

**CANBY FIRE DISTRICT
BOARD OF DIRECTORS MEETING**
Wednesday, September 27, 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 checked="" type="checkbox"/> DC Matt Dale
<input checked="" type="checkbox"/> Secretary/Treasurer Shawn Carroll	<input checked="" 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"/> DC Jim Walker
	<input checked="" type="checkbox"/> AAIII Leanna Shaw

Also in Attendance

In Person: Captain Aamodt, Lieutenant Holmes, FF Baretich, FF Laloli, FF Rotter, and Life Saving Award participants.

Via ZOOM: None.

Via ZOOM (without full names listed): None.

CALL TO ORDER

The Board of Directors Meeting was called to order by President Ron Swor at 1807 hours.

CITIZEN INPUT: AGENDA ITEMS

None.

PRESENTATIONS

Life Saving Award (DC Dale)

Chief Dale recapped the life saving event that occurred and presented certificates to all those involved in this saving of a life. The survivor participated in handing out life saving coins and certificates to those involved that day. The survivor and those being recognized were accompanied by their friends and family. The three rescuers involved were submitted for the American National Red Cross Life Saving Award by Chief Dale for their acts of heroism.

President Swor issued a 10-minute recess.

Swearing-In of Deputy Chief Matt Dale (FC Davis / President Ron Swor)

Chief Davis and President Ron Swor performed the swearing in of Matt Dale as Deputy Chief with Canby Fire District.

A motion to adjourn from Regular Session and begin Executive Session per ORS 192.660(2)(a) was made by Secretary / Treasurer Shawn Carroll. The motion was seconded by Vice President Connie Austen and unanimously approved.

EXECUTIVE SESSION: ORS 192.660(2)(a)

Executive session began at 1834 hours.

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

Executive session ended at 1846 hours.

The Board thanked Chief Davis for setting up the Fire Chief hiring process so well for the Board and participants and making these transitions so smooth. They thanked him for his leadership.

A motion to extend a conditional job offer to Allen Lewis for the Fire Chief position was made by Director Buner Ellis III. The motion was seconded by Secretary / Treasurer Shawn Carroll and unanimously approved.

CONSENT AGENDA

A motion to approve the consent agenda from the August 23, 2023 Board Meeting was made by Secretary / Treasurer Shawn Carroll. The motion was seconded by Director Steve Thoroughman and unanimously approved.

FINANCIAL REPORT (CFO Fawcett)

Financials: CFO Fawcett reported on the following:

- State Pool Interest increased to 4.42%
- LGIP General Account shows a total of \$3,049,707.22
- LGIP Bond Account shows a total of \$9.62
- Current Deposits & Earnings shows a total of \$787,402.39
- Current Expenses show a total of (\$764,577.29)
- Total available to the District is \$3,363,124.45
- Current Year Taxes show 2.18% received of Budget in FY24
- Prior Year Taxes were fully received of Budget in FY24
- Radio Fund shows a total of \$50,161.44
- Ambulance Service has received 12% of Budget in FY24

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

- August 15, 2023 = \$263,987.01
- August 31, 2023 = \$249,376.56
 - Monthly Life Insurance via A/P = \$1,139.14
 - Monthly Medical Insurance via A/P = \$67,472.52
- Total Payroll and Benefits Costs for August 2023: \$581,975.23

CORRESPONDENCE (FC Davis)

- A thank you was received from the Fair and Rodeo staff thanking the District for all the work done during this large event.
- Michelle Davis sent a thank you note to Staff and the Board regarding Chief Davis' fifty-year recognition in the Fire Service.

CITY COUNCIL (Councilor Davis)

- Athletic Field Update
 - Approximately forty to sixty acres of property is being looked for by the company for an athletic field within Canby.
- Hotel / Motel Update

- The City Council is pushing forward with one, maybe two, Hilton Garden type hotels with conference rooms and such.
- New City Councilor David Stern
 - David Stern was interviewed among four other candidates and was chosen unanimously to fill the vacant City Councilor position.
- The Council is still in search of a City Administrator. Eileen Stein, the current interim City Administrator, still plans to apply and run for this permanent position. There are a lot of positions to be filled right now within the City.

CHIEF'S REPORT

Additional Item:

Chief Davis: Thank you to the Board for spending the time and due diligence on the Fire Chief hiring process. This means a lot to Canby Fire and the Community. Chief Davis is looking forward to a happy retirement. Some kind of a retirement / change of command will be held.

9/11 Memorial (FC Davis)

Shawn, Ron, and Connie attended this event. The Honor Guard did a great job, along with our amazing speakers. A special guest speaker that was part of the New York Fire Department was there and did an excellent job. He also brought some items to donate to the Fire District.

