

## **Board Meeting Agenda**

October 17, 2022

5:30 p.m.

Mid-Columbia Fire and Rescue Station  
1400 West 8<sup>th</sup> Street, The Dalles, Oregon

- 1. Call Meeting to Order**
- 2. Pledge of Allegiance**
- 3. Roll Call**
- 4. Agenda Changes**
- 5. Minutes**
  - a. Correction of Minutes, if any – Monday, September 19, 2022
- 6. Public Comment**
  - a. During this portion of the meeting, a citizen may speak on any subject upon being recognized by the Board President. The citizen must state their name, address, and their discussion topic for the minutes. Five minutes per person will be allowed. If a response by the District is requested, the speaker will be referred to the Fire Chief for further action. At the discretion of the Board President, the issue may appear on a future meeting agenda for Fire District consideration.
  - b. The public may observe and/or listen to the meeting virtually by using either the link or the telephone number and access code provided below:  
  
TELEPHONE NO.: +1 (562) 247-8422  
  
AUDIO ACCESS CODE: 516-562-666  
  
COMPUTER LINK:  
<https://attendee.gotowebinar.com/register/8236626747970200847>  
  
WEBINAR ID: 487-995-835
- 7. Financial Reports**
  - a. Financial Audit Presentation – Friend and Reagan: A.J. Olson
  - b. Balance Sheets/Combined Cash Accounts as of 09/30/2022
- 8. Committee Reports**
  - a. Urban Renewal Report (Included in Board Packet) - Director Bailey
  - b. Enterprise Zone Report – Director Jacobs
- 9. Fire Chief's Report**
  - a. Fire Chiefs Update
  - b. Monthly Report – AC Jensen

Upon request, auxiliary aids and/or special services will be provided. To request services, please contact us at 541-296-9445 or through Oregon Relay 1-800-735-2900 at least three business days in advance.

- c. Monthly Report – DC Coleman
- d. Monthly Report - DC Wood
- e. Strategic Plan Quarterly Report
- f. Other items as needed

**10. Correspondence**

**11. Old Business**

**12. New Business**

- a. Resolution No. 2022-07 – A Resolution Adopting Revisions to the MCFR Employee Handbook
- b. Information sheet – Surplus Items

**13. Good of the Order**

**14. Adjournment**



**OUR MOTTO:**

*Educate, Serve & Protect*

**OUR SHARED VISION:**

*“To provide for the optimal safety and welfare of the community and our members.”*

**OUR MISSION:**

*“We are committed to providing professional emergency and non-emergency services to minimize suffering, protect life, environment and property.”*

**OUR VALUES:**

*P*-rofessionalism  
*R*-espect  
*I*-ntegrity  
*D*-uty  
*E*-ngaged

Upon request, auxiliary aids and/or special services will be provided. To request services, please contact us at 541-296-9445 or through Oregon Relay 1-800-735-2900 at least three business days in advance.



## MINUTES

Mid- Columbia Fire and Rescue  
Board of Directors Meeting  
In Person / Virtually Held  
1400 W 8<sup>th</sup> Street, The Dalles, OR 97058  
September 19, 2022

### 1. CALL MEETING TO ORDER

Board President David Jacobs called the September 19, 2022, meeting of Mid-Columbia Fire and Rescue to order at 5:30pm.

### 2. PLEDGE OF ALLEGIANCE

President Jacobs led the Pledge of Allegiance

### 3. ROLL CALL

Directors Present: David Jacobs, Dave Peters, Dick Schaffeld, and Corey Case. Diana Bailey attended via video conference and telephone.

Staff Present: Chief Bob Palmer, Assistant Chief David Jensen, and Office Manager Stephanie Ziegler. Division Chief Jay Wood and Division Chief Fred Coleman were on vacation.

Others Present: Legal Counsel Andrew Myers and private citizen Walter Denstedt.

### 4. AGENDA CHANGES

None.

### 5. MINUTES

Minutes from the August 15, 2022, meeting stand approved as written.

### 6. PUBLIC COMMENT

None.

### 7. FINANCIAL REPORT

- a. Balance Sheets as of 8/31/2022 – All Funds – Director Case stated after looking through all the balance sheets suggested that the board only needs to see the Combined Funds Summary sheet none of the other balance sheets are needed. Chief Palmer stated that he will not include the rest of the sheets in the future board packets.
- b. Budget Report as of 8/31/2022 – All Funds – Chief Palmer went over the Budget sheets explaining how the sheets will show Period Actual and Year to Date.
- c. Ambulance Service Financial Report – There were no questions on the Ambulance Service Report.



**8. COMMITTEE REPORTS**

- a. Urban Renewal Report – Director Bailey stated there was nothing to report, no meeting. The next meeting would be September 20, 2022.
- b. Enterprise Zone Report- President Jacobs stated there was nothing new to report. Had been no movement. Stated Chief Palmer has included a report on Google in his Chiefs report that was included in the board packet.

**9. FIRE CHIEF’S REPORT**

- a. Fire Chiefs Update – Chief Palmer reviewed his report that he included in the board packet, giving a brief update on each item.
- b. Monthly Report – AC Jensen, included in board packet. President Jacobs asked about single roles moving into dual roles. A brief discussion followed.
- c. Monthly Report- DC Wood – Included in board packet.
- d. Monthly Report – DC Coleman – Included in board packet.
- e. Picnic – Chief Palmer advised the board about the upcoming Public Safety Family Picnic. The picnic will include several other agencies with each agency providing something towards the picnic. He also stated that there will be a silent auction for Chris McNeil and his family.

**10. CORRESPONDENCE**

A thank you note had been received, which Chief Palmer included in the board packet, from a Ron Dawirtl, thanking the firefighters for their service in regard to 9/11.

**11. OLD BUSINESS**

None.

**12. NEW BUSINESS**

- a. Information Sheet – Board Policy Amendment: Non-Sufficient Fund Checks. Chief Palmer stated that right now there is no policy on Non-Sufficient Funds checks. He stated that a procedure is needed on how to follow up on non-sufficient funds check if and when a circumstance occurs. Chief Palmer stated that Policy 7.10 has been drafted and he has had the Fire Districts Auditor and Financial Officer review the language of the policy. Director Bailey asked how the staff will know if someone has written a bad check. Chief Palmer stated a log will be kept for the staff to reference. He stated that this policy will address all circumstances involving NSF however will also give direction to our third-party billing agency Systems Design, and how they should handle a non-sufficient funds check. Director Schaffeld made a motion to adopt and incorporate Policy 7.10 Non-Sufficient Fund Checks (Exhibit “A”) as an amendment to the Mid-Columbia Fire and Rescue Board Policy Manual. Director Peters seconded. President Jacobs asked if there was any further discussion, hearing none he called for a vote. 5 Ayes, 0 Nays. Motion carried.



**13. GOOD OF THE ORDER**

Director Peters asked about this year's Project ELFF. Chief Palmer stated that we need to get the word out. We will additionally need volunteers to help with the food drive like we had last year. The event will consist of a stationary parade with floats incorporating a drive through process for the public to drop off their food items.

**14. ADJOURNMENT**

President Jacobs adjourned the meeting at 6:16pm.

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\_\_\_\_\_  
Board President

\_\_\_\_\_  
Board Secretary/Treasurer

## **MCFR INFORMATION SHEET**

**DATE:** October 17, 2022

**TO:** Fire District Board of Directors

**FROM:** Bob Palmer, Fire Chief

**ISSUE:** Audit Presentation

**BACKGROUND:** Friend & Reagan has completed the financial audit for the FY ended June 30, 2022, and will be conducting a presentation this evening of the financial statements associated with the audit.

