

**CANBY FIRE DISTRICT
BOARD OF DIRECTORS MEETING**
Wednesday, October 26, 2022
Regular Session 7:00PM (1900 hours)
Held at ZOOM and Canby Fire Station #363

ATTENDANCE

- | | | | |
|-------------------------------------|-------------------------------------|-------------------------------------|---|
| <input checked="" type="checkbox"/> | President Shawn Carroll | <input checked="" type="checkbox"/> | FC Jim Davis |
| <input type="checkbox"/> | Vice President Steve Thoroughman | <input checked="" type="checkbox"/> | DC Matt Dale |
| <input type="checkbox"/> | Secretary/Treasurer Buner Ellis III | <input checked="" type="checkbox"/> | DC Matt English |
| <input checked="" type="checkbox"/> | Director Ron Swor | <input checked="" type="checkbox"/> | DC Wayne Austen |
| <input checked="" type="checkbox"/> | Director Connie Austen | <input checked="" type="checkbox"/> | CFO Lori Fawcett (<i>via ZOOM for Workshop</i>) |
| | | <input checked="" type="checkbox"/> | DC Jim Walker |
| | | <input checked="" type="checkbox"/> | AAIII Leanna Bursell |

Also in Attendance: John and Martha (Campbell DeLong), Lieutenant Holmes

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.

WORK SESSION (7:00PM – 8:00PM)

John and Martha of Campbell DeLong Resources Inc. (CDRI) presented an overview of the strategic planning workshop held earlier in the month by members of Canby Fire District. The proposed changes, in draft format, were laid out to members for input. The Board is recommended to look over this draft document and bring suggested changes, questions, and comments forward. Workshop members are actively working on strategies for the goals they are assigned. A more final version will be presented at the December Board meeting for more discussion and possible adoption.

CONSENT AGENDA

A motion to approve the consent agenda from the September 28, 2022 Board of Directors meeting was made by Director Ron Swor. The motion was seconded by Director Connie Austen and unanimously approved.

FINANCIAL REPORT (AAIII Shaw)

Financials: CFO Fawcett reported on the following:

- State Pool Interest increased to 1.84%
- LGIP General Account shows a total of \$2,173,063.10
- LGIP Bond Account shows a total of \$266,105.86
- Current Deposits & Earnings shows a total of \$597,296.88
- Current Expenses show a total of (\$742,994.24)
- Total available to the District is \$2,494,490.99
- Current Year Taxes show 0.00% received of Budget in FY23
- Prior Year Taxes shows 41.00% received of Budget in FY23
- Radio Fund shows a total of \$11,598.42
- Ambulance Service has received 28.40% of Budget in FY23

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

- September 15, 2022 = \$237,348.52
- September 30, 2022 = \$268,110.69
 - Monthly Life Insurance via A/P = \$892.46
 - Monthly Medical Insurance via A/P = \$55,752.00
- Total Payroll and Benefits Costs for September 2022: \$562,103.67

CORRESPONDENCE (FC Davis)

None.

CITY COUNCIL

None.

CHIEF'S REPORT

Strategic Planning (FC Davis)

This process went very well with great participation from everyone. A draft document will be received by the Board for input at the December meeting.

Letter to URA (FC Davis)

The letter approved by the Board was received by the URA. Chief Davis spoke with the City Administrator today and was told that their URA attorney is drafting a response to our attorney, Bob Blackmore. We will keep the Board updated on this process.

Old City Hall Ribbon Cutting (FC Davis)

Staff attended the old city hall ribbon cutting. Chief Austen brought over the 1935 engine for display as well. There were no designated occupants for the main part of the building yet, but the bay may become an ice cream shop. The old police station is the next project being worked on for restoration.

Administrative Report (AIII Shaw)

Audit prep has been Lori's main project and Leanna has been catching up on a lot of projects before Audit is hot. Shawn Carroll mentioned that the auditor's fraud form does open for him to be able to use. We will work to either printing hard copies for the Board members that need it or resolve the issue electronically.

EMS Report (DC Dale)

Clackamas Fire had a security breach, so we reached out to our IT company to see what other protections we can put into place for our safety and the safety of data. In the past, we have done a password reset for everyone and trainings. Because of this new issue with Clackamas, we have sent out a training reminder and just today turned on two factor authentication in order to access your account. Enhanced monitoring will be looked into next fiscal year that includes real-time monitoring for internet access.

Chief Dale attended the advisory committee for the health authority, who is updating their rules, performed charting trainings for Aurora Fire, participated in the Clackamas County opioid dollars listening session relating to community paramedic / behavioral health response, met with Molalla Fire regarding various EMS topics, presented both FireMed and opioid awareness through the prevention coalition to the adult center, attended the strategic planning meeting, assisted with blood draw trainings with each shift in coordination with Canby Police, joined Dr. Stone for case reviews with a trauma topic, attended the multi-agency training with pediatrics topic, attended the OSAA quarterly meeting, and attended the quarterly EMS Council meeting to move forward with the ASA plan update.

