

CANBY FIRE DISTRICT
BOARD OF DIRECTORS MEETING
Wednesday, June 22, 2022
Regular Session 7:00PM (1900 hours)
Held at ZOOM and 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 checked="" type="checkbox"/>	DC Matt Dale
<input checked="" type="checkbox"/>	Secretary/Treasurer Ron Swor	<input checked="" 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"/>	DC Jim Walker
		<input checked="" type="checkbox"/>	AAIII Leanna Bursell

Also in Attendance:

Judge Grafe, KathiAnne Walker, Captain Heitschmidt, FF Carter, FF Frank, FF Quevedo, FF Starrett, FF Intern Imes, and FF Intern Shunn.

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

2021 Awards: Brad Frank – *Firefighter of the Year*

This award was presented by Chief Davis to Brad Frank, who is the Firefighter of the Year award recipient from 2021.

Division Chief Swearing In

Division Chief Walker, accompanied by his wife, was introduced by Chief Davis. Chief Walker was sworn in by the Honorable Judge Rodney H. Grafe.

The Board issued a 5-minute break for pictures and cake.

Budget Hearing (CFO Fawcett)

The budget hearing was opened by President Carroll, who read aloud the Legislative Public Hearing Format. CFO Fawcett read aloud the Canby Fire District facts. No comments were received. President Carroll closed the budget hearing.

CONSENT AGENDA

A motion to approve the consent agenda from the May 25, 2022 Board of Directors meeting was made by Director Steve Thoroughman. The motion was seconded by Secretary / Treasurer Ron Swor and unanimously approved.

FINANCIAL REPORT (CFO Fawcett)

Financials: CFO Fawcett reported on the following:

- State Pool Interest increased to 0.75%
- LGIP General Account shows a total of \$3,738,667.41
- LGIP Bond Account shows a total of \$718,075.50

- Current Deposits & Earnings shows a total of \$989,512.72
- Current Expenses show a total of (\$1,259,938.70)
- Total available to the District is \$4,180,268.73
- Current Year Taxes show 104.90% received of Budget in FY22
- Prior Year Taxes shows 106.30% received of Budget in FY22
- Radio Fund shows a total of \$11,598.02
- Ambulance Service has received 108.00% of Budget in FY22

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

- May 15, 2022 = \$157,755.15
- May 31, 2022 = \$163,986.53
 - Monthly Life Insurance via A/P = \$981.95
 - Monthly Medical Insurance via A/P = \$55,752.00
- Total Payroll and Benefits Costs for May 2022: \$378,475.63

CFO Fawcett introduced the auditor engagement letter to the Board and included that the auditors needed to increase our payment this fiscal year's audit, which they have not done for multiple years. This increase was not substantial. A signature is required on this letter to move forward.

A motion to approve the contract with Grove, Muller, and Swank at no more than \$15,000 was made by Director Steve Thoroughman. The motion was seconded by Director Connie Austen and unanimously approved.

CORRESPONDENCE (FC Davis)

- Thank you from a student at Canby High School for the job shadow they had at the station. EMS training participation by the student was specifically mentioned and the vast amount of information learned while at Canby Fire for the day.
- The Hare Fest and Wild Hare Music Festival are coming up in July, with an anticipated 30k people.
- Shimadzu is holding their 25-year anniversary for the Canby location on July 8. If the Board is interested, let Chief Davis know so he can send in the RSVP.

CITY COUNCIL / URA REPORT

- **URA:** A special City Council / URA meeting will be held on June 29th to approve the URA budget and discussions regarding the tent outside the FOB Taproom.
- **City Council:** The City Council has seemed to improve their collaborative relationships.

CHIEF'S REPORT

C800 Update (FC Davis)

Chief Davis continues to keep the Board up to date on this issue, but the mismanagement by the lead on the project is causing a lot of work by the executive staff of C800. Some reimbursements that were identified will not be reimbursed now and various figures are being tossed around to see what the actual amount that Canby Fire owes is. CFO Fawcett is doing an internal audit on this as well to check figures. WACCA will begin to manage the system for Clackamas County and Lake Oswego.

Independence Day Activities (FC Davis / DC Austen)

Chief English and Austen have been attending the City's meetings and the fireworks are being prepped for. The breakfast, as mentioned at the last meeting, will not be hosted by Canby Fire due to lack of personnel. The picnic was cancelled, so instead will be held before the fireworks at 6pm. Please sign up if you would like to attend. Chief Austen shared that the parade will be around 9am, which Canby Fire

will be part of. We will set up in front of Ebner's. The fireworks show has cost \$15k in the past, but because of the price increases, we need to raise \$20k for 2023. Chief Walker and English will do the fireworks display layout and work with the City on road closures and such. There is a lot of work involved in this, but it's a fun day. July is a very busy month for Canby Fire.