**BUDGET IMPLICATION:** None

**RECOMMENDATION/ACTION:** Staff update.

MID-COLUMBIA FIRE & RESCUE  
 COMBINED CASH INVESTMENT  
 SEPTEMBER 30, 2022

GENERAL FUND

COMBINED CASH ACCOUNTS

01-0-1009-00	LGIP	3,413,999.65
01-0-1020-00	PAYPAL BURN PERMIT ACCOUNT	13.54
01-0-1025-00	COLUMBIA BANK PAYPAL ACCOUNT	.00
01-0-1030-00	CHECKING ACCOUNT	157,058.03
		<hr/>
	TOTAL COMBINED CASH	3,571,071.22
		<hr/>
	 TOTAL UNALLOCATED CASH	 3,571,071.22
		<hr/> <hr/>

CASH ALLOCATION RECONCILIATION

10	ALLOCATION TO GENERAL FUND	1,777,710.13
20	ALLOCATION TO FF EQUIPMENT & SU	309,601.77
25	ALLOCATION TO FIREMED	79,463.97
30	ALLOCATION TO STACKER BUTTE	41,179.48
35	ALLOCATION TO DEBT SERVICE	68,973.73
40	ALLOCATION TO TECHNICAL RESCUE	59,920.28
45	ALLOCATION TO CAPITAL PROJECT	.00
50	ALLOCATION TO EQUIPMENT RESER	921,494.23
51	ALLOCATION TO BUILDING RESERVE	85,423.16
52	ALLOCATION TO TRAINING RESERVE	117,555.03
53	ALLOCATION TO RETIREMENT LIABILI	109,749.44
55	ALLOCATION TO BOND PRINCIPAL RE	.00
		<hr/>
	TOTAL ALLOCATIONS TO OTHER FUN	3,571,071.22
	ALLOCATION FROM COMBINED CASH	(3,571,071.22)
		<hr/>
	 ZERO PROOF IF ALLOCATIONS BALA	 .00
		<hr/> <hr/>

MID-COLUMBIA FIRE & RESCUE  
BALANCE SHEET  
SEPTEMBER 30, 2022

GENERAL FUND

ASSETS

10-0-1000-00	CASH ALLOCATION	1,777,710.13	
10-0-1015-00	PETTY CASH	125.00	
10-0-1049-00	AMBULANCE	.00	
10-0-1050-00	AMBULANCE A/R	.00	
10-0-1055-00	AMB BILLING SERVICE A/ R	.00	
10-0-1065-00	A/R AMBULANCE HOLDING	.00	
10-0-1069-00	BAD DEBT ALLOWANCE	.00	
10-0-1080-00	A/R TAXES - GENERAL FUND	.00	
10-0-1085-00	OTHER RECEIVABLES - GF	.00	
10-0-1090-00	GRANT RECEIVABLE	.00	
10-0-1200-00	MISCELLANEOUS A/R	.00	
10-0-1499-00	UNDEPOSITED FUNDS	.00	
10-0-1510-00	MACHINERY AND EQUIPMENT	4,163,122.84	
10-0-1520-00	BUILDINGS AND STRUCTURES	3,514,225.18	
10-0-1530-00	LAND AND IMPROVEMENTS	71,508.00	
10-0-1600-00	AMOUNT PROV - LTD AERIAL	.00	
10-0-1601-00	AMOUNT PROV - LTD BONDS	.00	
10-0-1602-00	AMOUNT PROV LTD - COPIER	.00	
10-0-1603-00	AMOUNT PROV - LTD LAPTOPS	.00	
10-0-1605-00	AMOUNT PROV - 2005 BONDS	.00	
10-0-1700-00	PREPAID EXPENSES	.00	
		9,526,691.15	9,526,691.15
	TOTAL ASSETS		

LIABILITIES AND EQUITY

## MCFR INFORMATION SHEET

**DATE:** October 17, 2022

**TO:** Fire District Board of Directors

**FROM:** Diana Bailey, Board Vice President

**ISSUE:** Urban Renewal Report

Alice Cannon provided updates on the Tony's Building, Recreation Building, and First Street Projects.

- Tony's Building – The grant has not been confirmed but the monies would be for next fiscal year starting Oct. 1. Demolition, particularly the asbestos removal, will be paid for from this grant.
- Recreation Building - Todd Carpenter projects are moving forward. The Ice Cream shop and Apothecary are now open. Third projection to be completed by January.
- First Street – The grant agreement from ODOT moved to City of The Dalles for a savings to the overall project. The City staff, and Council will be addressing the termination of the ODOT grant at a future meeting (Oct. 24 placeholder on City Council Agenda).

Discussion on Urban Renewal Grant Program and Status Report

- Alice presented a Power Point to updates:
  - Went live August 5th, 2022, staff sent 325 mailers to property owners, FB posts, and news (Radio).
  - Fifteen commercial applications requested and 4 have been submitted (staff decision <\$50,000)
  - Webpage built access through [thedalles.org](http://thedalles.org) URA page and guidelines, application, and information available here.
- What's next?
  - Email outreach, continue to respond to inquiries, and continue pre-application meetings.
  - Follow up on property liens within grant process - 10 years with no depreciation consensus.

**RECOMMENDATION/ACTION:** Board update.

## MCFR INFORMATION SHEET

**DATE:** October 17, 2022

**TO:** Fire District Board of Directors

**FROM:** Bob Palmer, Fire Chief

**ISSUE:** Fire Chief's Report

**ASA UPDATE PROCESS:** There has been no update yet from the Wasco County ASA Coordinator regarding the status of the ASA ordinance revision.

**STUDENT INTERN PROGRAM:** This program is fully staff and operational. The student interns have been assigned to a shift, are actively engaged in fire certification training, and are attending EMT curriculum with CGCC at various levels.

**GROUND EMERGENCY TRANSPORT (GEMT) FFS PROGRAM:** We continue to prepare for both the WA and OR FY 2021-22 GEMT reimbursement process. Applications should be completed, signed, and submitted shortly. Cost reports have been received from both OHA and WHA to utilize for the application process.

**OREGON GEMT CCO PROGRAM:** The OHA is moving forward with the application process for the next FY reimbursement period. We have been informed by the OHA that there was a delay in the reimbursement from CCO's back to January 1, 2022, however, this process should commence soon.

**COMMUNITY PLANNING AND DEVELOPMENT:** Whiting Turner, the primary contractor for the project, is coordinating with the Fire District for this project. Staff recently conducted walk-arounds of the DLS and TLK projects with more training to come for line personnel. The GOR project is moving forward at a steady pace.

### **COVID-19 PANDEMIC RESPONSE: Refreshers**

Oregon mask guidelines: Masks are not required for most indoor settings, but you still need to wear a mask in health care settings to keep everyone safe. Some businesses and schools may still choose to require masks. People may also choose to continue to wear well-fitting masks to protect themselves and others.

Quarantine requirements are lifted for most populations: This means most people do not need to quarantine when exposed to someone with COVID-19. You still must stay away from others if you test positive for COVID-19 or have COVID-19 symptoms after exposure.

**STRATEGIC PLAN STATUS:** A status report reflecting progress has been provided in your Board packet for reference.

**STACKER BUTTE LEASE:** We continue to await a response from the landlord as to the status the Communications Consortium's proposed addendum to the Stacker Butte lease.

**COLLECTIVE BARGAINING PROCESS:** Our last bargaining session was held on August 9th. Mediation has been confirmed. Our first meeting is scheduled for Tuesday, November 8, 2022.

**POLICY REVISION:** The labor attorneys continue to work out the details of the policy language. We expect the policies to be finalized during the mediation process.

**PATCH PROJECT:** The patch project is complete. The new patches are currently being phased in and you should start seeing them on uniforms and other District items shortly.

**OSFM WILDLAND STAFFING GRANT:** Summer is winding down and soon this grant will be closed out for the season. The funding received has provided supplemental staffing as necessary to meet the intended purpose of this grant and has shown to be quite beneficial considering the increased wildland fire activity we experienced this summer.

**OREGON FIRE SERVICE CAPACITY PROGRAM:** We are considering another grant opportunity offered by the Oregon State Fire Marshal's Office. The Oregon Fire Service Capacity Program is geared toward small to medium agencies where an increase of regular local firefighters and fire prevention staff is needed. This grant opportunity is competitive and is available to Oregon's local fire districts and departments. Local fire agencies may apply for funds to support up to two (2) firefighters and two (2) fire prevention personnel. The grant application process was recently opened. Staff will be looking further into the particulars of this grant opportunity to confirm eligibility.

**RECRUIT FF ACADEMY:** The EMS recruit academy starting September 12<sup>th</sup> has been completed, and our new EMS members fully on-boarded. Firefighter recruits Dean Walker, Patrick Foss and Cameron Debozy will be engaged in the next FF recruit academy slated for October 17, 2022. We are anxiously awaiting the most current tax summary reports to determine property tax amounts from the DLS project which will allow Staff to determine the status of our next firefighter recruitment process.

**FI-210 WILDLAND FIRE ORIGIN AND CAUSE TRAINING:** FI-210 training was delivered here in The Dalles the week of October 3-7. Several attendees to include eight MCFR members attended this valuable and informative training. We additionally extend a big thank you to St. Mary's academy for allowing us to utilize a portion of their property for this training opportunity. The lead instructor noted this to be one of his most successful classes due to the location of the burn plots and weather conditions for this area.

