

**CANBY FIRE DISTRICT
BOARD OF DIRECTORS MEETING
Wednesday, May 25, 2022
Regular Session 7:00PM (1900 hours)
Held at ZOOM and Canby Fire Station #361**

ATTENDANCE

- | | |
|--|--|
| <input type="checkbox"/> President Shawn Carroll | <input checked="" type="checkbox"/> FC Jim Davis |
| <input checked="" 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"/> Inspector Jim Walker |
| | <input checked="" type="checkbox"/> AAIIL Leanna Bursell |

Also in Attendance:

Captain Aamodt, FF Intern B. Davis, FF Intern Imes, FF Laloli, FF Starrett, and FF B. Ramos.
For presentations: FF Anstine, FF Hertzog and wife, and FF Holmes and family.

CALL TO ORDER

The Board of Directors Meeting was called to order by Vice President Buner Ellis III at 1900 hours.

CITIZEN INPUT: AGENDA ITEMS

No input was received.

PRESENTATIONS – 1930 hours

Chief Davis read aloud some history of the badge and helmet in the fire service.

Firefighter Scott Hertzog was introduced by Inspector Walker, while accompanied by his wife, Sarah. Vice President Buner Ellis III performed the swearing in of Firefighter Hertzog.

Lieutenant Austin Holmes was introduced by Division Chief Matt English, while accompanied by his family. Vice President Buner Ellis III performed the swearing in of Lieutenant Holmes.

Lieutenant Craig Anstine was introduced by Division Chief Matt Dale. Vice President Buner Ellis III performed the swearing in of Lieutenant Anstine.

CONSENT AGENDA

A motion to approve the consent agenda from the April 27, 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 0.63%
- LGIP General Account shows a total of \$4,491,690.93
- LGIP Bond Account shows a total of \$717,621.49
- Current Deposits & Earnings shows a total of \$1,393,507.12
- Current Expenses show a total of (\$1,052,182.85)
- Total available to the District is \$5,203,718.23
- Current Year Taxes show 104.60% received of Budget in FY22

- Prior Year Taxes shows 101.40% received of Budget in FY22
- Radio Fund shows a total of \$11,597.92
- Ambulance Service has received 98.02% of Budget in FY22

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

- April 15, 2022 = \$168,747.90
- April 30, 2022 = \$154,143.29
 - Monthly Life Insurance via A/P = \$981.95
 - Monthly Medical via A/P = \$53,429.00
- Total Payroll and Benefits Costs for April 2022: \$377,302.14

CORRESPONDENCE (FC Davis)

- Thank you to Captain Heitschmidt and Firefighter Holmes for helping a resident with their smoke alarms, as well as Chief Austen and Director Austen for helping install them.
- Thank you to everyone who responded to a patient after passing out, which later was found to be from blood clots, which led to cardiac arrest.
- Thank you from the Hieb family for responding to a difficult call within the community in April.

CITY COUNCIL / URA REPORT

- **URA:** Chief Davis attended the URA workshop, where \$386,000 were approved to engineer the bridge over 99E. The URA feels that they can still pay off the debt by 2025/2026, even after this large expenditure. Decorative blades were also purchased out of URA funds for the Dahlia building.
- **City Council:** The committee seems agreeable on all items that were discussed at the last City Council meeting. Ordinances are being redone in the planning department, so that was the bulk of the discussion.

CHIEF'S REPORT

Fire Defense Board Update (FC Davis)

Chief Davis attended the State Fire Defense Board meeting in Albany to go over the update to the State Mobilization Plan, with the most significant change being around equipment and the option for air support through the Fire Marshal's Office. It's anticipated for fire season to kick off around July 15th this year.

Independence Day Activities (FC Davis / DC Austen)

Chief Austen, Inspector Walker, and Chief English have been attending the State's Independence Day meetings. The historical society does not do their morning breakfast anymore, so the fire district may take this on. Around 6:00pm / 6:30pm a larger picnic / BBQ will be held for the district personnel, which the Board is invited, in lieu of not having the regular volunteer picnic (see below). Director Steve Thoroughman volunteered to help during the events this day.

Volunteer Picnic (DC Austen)

The Volunteer Picnic was cancelled due to lack of attendance. The Independence Day picnic / BBQ will be larger to make up for a lack of the volunteer picnic.

Wildfire Preparedness Month (FI Walker)

After the fires, there were a lot of questions and concerns brought forward by the community. Clackamas County started putting on wildfire preparedness townhall meetings, which Canby hosted two of, one being in Spanish. Firefighter Quevedo was a large presenter at the Spanish presentation, so he

was thanked by Inspector Walker for his participation. This was a great way for Canby Fire to get its name out there.

ST363 Update (FC Davis)

Sheetrocking, cabinets, mudding, furnace install, the back access way, and other items are all complete with concrete work next on the list at ST363. The natural gas hookup was done using public works' conduit and did not cost the district any money, thanks to Jerry Nelzen with Public Works. The sprinkler system is still on the list of items to complete. Jerry Nelzen and Emerick's team are doing an amazing job. Captain Wanner has been very helpful overseeing some details of the station, including appliances and beds. We are still pushing for an opening date in early July, anticipating a July Fourth event with the fireworks.