ARPA Funds from City of Canby (FC Davis)

Canby Fire will be receiving \$110k from the city through ARPA funds for radios and the water line. We will also get \$82k for the SIZ that was negotiated.

Rosenbauer Engine (FC Davis)

The Rosenbauer was returned after being repaired and crews put all the equipment back on. A warning buzzer kept going off on the crews, indicating an ABS brake issue due to something that happened during the repair work. This will be repaired and put back into service by the company. The company has done great work and took responsibility for this issue.

Firefighter Testing (DC Dale)

A joint test was done here with Molalla Fire. All certified Paramedics in Oregon were emailed and mailed an announcement about this process. Three applicants applied and all three showed up and passed the test. Molalla performed interviews from this new list on Monday and Canby interviewed on Tuesday with all three applicants receiving conditional job offers between the two agencies.

Additional Item:

Jim Walker will be leaving October 16th to start with Woodburn Fire. It has been an honor to have brought Jim into the Fire Service as a Fire Inspector and then as a Division Chief. Walker has appreciated the opportunity and the people he's had the opportunity to work with. Ron appreciates his service and interactions.

Administrative Report (CFO Fawcett)

CFO Fawcett is working on GEMT, prepping for the audit scheduled for the second week of October, cash carryover projects, levy funding for the next dry spell that will include more firefighters, and wrapping up the Wildland Grant reporting.

AIII Shaw has been working heavily on training the temporary Administrative Assistants. They are doing really well as they work on their rotating schedule. The Board would like to introduce themselves to these three individuals at some point prior to Leanna's maternity leave, so we will make that happen.

EMS and Operations Report (DC Dale)

There is a possibility of having another EMS Life Saving Award at next month's meeting. Thank you for allowing the presentation tonight. Chief Dale is getting used to the new role as Deputy Chief. Multiple meetings regarding EMS have been attended by Chief Dale.

Training Report (DC English)

Annual DPSST reporting work is being done for compliance. Thank you to Chief Austen for his help with this. DPSST tower training has been occurring with the shift crews. Probationary training is going well. CERT has been training on animal evacuation at the Clackamas County Fairgrounds. Several CERT members will attend a state certified class in Colton that is just below an EMT level (EMR). English is working with Adult Center Board and architects to diversify the building.

Community Risk Reduction Report (DC Walker)

Crews had the opportunity to do company inspections of Lampros Steele and the Okada building. The new science building at the High School is complete and we are working to get crews in there for a walkthrough. The residential side of construction has slowed down after the interest rate spike. This resulted in some companies breaking their construction up into phases for completion. Shimadzu is looking at adding a hazardous materials storage building. The memory care facility is attempting to build next to Hope Village. The cabins at Hope Village have been sold and things all over town continue to move forward.

Volunteer Report (DC Austen)

Chief English and Austen have been busy with interviews over the last few weeks, with four potential new members as well as some Interns. A couple of our Fireground Leaders are finishing up truck training. Thank you to Chief Davis and Chief Walker for taking over drill last week in Chief Austen's absence. We are hoping to get more folks in. The class in Colton was mentioned with several attending for the EMR rank. The Rehab team has new regulations and protocols and will be meeting on this tomorrow night.

OLD BUSINESS

Second Reading and Approval of Board Policy 11 (Secretary / Treasurer Shawn Carroll)

Discussion was had on the Secretary of State retention schedule language added to the Policy.

A motion to approve Board Policy 11 was made by Director Steve Thoroughman. The motion was seconded by Director Buner Ellis III and unanimously approved.

NEW BUSINESS

SDAO Fire Chief Hiring Process (President Ron Swor)

See above after Executive Session ends.

CITIZEN INPUT: NON-AGENDA ITEMS

None.

GOOD OF THE ORDER

- Chief Davis: The new ice cream shop, Cones, has pictures of the 1935 fire engine in their shop, so our crew brought the engine by for a quick show and tell.
- President Swor: Thank you for all the hard work by everyone. The community connections are extraordinary among us.
- Chief Davis: Chief receives phone calls regarding our crews and the outstanding job done every single time they respond.

ADJOURNMENT

A motion to adjourn from the regular Board of Director's meeting was made by Secretary / Treasurer Shawn Carroll. The motion was seconded by Director Buner Ellis III and unanimously approved.

The Regular Board of Directors meeting adjourned at 1929 hours.

NEXT MEETINGS:

REGULAR BOARD OF DIRECTORS

Date: Wednesday, October 25, 2023
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