**BUILDING IMPROVEMENTS:** A new security fence is planned soon for Station 1. The fence will be in addition to our current perimeter fence and will be used to secure the rear portion of our property. Additionally, in December, new carpet is planned for install in all downstairs offices in Station 1. Assistant Chief Jensen and Captain Biehn are coordinating these building improvement projects.

**911 STATISTICS:**

<b>911 STATISTICS</b>				
<b>August 2022</b>			<b>YEAR-TO-DATE</b>	
<b>AGENCY</b>	<b>CALLS</b>	<b>PERCENT</b>	<b>CALLS</b>	<b>PERCENT</b>
<b>MCFR</b>	380	13%	3108	12%
<b>TDPD</b>	1732	60%	15503	62%
<b>WCSO</b>	768	27%	6430	26%
<b>TOTAL</b>	2880	100%	25041	100%

**RECOMMENDATION/ACTION:** Staff update.

# Assistant Fire Chief- Board Report

David Jensen, Assistant Fire Chief

September 2022

## Major Topics for September 2022

- Staffing

*Dual Role-*

In our last recruitment and hiring process we had four Paramedic/Firefighter openings and made four contingent offers of employment. Three of the four candidates completed the pre-hire process. One withdrew before the process was complete. This leaves the District with one Firefighter/Paramedic opening which we plan to fill with the anticipated Firefighter/EMT new positions scheduled to start in January of 2023.

*Single Role-*

One of our paramedics is making the transition to a dual-role position. These leaves five of the six positions full and the only position open to be filled by a paramedic.

- Type 3 Purchasing Process (Status Quo from last update)

Boise Mobile Equipment is in the build process of the new apparatus in Boise, ID. I am receiving continual updates and we still anticipate these pieces of apparatus will arrive in fall 2022.

- Continuity of Operations Plan (COOP) (continuing project)

This project is continuing and will take several months to complete.

History:

As a result of our newly adopted Strategic Plan, I have begun to develop the Continuity of Operations Plan for the District. This document will include action plans for any various types of disasters, natural and human caused. The total document will be completed by several people internal to MCFR. Initially, we had planned to contract out this work however, with further research it was determined that this project will take significant time and commitment by the district even if we had used a contractor to complete the work. The plan now is to complete the project internally.

- Records Management System (RMS) Transition (In progress, no new information)

History:

The District's Record Management System must transition to a new provider. This is due to Emergency Reporting (our current provider) merging into ESO. The current price we pay for records management will not change this year, but if we choose to stay with ESO after the transition, we will see a significant increase

in access costs (20k plus). This will be a budget item for 2023/24 FY. As an urgent wrinkle in this project, we are transitioning away from the current EMS reporting software as it will be out of compliance at the end of 2022. ESO estimates this will take 60 -90 days which includes training our members.

- Computer Aided Dispatching RFP (Still in progress, no new information)  
 The District is in partnership with Wasco County and the City of The Dalles to develop a Request for Proposal (RFP) to replace the Computer-Aided Dispatching system (CAD). Wasco County has begun to use a grant writing consultant to see if we can help offset the costs. It is currently estimated by Wasco County Finance that we will be able to pay for the majority of this project though reserve funds at County 911, which we pay into through fees. It would be good to keep those reserve funds and use grant funding, but we are moving forward regardless of the grant outcome as it is an essential service.
- Response Metrics

**EMS Calls for Service September 2022**

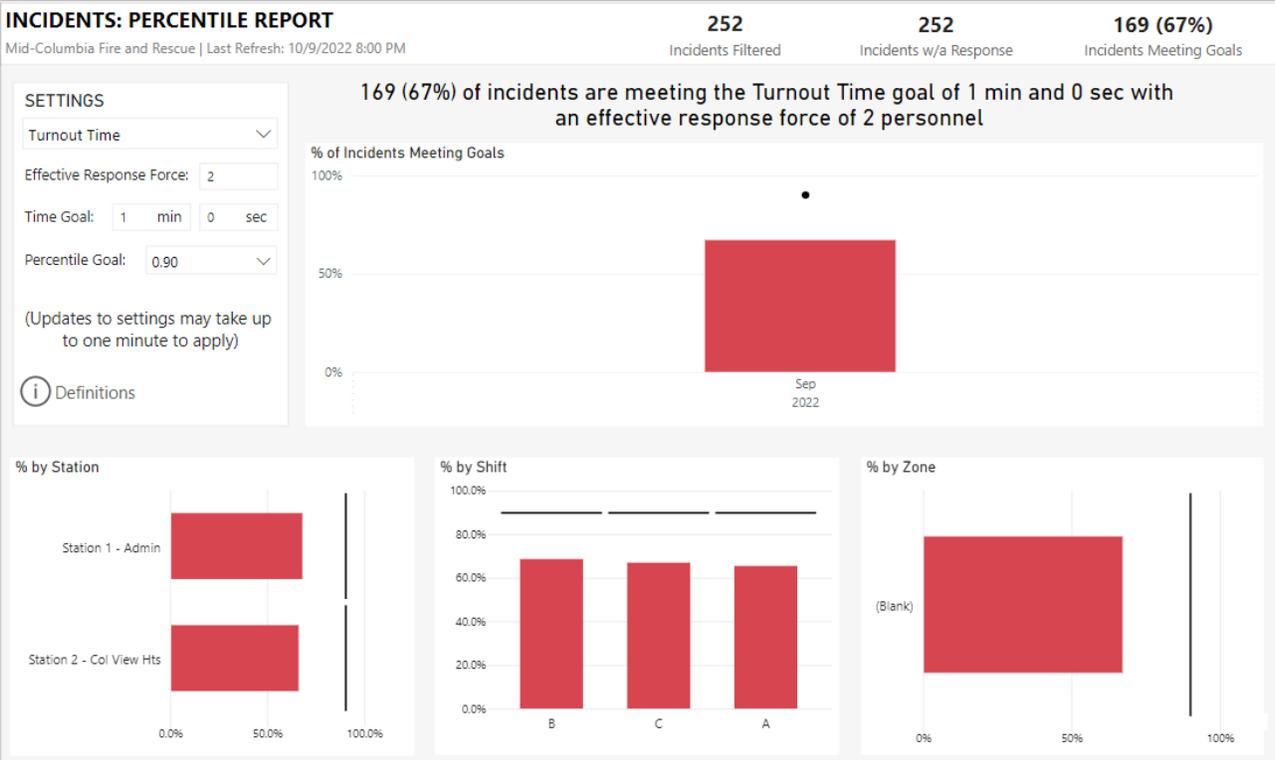
Percentage of EMS Calls Meeting 60 Second Response Compliance:

A Shift- **65.6%**, B Shift- **68.8%**, C Shift- **67.1%**

Station 1 overall- **67.6%**, Station 2 overall- **65.6%**

Districtwide **67.1%** compliance

Average Response Time **1:03** 90 Percentile Response Time Compliance: **1:43**



# Fire and Other Calls for Service September 2022

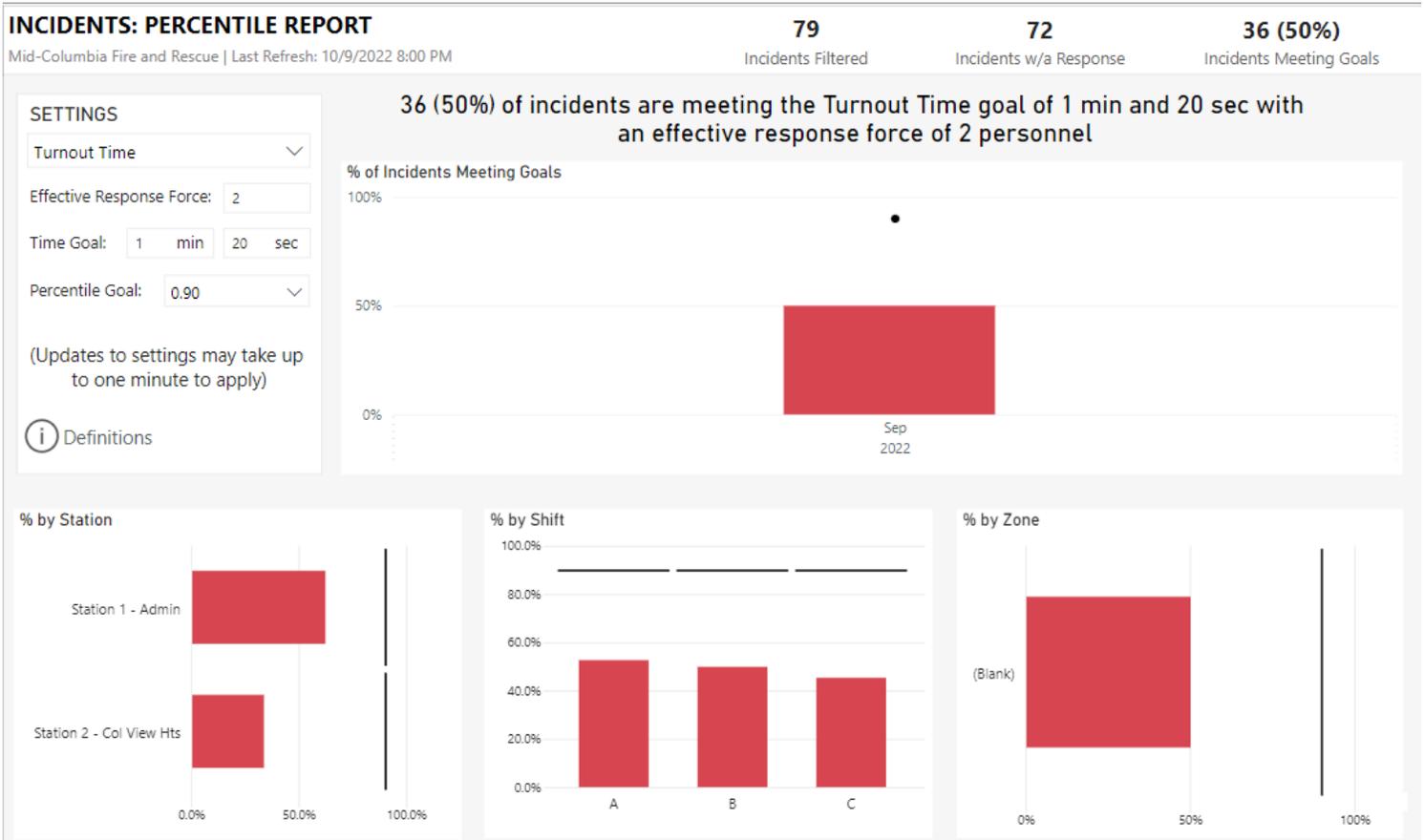
Percentage of *Fire/Other Calls* Meeting 80 Second Response Compliance:

*A Shift- **52.8%**, B Shift- **50%**, C Shift- **45.5%***

*Station 1 overall- **61.9%**, Station 2 overall- **33.3%***

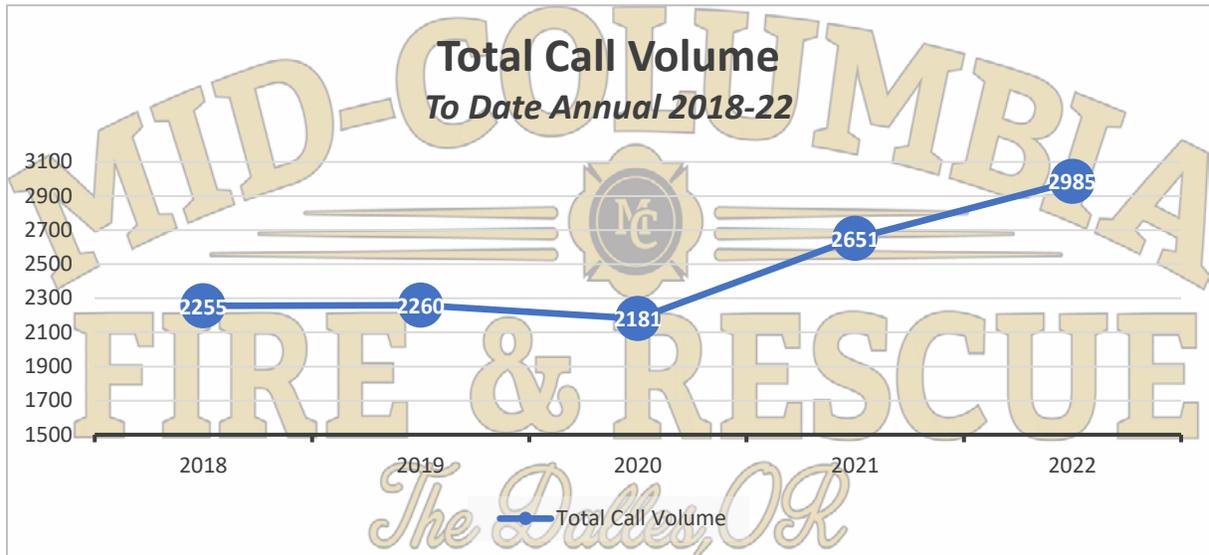
*Districtwide **50%***

*Average Response Time **1:16** 90 Percentile Response Time Compliance: **2:19***

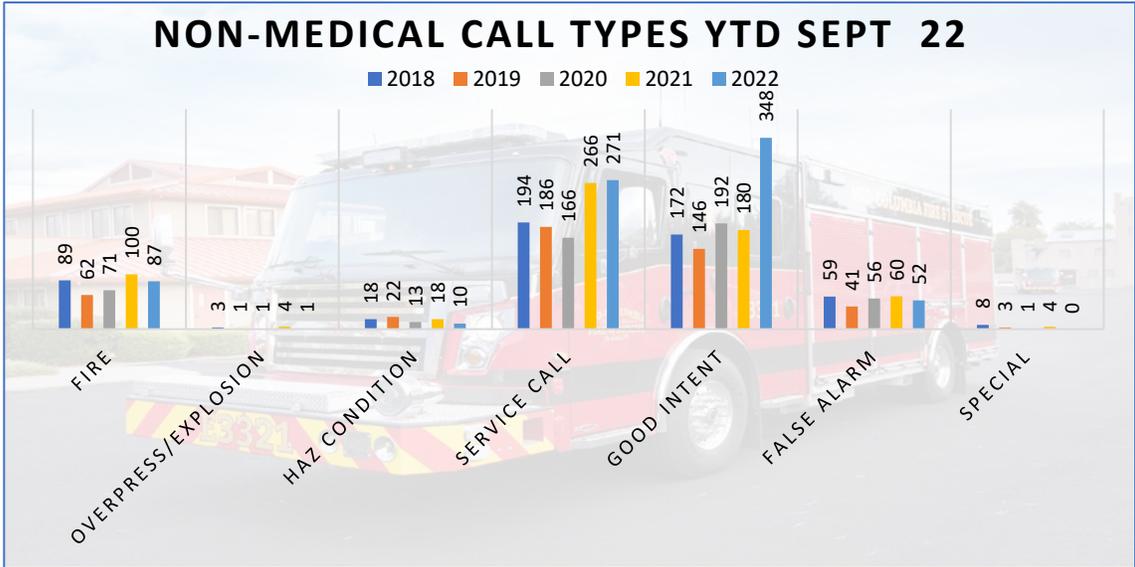


## District Response Metrics

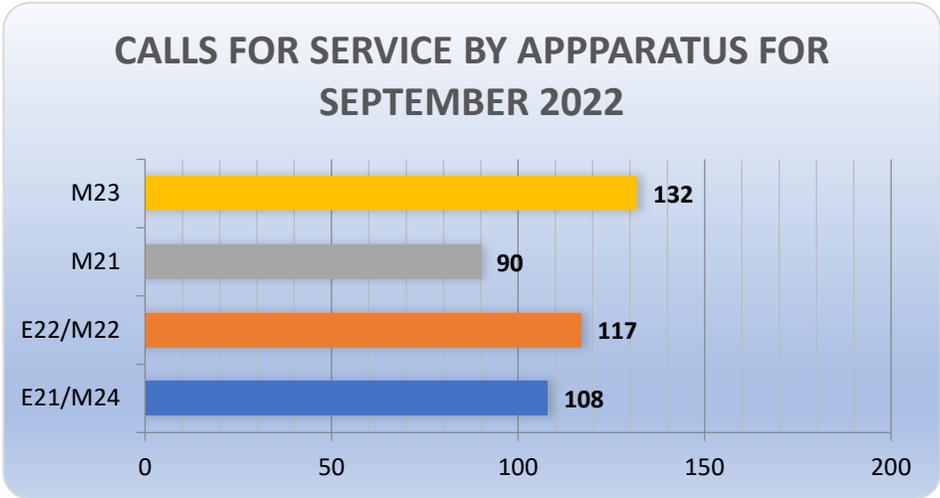
Below are the current statistics year-over-year, January 1<sup>st</sup> through September 30<sup>th</sup>



Call Types Jan-Sept 2018-22					
	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>
EMS/Rescue	1712	1798	1679	2019	2216
Fire	89	62	71	100	87
Overpressure/Explosion	3	1	1	4	1
Haz Condition	18	22	13	18	10
Service Call	194	186	166	266	271
Good Intent	172	146	192	180	348
False Alarm	59	41	56	60	52
Special	8	3	1	4	0



**Call Distribution by Apparatus for September 2022**



# Prevention Division- Board Report

Jay Wood, Division Chief

September 2022

I'm happy to report that we are now completely on board with Pacific Office Automation for Information Technology services. The Statement of Work has been completed and they are starting the lengthy process of copying all our electronic data from our physical servers at Station 1 and Station 2 to the new virtual server environment. This includes district common files, emails, and individual files. I am also pleased with a recent service ticket I submitted for a USB adapter that wasn't installing correctly. They got back to me quickly, identified the problem, and fixed the problem quickly.

