

CANBY FIRE DISTRICT
BOARD OF DIRECTORS MEETING
Wednesday, December 13, 2023
Regular Session 6:00PM (1800 hours)
Held at ZOOM and Canby Fire Station #361

ATTENDANCE

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

Also in Attendance

In Person: Ami Frogner, Tim Nichols, Lieutenant Holmes, FF Frank, FF Starrett, FF Davis, and FF Ramos.

Via ZOOM: Michelle Davis, Jennifer Welcome, Drew Barlow, Kari Davis, and Chrissy Griffin.

Via ZOOM (without full names listed): iPad (10)

CALL TO ORDER

The Board of Directors Meeting was called to order by President Ron Swor at 1800 hours.

CITIZEN INPUT: AGENDA ITEMS

None.

PRESENTATIONS

New Firefighter Swearing In

Brooke Davis was introduced by Lieutenant Austin Holmes. Her swearing in was performed by President Ron Swor and her badge pinning was performed by her mother, Heidi. Brooke was accompanied by family members.

Introduction of Temporary Administrative Assistant

AAIII Shaw and CFO Fawcett introduced Ami Frogner as one of the three Administrative Assistants that will help with maternity leave coverage.

CONSENT AGENDA

A motion to approve the consent agenda from the November 15, 2023 Board Meeting was made by Director Steve Thoroughman. The motion was seconded by Secretary / Treasurer Shawn Carroll and unanimously approved.

FINANCIAL REPORT (CFO Fawcett)

Financials: CFO Fawcett reported on the following:

- o State Pool Interest increased to 5.0%
- o LGIP General Account shows a total of \$7,262,729.11
- o LGIP Bond Account shows a total of \$9.70
- o Current Deposits & Earnings shows a total of \$702,194.15
- o Current Expenses show a total of (\$562,316.61)

- Total available to the District is \$7,720,037.34
- Current Year Taxes show 96.89% received of Budget in FY24
- Prior Year Taxes were fully received of Budget in FY24
- Radio Fund shows a total of \$50,162.28
 - This fund will be closed out shortly after two large radio payments are made coming up.
- Ambulance Service has received 42% of Budget in FY24

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

- November 15, 2023 = \$180,619.99
- November 30, 2023 = \$212,615.11
 - Monthly Life Insurance via A/P = \$963.35
 - Monthly Medical Insurance via A/P = \$56,160.00
- Total Payroll and Benefits Costs for November 2023: \$450,358.45

The auditors are projecting the audit to be turned in by the deadline of December 31st. This would mean that the Board would see the audit report in January. Board members may be receiving a fraud survey from the auditors.

CORRESPONDENCE (FC Davis)

- Barlow Headstart provided a thank you picture to the crews for attending their school.
- A number of high school students sent in thank you letters for fire personnel attending job shadows at the high school for career day as well as job shadows at the fire station.
- Numerous other thank you notes were received by members of the community.

CITY COUNCIL (Councilor Davis)

- City Administrator Search
 - Eileen Stein was hired as the new City Administrator. Her appointment was unanimously approved by the City Council. She brings a lot of experience from her past positions.
- A city councilman position is still open from Chris Bangs. This position closes at the end of December with interviews being held in early January.
- A neighborhood meeting was held regarding the dog park plans off Territorial and Locust where input received was being taken into account and put into a planning process.
- Two summit meetings have been held so far with a great turnout for the City's comprehensive plan. The consulting firm is doing an excellent job and a lot of positive input is being received. This process probably won't finish until the beginning of 2025.
- Legacy Park off 13th has a new fitness area that is secured with a \$25k grant.
- Maple Street Park is in the process of putting in astroturf with high density lighting for softball.
- Ivy Street had a natural gas leak the other day, so the street was shut off. The locate on the gas line was not yet installed, so Canby Utility accidentally dug into the line. The new gas lines have a shut off valve, so the shut off process went quickly and nearby homes were accessed. A lot of utilities are being buried underground between 99E and 13th on Ivy Street.
- There will be no City Council meeting on the 20th.
- The 99E road work will last through late summer. This is an extensive project with the sewer being replaced as they go.

CHIEF'S REPORT

Added Items:

Firefighter Testing Process: Thank you to Leanna, Matt Dale, and Melissa from Molalla Fire as well as the evaluators for putting on the testing process. Changing some of the requirements from our original posting in November brought in significantly more applicants for the December testing date. This is a good sign for future testing with the number of overall applications received.

New Intern Swearing In for January (FC Davis)

Four more Interns, totaling six, will be sworn in next month. A number have been attending drills and doing a great job. Chief Austen and Chief English continue conducting interviews for both volunteer and intern positions. The Tender Operators drill on tenders and show up consistently.

