

CANBY FIRE DISTRICT

BOARD OF DIRECTORS MEETING

Wednesday, July 15, 2026
Regular Session 7:00 PM (1900 hours)
Held at ZOOM and Canby Fire Station #361

ATTENDANCE

☒	President Ron Swor	☒	FC Matt Dale
☒	Vice President Shawn Carroll	☐	AC Matt English
☒	Secretary/Treasurer Connie Austen	☒	DC Wayne Austen
☒	Director Buner Ellis III (via phone)	☒	AAIII Susan Arterberry
☒	Director Steve Thoroughman	☒	AAII Sarah Classen

Also, in Attendance

In Person: Tim Nichols, FF Shunn, Lt Holmes, FF Fuller, FF English, FF Matlock,
Volunteer/Intern Stoddard, Volunteer/Intern Jack Smith

Via ZOOM:

Via ZOOM (without full names listed):

CALL TO ORDER

The Board of Directors Meeting was called to order by President Ron Swor at 7:00 PM, 1900 hours.

CITIZEN INPUT: AGENDA ITEMS

None

ELECTION OF BOARD OFFICERS

A motion was made by President Ron Swor to open the election proceeding for Board Officers. The motion was seconded by Secretary/Treasurer Connie Austen. A vote was called for and unanimously approved.

- **President Ron Swor-Aye**
- **Vice President Shawn Carroll-Aye**
- **Secretary/Treasurer Connie Austen-Aye**
- **Director Steve Thoroughman-Aye**
- **Director Buner Ellis III-Aye**

Nominations for Board President:

Secretary/Treasurer Connie Austen nominated Vice President Shawn Carroll for Board President. The nomination was seconded by President Ron Swor. A vote was called for and unanimously approved.

- **President Ron Swor-Aye**
- **Vice President Shawn Carroll-Aye**
- **Secretary/Treasurer Connie Austen-Aye**
- **Director Steve Thoroughman-Aye**
- **Director Buner Ellis III-Aye**

Nominations for Board Vice President:

Vice President Shawn Carroll nominated President Ron Swor for Board Vice President. The nomination was seconded by Secretary/Treasurer Connie Austen and unanimously approved.

- **President Ron Swor -Aye**
- **Vice President Shawn Carroll-Aye**
- **Secretary/Treasurer Connie Austen-Aye**
- **Director Steve Thoroughman-Aye**
- **Director Buner Ellis III-Aye**

Nominations for Secretary/Treasurer:

President Ron Swor nominated current Secretary/Treasurer Connie Austen for Secretary/Treasurer. The motion was seconded by Vice President Shawn Carroll and unanimously approved.

- **President Ron Swor -Aye**
- **Vice President Shawn Carroll -Aye**
- **Secretary/Treasurer Connie Austen-Aye**
- **Director Steve Thoroughman-Aye**
- **Director Buner Ellis III-Aye**

A motion was made to close the election proceedings for Board Officers by Secretary/Treasurer Connie Austen, seconded by President Ron Swor and unanimously approved.

- **President Ron Swor-Aye**
- **Vice President Shawn Carroll-Aye**
- **Secretary/Treasurer Connie Austen-Aye**
- **Director Steve Thoroughman-Aye**
- **Director Buner Ellis III-Aye**

CONSENT AGENDA

Minutes AAIH Arterberry

- **June 17, 2026**

Bills AAIH Arterberry

A motion to approve the consent agenda from June 17, 2026, Board meeting was made by Director Steve Thoroughman. The motion was seconded by President Shawn Carroll and unanimously approved.

- **President Shawn Carroll-Aye**
- **Vice President Ron Swor-Aye**
- **Secretary/Treasurer Connie Austen-Aye**
- **Director Steve Thoroughman-Aye**
- **Director Buner Ellis III-Aye**

FINANCIAL REPORT (AIII Arterberry)

June 2026 Financials: AIII Arterberry reported on the following:

- State Pool Interest remained static **4.00%**
- LGIP General Account shows a total of **\$7,999,214.57**
- LGIP Bond Account shows a total of **\$0.02**
- Current Deposits & Earnings shows a total of **\$660,087.64**
- Current Expenses show a total of **(\$661,254.28)**
- Total available to the District is **\$8,392,860.17**
- Current Year Taxes show **\$182,09.00** received in June for FY26
- Prior Year Taxes show **\$40,459.00** received in June for FY26
- Radio Fund shows a total of **\$6,867.25**
- Ambulance Service has received **\$151,494.65** in June, **128%** of budget for FY26