The district had one hostile fire events (with monetary loss) for September 2022 with an estimated total of \$100 in property at risk. The total loss of property and contents was \$100. The fire was: A bicycle tire on fire due to a rear brake malfunction. There were other wildland fires with no damages.

Public Education in September consisted of the Get Ready The Dalles event. We estimate that there were over 200 in attendance plus the individual vendors. The event was sponsored by Northwest Natural, and we had about 15 various vendors including NWCPUD, Wasco Electric, Wasco County Sheriff's Office SAR, Wasco Amateur Radio, City of The Dalles, North Central Public Health among others, all interested in spreading the word about being prepared for disasters. There was also a vaccination clinic at this event giving COVID and Influenza Vaccinations. Another worthy event and we look forward to a somewhat expanded event next year with operational demonstrations by participating organizations. Station attended the Calvary Baptist Community Block Party event.

I received an email from ESO regarding our transition from Emergency Reporting to ESO. I was out of the office for a week and upon my return I replied to the email to set up a date and time to meet with our representative, only to receive a notification that she was out of the office for two-weeks, until mid-October. Upon her return, I will reach out to get the meeting set up.

## **Community Risk Reduction [Prevention, Public Education, Code Enforcement]**

- Site Visits/Code Questions – Downtown business – Exit Door Requirements; West 6<sup>th</sup> Assembly Occupancy – Maximum Capacity survey; Virtual Site Visit – Large Industrial Complex; Google TLK/DLS Knox Box Refresh; Downtown business – Exit Door behind fence.
- Site Team – Large Commercial Development East Side – Lone Pine area.
- Get Ready The Dalles Planning Meeting, Get Ready event and post event meeting
- Plan Review/Code Research – Exit Doors and Exit Discharge requirements; Maximum Capacity for Assembly Occupancies; Access requirements for large industrial complexes

**Meetings/Training/Safety/Other:**

- Various Staff Meetings and Weekly Planning Meetings
- Coaching and Strategy Sessions with James Rowan
- Community Wildfire Protection Plan update meeting
- Met with Pacific Office Automation on next steps
- 9/11 Remembrance Ceremony
- Senate Bill 762 Oregon State Fire Marshal Listening Tour at Discover Center
- MP 87 After Action Review
- Defensible Space Code Townhall Meeting
- Pig Bowl (Law Enforcement vs. Firefighters)
- Oregon State Fire Marshal's Office Wildland Urban Interface Code Public Meeting

**Emergency Responses/Station Staffing/Fire Investigations:**

- All Calls – 1 on my duty shifts, 7 for the district.
- Motor Vehicle Accident – 0
- Fire Response – 0
- Duty Officer – 5 days



Get Ready The Dalles – Sparky the Fire Dog meeting with children who attended the event September 17, 2022

# Training Division- Board Report

Fred Coleman, Division Chief

September 2022

## Recruiting:

### Volunteer Training:

- Masking Porch drills
- 1<sup>st</sup> due company task performances
- 2<sup>nd</sup> due company task performances

### Career Training:

- SCBA masking drills
- 1<sup>st</sup> due company task performances
- 2<sup>nd</sup> due company task performances
- New Protocol Changes Review
- CVA/Stroke protocol Review
- CHF/COPD Protocol Review
- Dexamethasone Review

### Major projects and completion status:

- Probationary training and testing for Recruit classes,2021-03E, 2021-04E and 2022-01E
- Career officer development course-in progress, ½ complete
- Working on getting an instructor I for our region-started **Complete**
- Working on training for dispatchers- on going
- Working on the volunteer recruitment process- **Complete**
- Planning Single Role Orientation 2022-02E-**Complete**
- Planning and scheduling for Dual Role academy 2022-02- ¾ complete
- Planning for NWCG FI-210 Wildland cause determination class- ¾ Complete
- Planning for Volunteer FF II Academy with CGTA- ¾ Complete
- Planning for Volunteer FF I Academy with CGTA- ¾ Complete
- Planning for winter wildland Academy with CGTA- ½ Complete
- Planning for S-131- ¾ Complete
- Planning for S-230 - ¾ Complete
- Planning for S-231 – ¾ Complete
- Planning for S-290 - ¾ Complete

- Planning for S-219-1/4 Complete
- Planning for Fire Officer I course- ¼ Complete
- Planning for May 2023 MCFR Fire School- ¾ complete
- Planning for S-330- ¼ Complete
  
- **Meetings/ Training/ District Representation**
  - ATAB MCI Meeting Hood River Sept. 1st, 1000
  - Duty Chief September 1st – 5th
  - Officers meeting Sept 12<sup>th</sup> AAR MP 87 Fire
  - Staff Meeting Sept 1<sup>st</sup>, 1500
  - Chief Officer Training Sept. 1<sup>st</sup>, 1530
  - New Volunteer Orientation Sept. 7<sup>th</sup>, 1730
  - Staff meeting Sept. 8<sup>th</sup>, 1500
  - Chief Officer development Sept. 8<sup>th</sup>, 1530
  - Single Role Orientation Sept. 12<sup>th</sup>-15<sup>th</sup> 0630-1830
  - Volunteer Firefighter II academy Sept. 12<sup>th</sup> 1830-2130
  - Chief Officer Fire training Sept. 15<sup>th</sup> 0830
  - Staff meeting Sept. 15<sup>th</sup>, 1500
  - Chief Officer Development Sept. 15<sup>th</sup>, 1530
  - Get Ready the Dalles Open House Sept. 17<sup>th</sup> 0800-1400
  - Volunteer Firefighter II Academy Sept 19<sup>th</sup> 1830-2130
  - Duty Chief 21<sup>st</sup>-25<sup>th</sup>
  - Staff meeting Sept. 22<sup>nd</sup>, 1500
  - Chief Officer development Sept 22<sup>nd</sup>, 1530

### **Emergency Response and Station Staffing**

- All Calls-0
- Rescue Response- 0
- EMS Response -2
- MVA Response - 1
- Fire Response – 30

**Current Volunteer Levels and Status:**

<b>June 2022 Volunteers</b>		
<b>Position/ Qualification</b>	<b>Number</b>	<b>Volunteers</b>
Lieutenant/FF2/WFFT2	1	Eric Pyles
FF1/WFFT2	2	Loren Gilbert, Chuck Laochumnvanit
FF1/WFFT2/EMT	1	<b>Tristan Sheppard ( Leave of Absence)</b>
FF1/WFF2/ EMT	1	Tanner Fletcher <b>student</b>
FF1/WFFT2/Paramedic	1	Dave Bandel
FF1/WFFT2	1	Nicole Clark <b>Student</b>
FF1/WFFT2/EMR/ Academy	1	Devin Soles <b>Student</b>
Academy / EMT	1	Kellan Duffy <b>Student</b>
Academy / EMT	1	Michael Hickey
Academy / EMT	1	Austin Morris
Apparatus Operator	2	Jeff Holland, Jesse Witkowski
Support	1	Christina Buck (Medical Leave)
Chaplain	2	Marilyn Roth, Paul Boehlke
<b>Total Volunteers</b>	<b>11</b>	

**August Volunteer Hours**

**Training Hours= 16**

**Response Ready Hours=88**

**Total Hours= 104**

## Training Totals

In total Since July 2020, we have completed the following training at MCFR:

4 Career Dual Role Academies

**4** Career Single Role EMS Orientations

2 Volunteer Structure Academies with CGTA

2 Wildland Academy With CGTA

1 S-290 Intermediate Wildland Fire Behavior with CGTA 7 students

1 S-230/S-231 Crew/Engine Boss 19 Students

1 S-215 Wildland Urban Interface FF 27 students including 12 remotely taught in Wamic

2 S-131 Wildland Firefighter type I

55 Students for Nozzle Forward Class

**And we have certified the following:**

6 Vol FF I Structure

4 Vol FF II Structure

1 Career FF II Structure

47 Career/Vol Wildland FF II

29 Career/Vol Wildland FF I

2 Engine Boss

9 Career Apparatus Operator Eng., Water Tender, Wildland Type's III, VI

11 Aerial Operators

18 NFPA Ropes I & II

**Bold** = Additions for the reporting month.

**STRATEGIC PLAN QUARTERLY PROGRESS REPORT  
JULY - SEPTEMBER 2022**

<b>G-1.1: Create a sound and sustainable budget for the future growth.</b>			
<b>OBJECTIVES:</b>	<b>ASSIGNED</b>	<b>STATUS</b>	<b>COMMENTS</b>
<b>PO-1-1:</b> Provide a balanced budget, maintain fiscal responsibility, and comply with Oregon Revised Statute.	Palmer	Complete	FY 2022-23 budget process is complete. Will commence preparation of FY 2023-24 budget in December 2022.

**OCTOBER 17, 2022**

<b>G-2.1: Build upon the relationships we have, work on those relationships that require more effort, and look for opportunities to nurture future partnerships.</b>			
<b>OBJECTIVES:</b>	<b>ASSIGNED</b>	<b>STATUS</b>	<b>COMMENTS</b>
<b>PO-2.1:</b> Maintain and update current partnerships and agreements with regional and local emergency services.	Palmer	0%	It is planned to update MA agreements starting in CY 2023.
<b>PO-2.2:</b> Engage relationships with Oregon State Fire Marshal's office to influence funding and programs made available with WUI legislature.	Palmer/ Woods	25%	This will be an ongoing process. 2022 seasonal wildland staffing grant implemented. Plan to apply for OSFM staffing grant.
<b>PO 2.3:</b> Innovate and pursue programs in cooperation with local, state, and federal agencies to offset expenditures of Fire District programs.	Palmer/Jensen	25%	Collaborating with the OSFM on an additional staffing program outside of the WUI legislation. We currently in discussions regarding the initial stages of this pilot program. Additionally looking into wildland contracting opportunities.
<b>PO-2.4:</b> Develop the capacity to participate in State mobilizations.	Palmer/Jensen	50%	Once fully staffed, this will increase our capacity to participate in State mobs. Once future staffing goals are met, we will further improve our position to offer resources for State mobs while maintaining adequate resources for local response.
<b>PO-2.5:</b> Develop reliable and constructive communication between MCFR and all local government entities to facilitate consistent, open, and positive relationships.	All Staff	50%	Staff continuously engages in open interaction with our local government partners to develop consistent, open and positive relationships. We instill the same practice with our line personnel. The recent public safety picnic held on October 1st provided us the opportunity to further enhance our partnerships.
<b>PO-2.6:</b> Provide annual service update to community partners, internal members, and the community at large.	Palmer/Jensen	0%	Once we have consistent and accurate data, it is planned to publish a service level report in CY 2024.
<b>PO-2.7:</b> Meet and ensure compliance with collective bargaining contractual obligations.	Palmer/Jensen	100%	This is an ongoing process. The District is currently in negotiations for a successor CBA and has transitioned to mediation. It is has and will always be the intent of the Fire District to comply with CBA obligations.

OBJECTIVES:	ASSIGNED	STATUS	COMMENTS
<p><b>PO-2.8:</b> Develop consistent communication channels with the local, regional, and state health care community to enhance relationships and to stay informed on evolving community needs.</p>	<p>Jensen</p>		<p>Channels are open and I do believe our administrative relationships have improved on the local level. MCMC has also communicated they feel our relationship has improved greatly. Regionally, we are very active in the Area Trauma Advisory Board and have a bi-weekly meeting with our regional health care facilities, EMS partners, and Oregon Health Authority. Our goal is to be a cooperative partner regionally and maintain good policy in balancing current emergencies while being prepared for the next emergency to come. This philosophy is openly communicated with our health care partners who solely focus on healthcare related emergencies.</p>

<b>G-3.1: Protect our community from fire, medical and other emergencies through targeted and forward thinking CRR (Community Risk Reduction) measures.</b>			
<b>OBJECTIVES:</b>	<b>ASSIGNED</b>	<b>STATUS</b>	<b>COMMENTS</b>
<b>PO-3.1:</b> To provide fire safety and other public education to the community.	Wood	Ongoing	We attend scheduled events with advanced notice as well as events that are one-off to engage the public and provide fire and life safety information.
<b>PO-3.2:</b> Work with regional partners to provide education for community risk reduction.	Wood	Ongoing	We are part of the Mid-Columbia Fire Prevention Co-Op and attend events as needed. Attend meetings.
<b>PO-3.3:</b> Develop new and innovative methods to educate the public in community risk reduction activities.	Wood	Ongoing	The traditional school events have lately been modified to include videos, handouts, outdoor events, etc.
<b>PO-3.4:</b> Provide response personnel with the information needed to mitigate an incident at commercial and residential occupancies throughout the Fire District.	Wood	Ongoing	This includes: Company Inspections, Pre-Incident Planning, Fire Investigation (to stop future fires) and general public encounters such as Smoke Alarm Inspection/Installs, Pub Ed events, etc.
<b>PO-3.5:</b> Ensure that commercial occupancies within the Fire District operate in a safe manner to protect life and property.	Wood	Ongoing	Prevention Division Inspections, Company Level Inspections
<b>PO-3.6:</b> Investigate programs to reduce the risk of wildland fires within our Fire District.	Wood	January 2023	SB762 has impacted wildfire risk reduction and more info is pending in 2023.
<b>PO-3.7:</b> Investigate the origin and cause of all fires within the Fire District.	Wood	October 2022	8 District personnel (3 Chiefs, 2 Officers and 3 Firefighters) attended Wildland Fire Investigation Training. This will greatly increase our accuracy in determining wildland fire causes to reduce future ignitions.
<b>PO-3.8:</b> Provide innovative public outreach campaigns to minimize loss of life and property.	Wood	Ongoing	Work with schools, social media and the Prevention Co-Op as well as attend public events.

<b>GOAL 4.1: Provide and maintain competently trained and skilled personnel which deliver fast efficient response services.</b>			
<b>OBJECTIVES:</b>	<b>ASSIGNED</b>	<b>STATUS</b>	<b>COMMENTS</b>
<b>PO-4.1:</b> To provide quality, cost-effective training, and development designed to increase individual, and organizational productivity, enhance knowledge, develop skills, and enrich the organization.	Coleman	100%	This is an ongoing process that was started last year and continues. We are very active in classes offered to our personnel as well as our partner organizations. We have added live fire props to our training grounds and continue to look for ways to improve our training facilities and our instructors.
<b>PO-4.2:</b> To continue our efforts to increase the number of certified, trained, and competent emergency responders within the Fire District and to market our program within the community.	Coleman	100%	We have trained and certified numerous personnel in the region over the last 2 years and continue to be the leaders in education. <b>47 WF type II 29 WF type I 2 Eng. Boss, 6 FF I 5 FF II 9 AO's 11 aerial op 18 NFPA Rope I &amp; II.</b> In the coming year we will continue to offer classes to allow our personnel to advance their knowledge to include Structure FF I, and FF II, Engine Boss, Fire Officer I, Instructor I, Strike Team/Task Force leader. Our student program is full this year from local people in our community and we will continue to market this program.
<b>PO-4.3:</b> Evaluate current fire station locations with response data and risk analysis to determine data-driven needs for future fire stations.	Jensen	70% complete	This process includes balancing ISO requirements and NFPA Requirements. Ultimately our goal is to have the most "good outcomes" for our citizens as possible with the resources we have. When determining what is the greatest impact to our operational effectiveness, the data shows, the more resources we can get on scene the quicker, the better the outcomes. GIS has provided time related data on potential station locations. We overlay this information with actual demand and response type data. Now the greatest benefit of different locations must be determined. Following this, the availability of land will be assessed.
<b>PO-4.4:</b> Collect, analyze, and openly report response data based on Fire District policy to internal customers.	Jensen	80% complete	Many data points are used to evaluate our response and deployment. With the upgrade in RMS by the end of 2022 and the implementation of a new CAD system around 2024, our final data points will be readily accessible.

