. Discussion around parking, cleaning fees, and ADA guidelines.

13.2- Director Reeves asked about the safety committee.

13.3 D- Director Gift asked if the refresher training is still being performed. Per Chief Pricher, yes, training occurs.

Property Maintenance Checklist- Director Gift asked if we should keep the property maintenance checklist here. Per Chief Pricher, yes, we should keep it.

## **Section 14 Adopted Ordinances**

The name of 17-02 needs to be changed. It is not "Uniform Fire Code", it will be changed to "Oregon Fire Code" on the cover sheet. Will be added to the list of changes that were made to the policies.

Ordinance 90-01—Director KriECK asked if/where in the policy it says that you must reside or own property in the district. Per the elections office, a person has to be a registered voter in the district. Director KriECK asked if we should add the document from the elections office to the policy. Chief Pricher asked if the board would like to have our attorney look this document over to see if it needs to be updated.

20-01 cost recovery and fire recovery fees. Per Chief Pricher, we might need to redo the ordinance because it does not currently talk about a specific resolution, it talks about the master fee schedule. The master fee schedule can be adopted via resolution. Moving forward, any fees that we have, the resolution must be titled as master fee schedule to be under that ordinance. Director KriECK asked when the District has the right to recover costs. Per Chief Pricher, this was covered in section 7.10.

Director Gift asked if we have a board of appeals. Chief Pricher answered that we would put one together following the Oregon fire code requirements.

Ordinance 22/23-001 No questions.

We will make sure that all Ordinances are listed on the title page.

Director Gift asked about the Standard Operating Guideline (SOG) Ambulance Billing. Chief Pricher asked if it should be made a policy or if there should be a reference to it under the cost recovery document in section 7.10. The board decided to create an "F" in section 7.10 for EMS. The board can take the language from the SOG and adopt it as policy. Currently there is cost recovery in two spots (section 3 and section 7), which is confusing. Discussion around drafting changes the policy book and how to combine/clean up certain sections.

#### **Go-back to section 4.8**

Chief Pricher read the edited section of 4.8, Director Gift then read his new proposed policy. Discussion around section 4.8 and whether it should change to what Director Gift wants.

Chief Pricher let the Board know that some of the language/verbiage would need to be changed because it goes against what the District has done in the past. Proposing the salary and grading schedule at a board meeting is not something that we have ever done.

Director Reeves asked if the board would like the information by February to be able to go over it at the March meeting. Director Gift wants a salary scale and what increases (PERS, health insurance, etc.) are expected. Director Gift asked for comparables for all admin staff, each year as well. Discussion around comparables and how hard it is to find accurate ones for our District. Director KriECK would just like an explanation as to why a person is getting a raise. Chief Pricher would like to add salaries to job descriptions.

**Adjourn-** President Reeves adjourned the meeting at 3:15 pm.

Dave Sorenson  
Dave Sorenson, Secretary-Treasurer

November 14, 2024  
Date

Submitted by Karleigh Booth