Payroll: Payroll costs for the month of June as follows:

- June 15, 2026= **\$259,666.84**
- June 30, 2026= **\$253,131.62**
 - Monthly Life Insurance via A/P = **\$1,512.41**
 - Monthly Medical Insurance via A/P = **\$91,094.79**
- Total Payroll and Benefits Costs for June 2026: **\$605,405.66**

AIII Arterberry reports that we ended FY26 with General Fund Revenue just over \$10 million. Personnel expended 85% of the budget and 82% for materials and services budget. The LGIP interest is holding at 4%. Director Steve Thoroughman asked if there is a need to go into the apparatus fund. AIII Arterberry will confirm and respond at the next board meeting.

ADMINISTRATIVE REPORT

Correspondence (FC Dale): FC Dale shared a letter he received from a resident in New York State, asking about our use of pet oxygen masks and FC Dale sent a response. We also received a thank you card from a recently transported patient.

FC Dale shared statistics on a social media video PSA that he and FI Johnston created regarding the dangers and drowning potential of the Molalla River at the Canby Community Park. He stated the specific deep hole in the river is more like a channel, and there is no way to remediate the hazard. Secretary/Treasurer Connie Austen asked if the video was made with our new drone; FC Dale affirms and mentioned what a great tool it has proven to be. He also reviewed the difficult nature of river rescues. Director Steve Thoroughman asks about hands-only CPR for drowning victims. FC Dale stated a healthy adult can be kept alive for up to 10 minutes with hand-only CPR since the blood is still oxygenated and chest compressions maintain circulation. He speculates that victims may be hitting their heads, increasing the chances of drowning. Hands-only CPR is adequate for drowning victims but quick access to oxygen is best. Vice President Ron Swor asks about the location on the river shown in the video and FC Dale stated it is right below the gravel pit.

City Council (Director) Director Thoroughman reports that a city water project is underway and is expected to be a substantial cost to the community of Canby. Additionally, the city is currently working on an E-bike ordinance.

Volunteer (DC Austen): DC Austen reported the recent graduation of eight (8) new volunteers, Academy Class 26-01. Several of the new volunteers are providing coverage at Station 365. A great picnic and turnout for the 4th of July fireworks show was reported as well and DC Austen thanked everyone who helped. It was noted that the deposit for next year's fireworks show has been made. DC Austen thanked Volunteer Todd Call for all the maintenance he has been doing at Station 365. It was also noted that Clackamas County Fair is next week and several volunteers have signed up to assist.

Assistant Chief's Update (AC English): No report as AC English is mobilized as Task Force Leader on the Olive Butte Complex Fire.

Chief's Update (FC Dale): FC Dale noted a copy of his monthly update was included in the board packet; there were no questions from the board.

OLD BUSINESS

None

NEW BUSINESS

Fire Chief Contract (FC Dale) FC Dale provided copies of his contract to the board with a proposed change to the termination process in red letter. Section 2. F. third sentence reads: "If it is determined that just cause for termination exists, a *majority* vote of the full Board is required to act on the termination." The proposed language before the Board reads: "If it is determined that just cause for termination exists, an *unanimous* vote of the full Board is required to act on the termination." Director Steve Thoroughman mentioned that the current policy does make it very difficult to terminate the chief.

Director Steve Thoroughman made a motion to approve the change to the Fire Chief Contract as written. The motion was seconded by Secretary/Treasurer Connie Austen. There was no discussion and the Fire Chief Contract change was unanimously approved.

- **President Shawn Carroll-Aye**
- **Vice President Ron Swor-Aye**
- **Secretary/Treasurer Connie Austen-Aye**
- **Director Steve Thoroughman-Aye**
- **Director Buner Ellis III-Aye**

FC Dale thanked the board.