<b>G-5.1: Ensure that equipment, apparatus, and facilities are properly maintained and updated to provide reliable and dependable response services.</b>			
<b>OBJECTIVES:</b>	<b>ASSIGNED</b>	<b>STATUS</b>	<b>COMMENTS</b>
<b>G-5.1:</b> Ensure that equipment, apparatus, and facilities are properly maintained and updated to provide reliable and dependable response services.	Jensen	On schedule	The fleet capital replacement is being funded as scheduled.
<b>PO-5.2:</b> Establish a comprehensive maintenance program which maintains the operational fleet in response ready condition.	Jensen	60%	Our new Captain has been assigned to fleet maintenance. Our current struggle is finding reliable, qualified, and available mechanics to work on our apparatus.
<b>PO-5.3:</b> Continue to maintain facilities in a safe and operational status.	Jensen	On schedule	Facilities are being updated as per the capital improvement schedule.
<b>PO-5.4:</b> Establish a comprehensive maintenance program which maintains equipment to Fire District standards.	Jensen	60%	Our new Captain has been assigned to fleet maintenance. Our current struggle is finding reliable, qualified, and available mechanics to work on our equipment.

<b>G-6.1: Keep pace and expand with community needs and growth to maintain our commitment to meeting the Fire Districts mission.</b>			
<b>OBJECTIVE:</b>	<b>ASSIGNED</b>	<b>STATUS</b>	<b>COMMENTS</b>
<b>PO-6.1:</b> Pursue an effective fire fighting force based on Fire District historical and projected data to improve the ISO Public Protection Classification.	Jensen/Palmer	50%	Currently engaged in filling current vacancies to full staffing. Funds are budgeted to add three FF's in November pending tax revenue results. Plan to pursue three future staffing opportunities.
<b>PO-6.2:</b> Establish a seasonal wildland response force to meet the intent of becoming the foremost wildland firefighting Fire District in Eastern Oregon.	Palmer/Jensen	25%	It was our intent to hire a seasonal staff of WL FF's for the summer season through an OSFM grant award. This did not occur due to an unforeseen issue. In lieu of this, we utilized the funds to staff up with District personnel. We also plan to pursue three additional staffing opportunities.
<b>PO-6.3:</b> Enhance the Fire District's pre-hospital response system to become the preeminent EMS agency in the State of Oregon.	Jensen	.On schedule	Current response times exceed Oregon Health Authority and County ASA rules. Also, our Cardiac Survival rate in 2021 exceeded the State and National rates
<b>PO-6.4:</b> Study and implement competitive compensation and benefit packages to attract and retain quality personnel.	Palmer	50%	Office Manager salary study is in draft form and being finalized for inclusion into Employee Handbook. Fire District is currently bargaining a successor contract to include an equitable wage and benefit package. Chief Officer wages will require addressing once bargaining is concluded.

<b>G-7.1: Continuity of operations for the Fire District is maintained through emergency operations and succession planning.</b>			
<b>OBJECTIVE:</b>	<b>ASSIGNED</b>	<b>STATUS</b>	<b>COMMENTS</b>
<b>PO-7.1:</b> Maintain and update a standards of cover plan based on changes to occur within the Fire District.	Jensen	60%	The current SOC is being in the process of being updated and redrafted. I plan to take a 6 day class at the National Fire Academy in February 2023 on developing Standards of Coverage and Operational Deployment
<b>PO-7.2:</b> Develop a continuity of operations plan.	Jensen	25%	Preliminary research and scope is complete. First draft is in progress.
<b>PO-7.3:</b> Establish an administrative staff succession plan for anticipated retirements.	Palmer	80%	Plan is in draft form, has been reviewed by the Board President and is awaiting final comment from remaining Board memnbers. Once in final form, Staff will move ahead with implementing the plan.
<b>PO-7.4:</b> Develop an officer training plan to prepare employees for promotional opportunities.	Coleman/Jensen	75%	This plan is in draft form and is being reviewed by Operations as well as Training at this time.

# MCFR INFORMATION SHEET

**DATE:** October 17, 2022

**TO:** Fire District Board of Directors

**FROM:** David Jensen, Assistant Fire Chief

**THRU:** Robert Palmer, Fire Chief

**ISSUE:** Office Manager Position, Wage Scale

**BACKGROUND:** In the process of updating administrative Fire Officer wage scales (Fire Chief, Assistant Chief, and Division Chief), the District initially included the Office Manager position in the scope of the study. It was quickly learned there was an expanse of job titles, roles, and responsibilities in how each similar Fire District and Department utilized their front office positions. These responsibilities ranged from being the Financial Officer or Human Resources Director to clerk type responsibilities. The MCFR Office Manager falls within these two extremes, and subsequently the conclusion made and communicated to the Board of Directors was the Office Manager position should be studied independently. Subsequently, a wage survey of the Office Manager position was included in the District's Strategic Plan.

After approval of the Strategic Plan, and adoption of the FY 2022-2023 budget, Staff initiated the Office Manager wage scale study. Two major points of considerations, noted below, were used to determine whether the wages and positions of comparable organizations should be used in the comparison:

1. The size of organization
2. Office positions which were similar in duties or skill necessary to the MCFR Office Manager position

Information was gathered concerning wages, and other direct compensation (Deferred Comp, PHEP, VEBA contribution, etc.). This information came from both direct calling of organizations, and a study completed in 2021 obtained through the Oregon Fire Service Office Administrators Association (OFSOA). After filtering through eleven agencies from which information was gathered, seven Fire Districts were identified and used as valid data points.

The results of the analysis found the current MCFR Office Manager Scale was below average both at entry, and top step. In maintaining consistency with the perceived Board of Directors consensus associated with other previous MCFR administrative wage adjustments, the wage should not be over the top step, or at the bottom step of the comparisons used. A final consideration noted among the

positions compared to, the MCFR Office Manager is being trained to a higher level of finance skill set, and must be knowledgeable of financial processes when interfacing with our contracted finance manager at the City of The Dalles.

With these factors in mind, the proposed Appendix “B” includes an increase at base step with expanded increases between steps. This adjustment places the Office Manager position ranking third among comparisons at the top step out of the organizations studied. At the bottom step, the position ranks fourth. To maintain the gaps necessary, the hourly clerk position wage range was additionally taken into consideration and adjusted in the same way. The vacant clerk position is not a budgeted item to fill in the current fiscal year.

The wage scale has historically been set by action of the Board of Directors by amending the Fire District’s Handbook through administrative wage scale Appendix “B”. Resolution No. 2022-07 updates Appendix “B” of the MCFR Employee Handbook to incorporate the Office Manager and Clerk’s wage adjustments and revise out-of-date wage information for all administrative staff.

**BUDGET IMPLICATION:** The Adopted FY 2022-23 budget was approved with a wage survey in mind and has funds appropriated for this wage scale adjustment. Therefore, the adjustment as recommended is within budget appropriations with no supplemental budget required.

**RECOMMENDATION/ ACTION:** Approval of Resolution No. 2022-07 to empower the Fire Chief to incorporate and make effective, revisions to the Mid-Columbia Fire and Rescue Employee Handbook, adopted on December 17, 2012, as referenced in Appendix “B” “Exempt Employee Wage Scale”.

## **MID-COLUMBIA FIRE AND RESCUE RESOLUTION NO. 2022-07**

### **A Resolution Adopting Revisions to the MCFR Employee Handbook**

**WHEREAS**, Goal Number 6, Performance Objective 6.4, of the MCFR Strategic Plan as adopted by the Board, directs Staff to study and implement competitive compensation and benefit packages to attract and retain quality personnel, and

**WHEREAS**, Staff has conducted a salary and benefit survey for the administrative Office Manager and Clerk classifications within the Fire District, and

**WHEREAS**, the results of this survey indicate that adjustments in the salary schedule for these positions are necessary to meet the intent of Performance Objective 6.4, and

**WHEREAS**, funds are appropriated in the FY 2022-23 budget to accommodate these salary adjustments, and

**WHEREAS**, the Mid-Columbia Fire and Rescue (MCFR) Employee Handbook was adopted by the Board of Directors on December 17, 2012, and

**WHEREAS**, the MCFR Employee Handbook has undergone periodic revisions to keep it updated and current; and

**WHEREAS**, revisions to the employee handbook Appendix "B" "Exempt Employee Wage Scale" are necessary to 1) Implement salary adjustments to the office manager and clerk wage scales, and 2) update outdated language associated with the command staff's wage scale.