ST363 Open House (FC Davis)

The July 2 open house is approaching fast. We have received our temporary occupancy for the station. If we are not ready to move in officially by July 2, we will do the open house then transition the move. There is a lot of work that goes into this big change and transition, so we will work carefully with trial and error to make it successful. The carpet has been laid, concrete polishing needs done, and sod is laid. The apparatus bay floor was asked to be redone because fine sanding was missed during the first process.

Engine Update (FC Davis)

The engine is complete, but due to employee staffing shortages at Rosenbauer, the inspection by Chief English and Captain Wanner has been rescheduled for August.

Juneteenth Federal Holiday (FC Davis)

This isn't recognized as a holiday by Canby Fire as of yet, so this is something to think about for future discussion and decision at a future Board meeting.

Additional Non-Agenda Chief Report Items

- Thank you to Paul Phillips and Chief Walker for assisting with BBQing at the golf tournament for the Chamber.
- The Doc Davies Fund was used to hire ServePro for cleanup of a resident's home, which was complete while she recovers from cancer, all while not qualifying for assistance. The home required a lot of work but was badly needed greatly appreciated.
- Crews have been hard at work during the annual house cleaning for the stations and apparatus. Detailing of the apparatus and their tools is included in this process, which the crews have done an outstanding job with.
- Chief Dale and Davis will be working with Molalla Fire to discuss our current joint civil service and testing process. The issue we have run into with the joint process we conduct now is that candidates are given the opportunity to accept offers from very different agencies. We are looking at streamlining the process again.
- Active Shooter training was held today with Canby Police at a Canby school, which included tourniquet training by Canby Police, and was very successful.
- We are currently raising funds to purchase generators and chainsaws to store at Public Works in case of an emergency where the public needs assistance.
- The modular home was removed from the property today.
- The State Fire Marshal's Office provided us with a grant, thanks to Chief Walker, for \$35k for staffing during wildfire season. This is a regional grant, so the unit being staffed must be able to travel within the region to assist, such as a mutual aid unit would. Volunteers are being asked about this first, but paid personnel are eligible as well if needed.

Administrative Report (CFO Fawcett)

The last Aurora Fire payroll was complete early to give them time to complete their quarterly reporting. Lori and Dani are working with Aurora on this transition, with Canby Fire remaining available as a resource when needed. Hubbard is leaving Woodburn, so Hubbard will be removed from Canby's payroll at that time. Lori and Korrin continue to work together and check in. Both Lori and Leanna have been working on the next fiscal year's preparation for transition, including Springbrook's new system

that is an optional tool to use. The extensive C800 fiscal analysis continues on with the assistance of Sue at LOCOM. Sue is of a very high caliber and was able to answer all of CFO Fawcett's questions. September 1 is when the admin's referendum takes affect for social security. Leanna has been working on various projects including the station art, fireworks, open house, fiscal year turnover such as accruals and pay sheets, as well as a magazine article in Discover Canby.

EMS Report (DC Dale)

There are sixteen Coordinated Care Organizations in the state that all need contracts redone with Canby Fire for GEMT, of which eight are complete. GEMT #1 and #2 money is being received. Canby schools will be provided Narcan training in August by Canby Fire as well as earlier in the year by the County. COVID test kits that were leftover were provided to care facilities as well as Canby Fire if anyone wants any. The consulting group for the AMR plan is in town tomorrow and Friday, so Chief Dale will be with them and the group during that time. Chief Dale has been attending a Canby group addressing overdoses in the community, that includes Police, Fire, City, Schools, and citizens. The goal of this group is to make an awareness piece for the community regarding the dangers of drugs and will include public alerts / informative messages to help prevent future incidences. The data and statistics on County and City overdoses will be presented on July 20th to the City Council by this group. Director Thoroughman requested data for overdose calls Canby Fire responds on. Another group regarding mental health that includes representatives from peer support groups, the County Sheriff's Office, District Attorneys, Cascadia and Lifeworks Northwest, various fire agencies, Dispatch, etc. is being attended by Chief Dale as well. The mental health process is discussed, and the group is working to improve the process on all levels to treat these patients in the long run.

Chief Davis appreciates Chief Dale's work within Clackamas County, especially being the Chair of the EMS Council. Clackamas Fire lost some valuable EMS personnel, so Chief Dale has become one of the only individuals left with vital and historic knowledge.

Training / Operations Report (DC English)

Active Shooter, Firefighter 1, and Firefighter 2 skills have been completed by our volunteers, which helps with our ISO rating. Apparatus detail, salvage, and overhaul for the new station is scheduled for training this month. July 6 is the recruit graduation, who have been working on Firefighter 1 skills. Canby Fire helps in the training rotation for the recruit group. Active Shooter training took place today and went very well. All parties involved learned their roles and different skills. Bailout equipment was purchased, and training is being scheduled by Captain Heitschmidt and Lieutenant Holmes. The new station staffing with personnel and apparatus movement is the big operations topic recently.

Community Risk Reduction (DC Walker)

Both the residential and industrial projects update was provided to the Board and Staff. Chief Walker has been working on inspections of various facilities and system testing, including at our new station. Work groups were formed relating to fire season, which Chief Walker is part of some of the committees for. Amazon is still interested in building but are delaying projects based on revenues and such at this time.