Board Position (Director Thoroughman) Director Steve Thoroughman presented to the board and read a letter of resignation. The letter stated he is moving out of the district and will not be able to continue to serve on this board. Signed copies were given to President Shawn Carroll and FC Dale. FC Dale thanked Director Thoroughman for his many years of service to the district. It is proposed that Director Thoroughman be honored at an upcoming meeting, before his resignation date of October 1, 2026. Vice President Ron Swor stated that Director Thoroughman has been a great asset to the board. President Shawn Carroll said he will be greatly missed. President Shawn Carroll asked about the process of appointing someone to the empty seat. FC Dale provided details from SDAO and our attorney on the appointment process ranging from immediate appointment to a formal announcement, application and interview process.

President Shawn Carroll suggested using an application, board review of applications then have each applicant give a presentation at the next Board Meeting.

FC Dale reviewed ORS 198.320 and states the appointment process needs to be discussed in open session. It was noted that Tim Nichols, who is in attendance, is interested in serving on the board. Lt. Holmes mentioned he has been approached by a community member who is interested in serving as well. The board decided they would like an application made for the process. The application will be sent out tomorrow, open for a specific period then reviewed by the board at the August meeting. The appointee will be sworn in at the October 2026 board meeting.

Board Policy Update (FC Dale)

-First Reading. FC Dale recommended Board Policy be amended for the use of community rooms. FC Dale read the entire policy aloud. Director Steve Thoroughman asked about occupancy limits. FC Dale presented our current SOG for community rooms and will let the board determine any changes needed. Secretary/Treasurer Connie Austen asked about section M and board members' ability to endorse political candidates. FC Dale stated all Board Members are allowed to endorse candidates as citizens who happen to be elected officials. He went on to mention that we, as a fire district, cannot post any endorsements for political parties. FC Dale asked for a board member to work with him and the attorney to finalize the Board Policy update. Vice President Ron Swor agreed to work with FC Dale on this project. Secretary/Treasurer Connie Austen stated that at the SDAO Conference it was mentioned this would be an important policy to adopt.

Apparatus Replacement Schedule Update (FC Dale)

FC Dale handed out a copy of the apparatus replacement schedule. He reviewed that by FY32 the bond closes and by FY37 the Ladder truck will need replacement. If cost trend analysis remains accurate, the replacement ladder truck would be \$3.5 million. The board thanked FC Dale for the review and update.

Ordinance #21-001 with Ambulance Rate Increase (FC Dale)

FC Dale handed out Ordinance #26-001 and reviewed the changes that include a rate increase for our ALS & BLS ambulance transport, mileage, ambulance standby and repeat EMS responses over a 30-day rolling period. AA III Arterberry brought to the board's attention an error in the ALS fee proposed stating it should read \$1,976.00 and not \$11,976.00. As well as changing "bill", to "billed" in Exhibit B.

A motion was made by Vice President Ron Swor to approve the updated Ordinance #21-001 with the changes presented by staff. Secretary/Treasurer Connie Austen seconded the motion, and the motion is unanimously approved.

- **President Shawn Carroll-Aye**
- **Vice President Ron Swor-Aye**
- **Secretary/Treasurer Connie Austen-Aye**
- **Director Steve Thoroughman-Aye**
- **Director Buner Ellis III-Aye**

CITIZEN INPUT: NON-AGENDA ITEMS

Tim Nichols thanked DC Austen for inviting him to the fireworks picnic.

GOOD OF THE ORDER

President Shawn Carroll thanked the Fire District for the flowers sent after his surgery. Vice President Ron Swor also thanked the District for the flowers after the passing of his mother.

ADJOURNMENT

A motion to adjourn from the regular Board of Directors meeting was made by Vice President Ron Swor. The motion was seconded by Director Steve Thoroughman and unanimously approved.

- **President Shawn Carroll-Aye**
- **Vice President Ron Swor-Aye**
- **Secretary/Treasurer Connie Austen-Aye**
- **Director Steve Thoroughman-Aye**
- **Director Buner Ellis III-Aye**

The Regular Board of Directors meeting adjourned at 08:31 PM, 2031 hours.

NEXT MEETING:

REGULAR BOARD OF DIRECTORS MEETING and BUDGET HEARING

Date: August 19, 2026

Time: 1900 hours (7 pm)

Location: Station 361 and ZOOM

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

Meeting ID: 869 2396 5328

APPROVED

Director Connie Austen
Board Secretary/Treasurer