**WHEREAS**, the Board of Directors of Mid Columbia Fire & Rescue has determined it is reasonable and appropriate for the District to update the MCFR Employee Handbook; and

**WHEREAS**, the Board of Directors has deemed it to be in the best interest of the Fire District to make the recommended changes to the MCFR Employee Handbook.

**NOW THEREFORE, BE IT HEREBY RESOLVED** by the Board of Directors of Mid-Columbia Fire and Rescue to take the following action:

1. To empower the Fire Chief to incorporate and make effective, revisions to the Mid-Columbia Fire and Rescue Employee Handbook, adopted on December 17, 2012, as referenced in Appendix "B" "Exempt Employee Wage Scale".

Approved and adopted this 17<sup>th</sup> day of April 2022, by the Board of Directors of Mid-Columbia Fire and Rescue.

Dated this 17<sup>th</sup> day of October 2022.

Ayes: \_\_\_\_\_

Nays : \_\_\_\_\_

\_\_\_\_\_  
President/Board of Directors

Attest: \_\_\_\_\_  
Secretary/Board of Directors

Approved as to form: \_\_\_\_\_  
Andrew J. Myers

**APPENDIX "B"**

**EXEMPT EMPLOYEE WAGE SCALE**  
**Revised October 17, 2022**

**COMMAND STAFF**  
**2020-21**

GROUP	CLASSIFICATION	STEP 1	STEP 2	STEP 3	E-Days
V	Fire Chief	10,328.00	10,741.12	11,170.76	10
IV	Assistant Fire Chief	\$9,931.00	\$10,328.24	\$10,741.37	7
III	Division Chief	\$9,549.00	\$9,931.96	\$10,328.20	7

**COMMAND STAFF**  
**2021-22**

GROUP	CLASSIFICATION	STEP 1	STEP 2	STEP 3	E-Days
V	Fire Chief	10,586.20	11,009.65	11,450.03	10
IV	Assistant Fire Chief	\$10,197.28	\$10,586.45	\$11,009.90	7
III	Division Chief	\$9,787.73	\$10,179.23	\$10,586.40	7

**OFFICE STAFF**  
**2020-21**

GROUP	CLASSIFICATION	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	E-Days
H	Office Manager	\$3854.25	\$4014.84	\$4182.13	\$4356.38	\$4537.90	\$4726.98	\$4923.94	\$5129.10	5
I	Office Clerk	\$15.00	\$15.60	\$16.22	\$16.87	\$17.55	\$18.25	\$18.98	\$19.74	5

**OFFICE STAFF**  
**2021-22**

GROUP	CLASSIFICATION	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	E-Days
H	Office Manager	\$3950.61	\$4115.21	\$4286.58	\$4465.29	\$4651.35	\$4845.15	\$5047.03	\$5257.33	5
I	Office Clerk (Hourly)	\$15.38	\$15.99	\$16.63	\$17.29	\$17.99	\$18.71	\$19.45	\$20.23	5

**OFFICE STAFF**  
**2021-22**

GROUP	CLASSIFICATION	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	E-Days
II	Office Manager	\$4187.64	\$4397.02	\$4616.88	\$4847.72	\$5090.10	\$5344.61	\$5611.84	\$5892.43	5
I	Office Clerk (Hourly)	\$16.30	\$17.11	\$17.97	\$18.87	\$19.81	\$20.80	\$21.84	\$22.93	5

# MCFR INFORMATION SHEET

**DATE:** October 17, 2022

**TO:** Fire District Board of Directors

**FROM:** Bob Palmer, Fire Chief

**ISSUE:** Surplus Property

**SYNOPSIS:** The Fire District desires to declare certain items noted on the attached list as surplus property.

**BACKGROUND:** The Fire District has accumulated property awaiting surplus. Property of this nature is taken out of service and placed into storage for one of the following reasons:

1. The property/equipment has exceeded its life expectancy and/or is no longer of use to the Fire District.
2. The property/equipment has failed a required test and/or has been damaged beyond repair.
3. The property/equipment is too expensive to maintain.

Once approved for surplus, the property will be discarded, sold or donated in accordance with Board Policy Chapter 6, Section 6.1 (B) "Disposal of Surplus Property".

**BUDGET IMPLICATION:** None

**RECOMMENDATION/ACTION:** Motion to declare items noted on Exhibit "A".

**EXHIBIT "A"**

<b>ITEM</b>	<b>MODEL</b>	<b>INVENTORY/SERIAL #</b>	<b>DISPOSITION</b>
2 ½" hose	-	93-10	Beyond Service Life, Replaced on schedule
1 ¾" hose	-	18-13	Beyond Service Life, Replaced on schedule
2 ½" hose	-	14-20	Beyond Service Life, Replaced on schedule
2 ½" hose	-	6-09	Beyond Service Life, Replaced on schedule
2 ½" hose	-	14-21	Beyond Service Life, Replaced on schedule
Reducer	4 ½" NH X 4" Navy	N/A	No longer operationally needed
30" Haligan bar	Paratech	017038	No longer operationally needed
36" Trumpet Bar	N/A	N/A	No longer operationally needed
StairChair	Ferno	MCFR 11432	No longer needed
Tri Gate	4 ½"X 2 ½"	N/A	No longer needed
1 ¾" Hose	-	14-4	Beyond Service Life, Replaced on schedule
1 ¾" Hose	-	14-8	Beyond Service Life, Replaced on schedule
2 ½" hose	-	11-18	Beyond Service Life, Replaced on schedule
2 ½" hose	-	11-30	Beyond Service Life, Replaced on schedule
1 ¾" hose	-	17-09	Beyond Service Life, Replaced on schedule
1 ½" Automatic Nozzle Tip	TFT G-Force	G483977	No longer operationally needed
1 ½" Automatic Nozzle Tip	TFT G-Force	G480146	No longer operationally needed
1 ½" Automatic Nozzle Tip	TFT G-Force	G480149	No longer operationally needed
1 ½" Automatic Nozzle Tip	TFT G-Force	G48159	No longer operationally needed
1 ½" Automatic Nozzle Tip	TFT G-Force	G48218	No longer operationally needed
1 ½" Automatic Nozzle Tip	TFT G-Force	G483954	No longer operationally needed
1 ½" Automatic Nozzle Tip	TFT G-Force	G480189	No longer operationally needed
1 ½" Automatic Nozzle Tip	TFT G-Force	G492119	No longer operationally needed
1 ½" Automatic Nozzle Tip	TFT G-Force	G492122	No longer operationally needed

1 ½" Automatic Nozzle Tip	TFT G-Force	G492120	No longer operationally needed
1 ½" Automatic Nozzle Tip	TFT G-Force	G492115	No longer operationally needed
1 ½" Automatic Nozzle Tip	TFT G-Force	G492116	No longer operationally needed
1 ½" Automatic Nozzle tip	TFT G-Force	G478671	No longer operationally needed
1 ½" Automatic Nozzle Tip	TFT G-Force	G483947	No longer operationally needed
1 ½" Automatic nozzle tip	TFT G-Force	G480151	No longer operationally needed
1 ½" Automatic nozzle tip	TFT G-Force	G492117	No longer operationally needed
1 ½" Automatic nozzle tip	TFT G-Force	G480207	No longer operationally needed
1 ½" Automatic nozzle tip	TFT G-Force	G480148	No longer operationally needed
2 ½" Nozzle Tip	TFT G-Force	H627626	No longer operationally needed
2 ½" Nozzle Tip	TFT G-Force	H627628	No longer operationally needed
2 ½" Nozzle gate	TFT G-Force	J474112	No longer operationally needed
2 ½" Nozzle gate	TFT G-Force	J4744114	No longer operationally needed
Projector Screen	Bretford	N/A	No longer operationally needed
Projector Screen	Bretford	N/A	No longer operationally needed
Portable Radio	ICOM	2101029	Replaced as planned for operational consistency
Portable Radio	ICOM	2101030	Replaced as planned for operational consistency
Portable Radio	ICOM	2101089	Replaced as planned for operational consistency
Portable Radio	ICOM	2101099	Replaced as planned for operational consistency