

CANBY FIRE DISTRICT
BOARD OF DIRECTORS MEETING
Wednesday, March 23, 2022
Regular Session 7:00PM (1900 hours)
Canby Fire Station #361

ATTENDANCE

<input checked="" type="checkbox"/>	President Shawn Carroll	<input checked="" type="checkbox"/>	FC Jim Davis
<input type="checkbox"/>	Vice President Buner Ellis III	<input type="checkbox"/>	DC Matt Dale
<input checked="" type="checkbox"/>	Secretary/Treasurer Ron Swor	<input type="checkbox"/>	DC Matt English
<input checked="" type="checkbox"/>	Director Steve Thoroughman	<input checked="" type="checkbox"/>	DC Wayne Austen
<input checked="" type="checkbox"/>	Director Connie Austen	<input checked="" type="checkbox"/>	CFO Lori Fawcett
		<input checked="" type="checkbox"/>	Inspector Jim Walker
		<input checked="" type="checkbox"/>	AA Leanna Bursell

Also in Attendance: Captain Aamodt, FF Carter, FF Holmes, FF Ramos, FF Starrett, VFF Shunn, Chaplain Karay and wife, VFF Farnsworth and family, VFF Eide, and Tim Nichols.

CALL TO ORDER

The Board of Directors Meeting was called to order by President Shawn Carroll at 1900 hours.

CITIZEN INPUT: AGENDA ITEMS

No input was received.

PRESENTATIONS

Tim Nichols was welcomed to the meeting and thanked for his participation and attendance by Chief Davis.

2021 Awards

The following awards were presented from the 2021 Awards Banquet by Chief Davis:

- John Karay – Community Service Award
- Matt Eide – Years of Service
- Jesse Farnsworth – Years of Service
- Austin Holmes and Adam Carter – Fire Storm Pins

Chamber Presentation

Staff performed the presentation of the district that was originally presented at the Chamber Luncheon in early March.

CONSENT AGENDA

A motion to approve the consent agenda from the February 23, 2022, Board of Directors meeting was made by Director Steve Thoroughman. The motion was seconded by Director Connie Austen and approved three in favor and one abstained vote.

FINANCIAL REPORT (CFO Fawcett)

Financials: CFO Fawcett reported on the following:

- State Pool Interest remained static at 0.45%
- LGIP General Account shows a total of \$5,390,020.20
- LGIP Bond Account shows a total of \$1,586,981.49

- Current Deposits & Earnings shows a total of \$738,375.28
- Current Expenses show a total of (\$704,526.31)
- Total available to the District is \$5,830,801.51
- Current Year Taxes show 101.36% received of Budget in FY22
- Prior Year Taxes shows 93.82% received of Budget in FY22
- Radio Fund shows a total of \$11,597.72
- Ambulance Service has received 77.31% of Budget in FY22

Payroll: CFO Fawcett reported the payroll costs for the month of February as follows:

- February 15, 2022 = \$160,432.42
- February 28, 2022 = \$160,301.40
 - Monthly Life Insurance via A/P = \$1,011.55
 - Monthly Medical via A/P = \$51,106.00
- Total Payroll and Benefits Costs for February 2022: \$372,841.37

A request by Director Steve Thoroughman to include the reserve funds totals in the monthly financial reports from here on out to show movement of monies as they occur was presented. A yearly update of transfers and anticipated movement in conjunction with audit timing was also requested. Some discussion on these funds was had.

CORRESPONDENCE (FC Davis)

- Thank you from a citizen for Canby Fire's response to his house and the impressive care to him and his home. Crews took extra time to clean up his house for him prior to his return.
- Thank you for quick response to a citizen's house.
- Thank you from the Chamber regarding assistance with the Gala.
- Letter of appreciation for professional response to a 911 call, sent to Jack Starrett and his crew.
- To Brooke Davis, Brad Frank, and Bo Ramos for response for kidney stones. The patient is thankful for the care and treatment received.
- Julio Quevedo and Jason Wanner participated in the high school industry chat for career day and were thanked.
- Canby Fire had a code save in the beginning of March. The patient and his wife came to the fire station with goodies to thank the crew. The patient is doing very well. Lots of joint effort from many entities, including Canby Police and CCOM dispatchers.

CITY COUNCIL REPORT (Shawn Varwig)

Chief Davis attended the Urban Renewal meeting, which included an appeal on American Steel, which was sent back to the planning commission. Dog park discussion and additional studies, with less support due to costs was had. Chief Davis had his monthly get together with Scott Archer today. Urban Renewal projects will be further discussed at the next meeting, as well as the May 4th meeting discussing the park master plan. The Parks and Recreation Committee is recommending the City move forward with plans in coordination with the park master plan being done because it is based on a lot of citizen input.

CHIEF'S REPORT

Fireworks (FC Davis / DC Austen)

The 2022 fireworks will happen this year. Volunteers have held onto past funds due to cancelled shows, so those are being used to pay for this year. Half the payment has been made to Western Fireworks, amounting to \$7,500. We need to raise \$20k next year for the same show due to cost increases. This event takes a lot of prep work, including raising money for next year's show. The Board is invited with front row seats and a BBQ.

ST363 Update (FC Davis)

This is going very well. Outside framing and roof is done with walls in progress. Concrete flooring discussions to match polished concrete at ST361 were had. Captain Wanner is making sure the electrical outlets and plumbing is correct before it's too late to make changes. The retainage pond in back is complete. The water line, conduit for generator, and natural gas line is in. City ARPA funds are being recommended to pay for the water line by Scott Archer. The engine chassis is at Rosenbauer and will start being built and a couple more months before we receive it. The new medic was paid for from ARPA funds and is here in the bay.