State Water Tender (FC Davis)

The grant for the water tender from the state was awarded. Some insurance information was needed, but it sounds like we should see the rig within the next month.

Wrap up goals per the Strategic Plan will be presented by Staff at the next meeting and allow the Board's input for future goals. This links to the budget process coming up.

The annual insurance review was done yesterday by Tim Gustafson.

Administrative Report (CFO Fawcett)

A lot of coordination has been done between Lori, Leanna, and the temps. Leanna has five working days left before starting her maternity leave. CMS data reporting has been worked on for fiscal year 2023. There is a lot of detail to report, so it has taken time. This Friday is the goal to get the data submitted.

Volunteer Report (DC Austen)

CERT group is filling up fast. Multiple people from this group are participating in the EMR class at Colton Fire. Three of our new Interns will be residents at Station 365. All six are doing great. One volunteer just started with us, and another will be interviewed tomorrow. December was a very busy month, starting off with Light up the Night. Breakfast with Santa at the fairgrounds went well with staff helping cook. The Journey through Bethlehem at Canby Foursquare went very well and was surprisingly warm and inviting being indoors this year. President Swor thanked everyone for helping. Christmas dinner was held last Sunday. Thank you to Director Ellis for coming. We had a really good turnout and a beautiful venue. Three of our current volunteers are in the firefighter testing process, so we may lose a few to career positions. The 1948 is getting brakes installed as we speak, so we are hoping to use it in future events. Chief English has been doing a great job juggling all the activities and onboarding processes. Drill nights have been going really well with Chief Davis helping run the show lately. The help is much appreciated. Merry Christmas and Happy New Year to our Board!

OLD BUSINESS

None.

NEW BUSINESS

Labor Negotiation Process (FC Davis)

Chief Davis requests a letter from the Local 1159 to start the negotiation process each time. This is helpful for the budget. The current contract expires June 30, 2024. No discussion is needed tonight, we are just giving a heads-up about this process and the opportunity to provide input. Staff will come up with recommendations for the Board and some cost of living, wages, etc. figures then the Board will provide direction / parameters for Staff. The Board will be kept informed on the process. Director Thoroughman would like to see a new Board member participate this year. In January we will have a joint labor management meeting that will be brought back to the Board. Director Ellis has requested the Labor contract with MOUs be sent out to the Board.

Apparatus Replacement Schedule (FC Davis)

Thank you to Director Thoroughman for requesting this document. It was last updated in 2018, at which time \$300k was being allocated to the Apparatus Reserve fund. FY23/24 is the first year the fire district did not need to use reserve fund money for the dry spell. The schedule was reviewed by Chief Davis and CFO Fawcett. Director Thoroughman has requested the annual maintenance costs for each apparatus to put with this report. Discussion was had regarding the schedule, particularly focusing on the urban renewal sunseting and those future anticipated funds. Director Thoroughman requested a Board policy in the future stating a Board vote in order to withdrawal funds from the apparatus reserve fund. Chief Davis will check on current policies to make sure this isn't already in writing.

A motion to move into Executive Session per ORS 192.660(2)(a) was made by Secretary / Treasurer Shawn Carroll. The motion was seconded by Director Buner Ellis III and unanimously approved.

EXECUTIVE SESSION: ORS 192.660(2)(a)

Executive session began at 1923 hours.

A motion to adjourn from Executive Session and reconvene Regular Session was made by Director Buner Ellis III. The motion was seconded by Director Steve Thoroughman and unanimously approved.

Executive session ended at 2015 hours.

CITIZEN INPUT: NON-AGENDA ITEMS

None.

GOOD OF THE ORDER

- Vice President Austen personally thanked Chief Davis for sending out a webinar on litigations. Connie attended the webinar and she learned many valuable items that she has taken back to the district and her personal life.
- Chief Davis is recommending scheduling George Dunkel to do a workshop regarding Board interactions.
- Happy Birthday to Chief Davis! 70 years!

- Chief Davis wished everyone a blessed and Merry Christmas. Thank you to our Board members for your time and dedication volunteering on our Board.
- Personal thanks to Leanna for her work at Canby Fire from Chief Davis.

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 Buner Ellis III and unanimously approved.

The Regular Board of Directors meeting adjourned at 2025 hours.

NEXT MEETINGS:

REGULAR BOARD OF DIRECTORS

Date: Wednesday, January 24, 2024
Time: 1800 hours (6pm)
Location: Station 361 and ZOOM
<https://us02web.zoom.us/j/86923965328>
Meeting ID: 869 2396 5328

APPROVED


Director Shawn Carroll
Board Secretary/Treasurer