Volunteer Report (DC Austen)

The three recruits will be graduating and two of our current interns made the hiring list from the last joint testing process. MDA Fill the Boot will be held on July 9th, but the boot is located at various businesses around town as well to start collecting donations early. Firecrackers to raise money for the fireworks are at Cutsforth's check stands. The Volunteers are going to get busy starting next week with summer activities.

OLD BUSINESS

EMS Standby Ordinance (DC Dale)

This ordinance was overviewed by Chief Dale, highlighting the changes requested in section two from the last meeting.

A motion to approve the second reading of Ordinance 22-001 was made by Director Steve Thoroughman. The motion was seconded by Secretary / Treasurer Ron Swor and unanimously approved.

A motion to approve Ordinance 22-001: An Ordinance Establishing and Implementing a Fire Code Requirement for Large Event Organizers was made by Director Steve Thoroughman. The motion was seconded by Director Connie Austen and unanimously approved.

NEW BUSINESS

Resolution 2022-02: A Resolution Adopting the FY 2022/2023 Budget and Making Appropriations and Levying Taxes (CFO Fawcett)

A motion to approve Resolution 2022-02, a Resolution approving and adopting FY 2022/2023 Budget and making appropriations and levying taxes was made by Director Steve Thoroughman. The motion was seconded by Secretary/Treasurer Ron Swor and unanimously approved.

A motion to set and approve the ad valorem property taxes under Canby Fire District's permanent rate authority on all taxable property within the Fire District for tax year 2022/2023 at a rate of \$1.5456 per \$1,000 of assessed value was made by Director Steve Thoroughman. The motion was seconded by Secretary/Treasurer Ron Swor and unanimously approved.

A motion to set and approve the ad valorem property taxes under Canby Fire District's local option levy rate authority on all taxable property within the Fire District for tax year 2022/2023 at a rate of \$0.45 per \$1,000 of assessed value was made by Secretary/Treasurer Ron Swor. The motion was seconded by Director Connie Austen and unanimously approved.

A motion to set and approve the ad valorem property taxes under Canby Fire District's G.O. Bond rate authority on all taxable property within the Fire District for tax year 2022/2023 in the amount of \$585,442.55, which is calculated to be sufficient to fulfill the G.O. Bond Debt Service requirements for tax year 2022/2023, after taking into account discounts and delinquencies that may occur in the payment of taxes was made by Director Connie Austen. The motion was seconded by Director Steve Thoroughman and unanimously approved.

Resolution 2022-03: A Resolution Extending Canby Fire District Worker's Compensation Coverage to Volunteer Members (CFO Fawcett)

A motion to approve Resolution 2022-03: A Resolution Extending Canby Fire District Worker's Compensation Coverage to Volunteer Members was made by Director Steve Thoroughman. The motion was seconded by Secretary/Treasurer Ron Swor and unanimously approved.

Ordinance 20-001: Update to Exhibit B (DC Dale)*

Chief Dale overviewed the agenda bill and mentioned that he is proud to be part of this organization that provides outstanding care and has always stayed fair and competitive with rates.

A motion to authorize the amendment of Ordinance 20-001 Exhibit B to increase the mileage rate of ambulance transports from \$24.00 per mile to \$30.00 per mile effective July 1, 2022 and list \$150.00 per hour as the standby rate for ambulance standby within the Canby Fire District was

made by President Shawn Carroll. The motion was seconded by Director Steve Thoroughman and unanimously approved.

FireMed and Lifelight for Board Members (President Shawn Carroll)

Chief Davis spoke on FireMed and Lifelight coverage for Board members. Chief Davis would like to provide this coverage to Board members for their volunteer work provided to the Canby Fire District. Director Thoroughman brought up the fact that the current Board policy states a monetary payment to each Board member, so this must not exceed that. All Board members were in favor of this compensation.

A motion to approve Board members to receive FireMed and Lifelight subscriptions in lieu of monetary incentives, not to exceed the Board Policy amount, was made by Director Steve Thoroughman. The motion was seconded by Director Connie Austen and unanimously approved.

CITIZEN INPUT: NON-AGENDA ITEMS

None.

GOOD OF THE ORDER

- Director Austen inquired about the grass cutting on 99E, to which Chief Davis relayed that Canby Fire requested the grass be mowed down by the railroad company in preparation of fire season.
- Chief Austen: This Friday is the Annual Dalmatian Dog Show at the Fairgrounds. The 1935 is requested at this event each year, so Chief Austen will be doing that.

ADJOURNMENT

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

The Regular Board of Directors meeting adjourned at 2121 hours.

NEXT MEETINGS:

REGULAR BOARD OF DIRECTORS

Date: Wednesday, July 27, 2022

Time: 1900 hours (7pm)

Location: Station 361 and ZOOM

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

Meeting ID: 869 2396 5328

APPROVED

Director Ron Swor
Board Secretary/Treasurer