Crews responded to a cardiac arrest on the northside of the logging road and delivered AED shocks, which resulted in successful resuscitation of the patient. The patient later checked himself out of the hospital against medical advice and now we are unable to get in contact with him. We will continue with our life saving presentation at the City Council meeting, including dispatchers involved and law enforcement, regardless of the patient's attendance.

Training / Operations Report (DC English)

On November 1, Leighton Imes will join B-Shift as a paid member. Volunteer applications are open now for resident interns. The newest annual academy will be more comprehensive than what has been done in the past. The DPSST bi-annual certification submittals are being worked on. December we will have crews at DPSST in Salem for fire prop training and we will also look into bail out training while there. Rehab may attend this. Roof prop training was done last week with the help of the DPSST loaner trailer. Firefighter Hertzog just passed his phase two EMS benchmarks. Our water tender operators have been training and are now fully vetted and able to respond. Karay responded on a fire to Monitor, which shows how well this group and process is working already. This same group was used during the wildfire responses. The type 1/3 engine is still in South Dakota with most of the checkpoints cleared, so it will move to Spokane for final work and approval before being delivered to us. The Water Tender chassis isn't at the factory yet, so we will be cancelling the order if the Board approves. We have submitted a grant for a tender, which is a better built tender than what we would have built anyways. For fiscal stability, it is wise to move forward with the grant only.

Community Risk Reduction (DC Walker)

Lampros Steel is starting to put a roof on their facility, so about \$40k will be coming in for repeaters from this project. Mark's Place is also going in now. They had slowed down their lots due to the economy, but they are still making progress. Okada Tools will start building soon. Western Storage was holding off for a long time on their addition in the back of the facility, but they are now going to start moving forward now that some costs have decreased. The high school is still moving forward. The third street apartments have been challenging with our biggest concern being combustibles going up prior to water, which is now resolved. The territorial apartments are going up. Redwood landing is finishing up. Canby Fire has been taking advantage of the current grants through the Fire Marshalls Office, with four in total being submitted for, including a staffing and equipment grant. Chief Walker is working with Clackamas County on the integrated preparedness plan and wildfire plan. Chief Walker continues to work with the Rotary on their emergency preparedness program, with talk about possible additions of trailers that have Wi-Fi and power capabilities. The ISO rating process went very well and working with Canby Utility who was pleasantly happy with the results.

Volunteer Report (DC Austen)

Volunteers are working diligently to get their taskbooks complete. Between the students and volunteers, the wildland staffing grant is being fulfilled and will finish off this month. Karay was thrilled to respond on the tender. The volunteers are losing Firefighter Imes to a career position. The Chaplains are always busy with the toughest job that they do extremely well at. The 1935 is parked in the number one spot at Station 361 for the first time ever. Christmas dinner will be held on December 4th from 5pm-8pm in the upstairs of Thriftway. The Board is encouraged to attend. The volunteers will be very busy the first part of December with holiday events. Brand new wheels and rims were put on the 1948, which will get tuned up and running in the near future.

OLD BUSINESS

None.

NEW BUSINESS

First Reading and Approval of Updated Board Policy 7 & 8 (President Carroll)

A motion to approve the first reading of Board Policy 7 and 8 was made by Director Ron Swor. The motion was seconded by Connie Austen and unanimously approved.

Added: Cancellation of the Tender Order

A motion to cancel the order of the tender was made by Director Connie Austen. The motion was seconded by Director Ron Swor and unanimously approved.

Holiday Meeting Schedule (FC Davis)

Due to holidays, the Board has agreed to move the next two meeting dates to the following:

November 16th, 2022

December 14th, 2022

CITIZEN INPUT: NON-AGENDA ITEMS

None.

GOOD OF THE ORDER

- Connor and Anna Briggs had a baby boy. They were in the hospital while baby recovered from some respiratory complications but are home now and healthy.
- Brad and Brittney Stoner had a baby boy and are home healthy.
- A plaque for Station 363 stating dedication of the station to the voters of the bond was shown to the board. This will be hung on the station.
- The firefighter scarecrow was put up at Gwynn's.

ADJOURNMENT

A motion to adjourn from the regular Board of Director's meeting was made by Director Ron Swor. The motion was seconded by President Shawn Carroll and unanimously approved.

The Regular Board of Directors meeting adjourned at 2119 hours.

NEXT MEETINGS:

REGULAR BOARD OF DIRECTORS

Date: Wednesday, November 16, 2022

Time: 1900 hours (7pm)

Location: Station 361 and ZOOM

<https://us02web.zoom.us/j/86923965328>

Meeting ID: 869 2396 5328

APPROVED

Director Buner Ellis III
Board Secretary/Treasurer