Canby CARES Award – Ron Swor (FC Davis)

Congratulations to Ron Swor and his staff for receiving the Chamber of Commerce Canby CARES Award at the Gala. This award was very well deserved for all of Ron and the church's work with keeping the community informed over the last few years as well as hosting multiple events for the community.

Joint Meeting with URA (President Carroll)

A letter to the Mayor and URA Council was sent a while back by President Carroll, which was not moved forward upon. A meeting on the Board's position regarding the URA and the sunseting in 2026 was had. President Carroll made point that the junior taxing districts would need to approve an extension if desired, which President Carroll noted that the Fire District would most likely not approve.

City URA Meeting (President Carroll)

President Carroll presented the Board's comments reiterating the urge to limit the number of projects and be mindful of completion timelines before the 2026 deadline so the sunseting can hold and not be extended. It was also stressed that the sunseting means hiring more firefighters to serve the community. Projects mentioned by the Council:

- Paint the overpass bridge on 99E and add a ramp connecting the sidewalks
- Addition of a skybridge to Fred Meyer with an elevator
- Improvements to Canby Community Park, including adding bathrooms
- Improving alleyways between 2nd and 5th street – grading, blacktop, drainage, lights
- Take URD funds available to buy more land and build another Dahlia building (Mayor)

Scott Archer told Chief Davis today that only two projects are expected to be completed by 2026 based on the time constraint and funds coming in over time, not all at once. He thinks the 99E bridge and park improvements will be those two projects. If funds remain after these two, those will be used to pay off the URD on time, if not earlier. More discussion on URA history was had.

Administrative Report (CFO Fawcett)

- CFO Fawcett has been working with the tax assessor's office to predict next year's growth estimate. Final paperwork is expected to be received by end of March.
- Predicting cash carryover, which is a moving target as bank reconciliation continues.
- Budget binders will be constructed next week in preparation for our April meeting.
- We had a wonderful meeting with Connie and Tim regarding the Budget Committee.
- Monthly and daily work continues, such as payrolls and accounts payable.
- New, updated forms for personnel that are compatible with the Cloud are being worked on.
- Preparation for Lieutenant interviews next week.
- Ambulance reconciliation catch up and normal processes continue.
- Onboarding new volunteers, which includes scheduling physicals, background checks, etc.

Community Risk Reduction Report (Jim Walker)

There are a lot of lots right now for homes, including two new subdivisions and Feist addition phase 9. Inspector Walker is working on a project with Clackamas Emergency Management for public wildfire awareness starting May 10th. Dates to be finalized, which will include a diversity session for our Hispanic community.

Director Thoroughman would like to see a code or ordinance regarding the logging road not meeting requirements to be a secondary access, only fire access. Chief Davis confirmed that a request like this would need to go through the Fire District first, which we would not approve at this time due to not meeting requirements for width, turnaround, etc.

Volunteer Report (DC Austen)

The first academy drill for our four new volunteers was held at Canby Fire last Wednesday. Out of the sixteen volunteers at the academy, only one wanted to be a true Volunteer and that is because of the impressive work performed by the crews during the wildfires. All students are doing a great job. Everyone is working very hard with the Tender Operators and Rehab and Chaplains remain ready to go.

OLD BUSINESS

None.

NEW BUSINESS

Board Policy 1 & 2 Update (President Carroll)

President Carroll shared that some formatting and grammar changes were made to the previously approved policies one and two with track changes. The Board would like to review these documents and reapprove at the April meeting. Director Thoroughman inquired about the ORS that relates to removing a Board member. Staff will investigate this prior to the next meeting.

Budget Committee Schedule for April (CFO Fawcett)

There is a potential interested party to join the Budget Committee to fill the fifth and final vacancy. The Board does not feel there is adequate time to bring another member onto the budget committee. It was recommended we invite the individual to the process as a citizen to become familiar and then we can consider them officially next year.

Budget packets will be delivered on the 14th. Please reach out to Chief Davis or Lori with any and all questions prior to the April meeting. Board preference is to have our budget meeting on April 27th with the Board meeting at 6pm with dinner provided and the Budget meeting to follow, at approximately 7pm.

CITIZEN INPUT: NON-AGENDA ITEMS

None.

A motion to adjourn from the regular Board of Director's meeting and move into Executive Session was made by Director Steve Thoroughman. The motion was seconded by Secretary/Treasurer Ron Swor and unanimously approved.

Executive session began at 2059 hours

A motion to adjourn from Executive Session and reconvene Regular Session was made by Director Steve Thoroughman. The motion was seconded by Secretary/Treasurer Ron Swor and unanimously approved.

Regular session reconvened at 2137 hours

GOOD OF THE ORDER

- Bo Ramos was congratulated on completing five years with Canby Fire and was presented his wildfire pin.

ADJOURNMENT

A motion to adjourn from the regular Board of Director's meeting was made by Director Steve Thoroughman. The motion was seconded by Director Connie Austen and unanimously approved.

The Regular Board of Directors meeting adjourned at 2138 hours.

NEXT MEETINGS:

REGULAR BOARD OF DIRECTORS*

Date: Wednesday, April 27, 2022

Time: 1800 hours (6pm)

Location: Station 361

**Dinner provided*

BUDGET COMMITTEE MEETING

Date: Wednesday, April 27, 2022

Time: 1900 hours (7pm)

Location: Station 361

APPROVED

Director Ron Swor
Board Secretary/Treasurer