Engine Update (FC Davis)

The engine is still on target. Pictures were sent to us from Rosenbauer of its progress, with an anticipated arrival in July.

Station Design Update (AIII Bursell / DC Dale)

Chief Dale and AIII Bursell are working to get various historical and current photos up in all three stations. Motivational photos will go into the bunk rooms and each wall will have a theme. Retired Chiefs and Officers will be in the training room, along with current personnel in training and on scenes. SP&B printing in town is helping blow up historic photos to preserve these for framing. The idea behind this committee is to keep the stations looking nice and uniform for the public.

Administrative Report (CFO Fawcett)

Working on the supplemental budget and preparing for next month's budget process have been the big tasks at hand lately for CFO Fawcett. CFO Fawcett and AIII Bursell are also wrapping up fiscal year end projects, including ambulance reconciliation, transferring payroll back over to Aurora at the end of June, per our IGA, open enrollment for medical insurance, and some GEMT follow-up. The ice storm money was received, so that process is closed. Great work by CFO Fawcett on this. AIII Bursell is tackling ambulance reconciliation again in preparation for the end of the fiscal year. This is a process that is new to us, which came out of last year's audit.

EMS Report (DC Dale)

Chief Dale reported that we are very close to putting the new medic in service. The crews have been working very hard to put this medic together. The Oregon Health Authority licensure is being reviewed but is the biggest hold up right now as they review our application and the exclusions we have. The center for Medicare data reporting has been delayed. Canby Fire was selected in year two for mandatory reporting to help build Medicare, starting now in January. This data from all agencies will help adjust rates for providers of services like Canby Fire. GEMT#2 was approved for FY 22, so Chief Dale is going out to redo the contracts with all the Coordinated Care Organizations (CCOs). Chief Dale recognized Firefighters Christenson, Quevedo, and Lieutenant Holmes for being evaluators during the firefighter testing process at Woodburn Fire. The countywide service area report with the stakeholder meetings will be reviewed and turned into the Board of County Commissioners to renew the AMR contract on time. A response data project for 2018 – 2022, that will later be presented in an annual report to the Board, is nearly complete. To sum up the data from the report, it looks good, and the crews always do a great job. Annual physicals are coming to a close. A Chemeketa Intern is here for B-Shifts until end of June prior to taking her national and state tests as a Paramedic. Replacement MDCs were ordered but have been on backorder.

Training / Operations Report (DC English)

Canby has been doing RT130 training and red cards are being prepared to distribute out to personnel for wildland season responses. The firefighter I academy with three recruits from Canby is being held at Woodburn Fire tonight, where they are doing car fire prop training. Hazmat training with Canby volunteers will be done tomorrow during normal Thursday night drill. Personnel have attended water rescue training with the Clackamas County Sheriff's Office. The City of Canby is updating their emergency operations plan, which Canby Fire will be involved in and have its own section. The Emergency Radio Operator's meeting will be held on June 8th using the stations and the trailer, along with the police department, to test communications. Inspector Walker and Chief English will be inspecting the high school in preparation for graduation. Captain Wanner and Chief English were at Knight Elementary on Tuesday to meet and develop an active shooter plan. Job shadows from the high school have been attending on shifts to meet criteria and learn about the fire service. July 1st is still the date for opening Station #363, so personnel are being assigned out as needed.

Community Risk Reduction (FI Walker)

As issues are worked on and continuous back and forth on repeat issues are dealt with, compensation is needed for plans review. The townhall meetings and other wildfire preparedness work have been a hot topic the past few weeks. Aurora has picked up on construction recently and Woodburn remains busy, so July 1st will be nice to focus on Canby only. There have been a lot of plans review this year, but in the next month or so those buildings will start to go up. Canby is starting to see a lot of rebuilds or outbuildings starting up, possibly due to increasing interest rates. Jim Walker will be renting a townhome in Canby starting June 1st while he looks for a home to purchase.

Volunteer Report (DC Austen)

Chief English and Captain Wanner have done a great job with drills. The water rescue was a lot of fun and very interesting on how to find channels. We've had very good response on raising money for the fireworks by businesses in town. Those that are able to help this summer, please let us know.

Chief Davis thanked everyone for being a great, very effective team. Chief Davis expressed how proud he is of the team.

Chief Davis thanked those who assisted at the Netter funeral or who attended in support.

OLD BUSINESS

EMS Standby Ordinance (DC Dale)

This ordinance was overviewed by Chief Dale. Section 2 of the ordinance was requested to be revised to help distinguish between larger events such as the fair versus the garden show and wedding venues.

A motion to approve the first reading of the Ordinance for establishing a requirement for large events to provide onsite medical personnel, with modifications, was made by Director Steve Thoroughman. The motion was seconded by Secretary / Treasurer Ron Swor and unanimously approved.

Vacation Liability (CFO Fawcett)

A summary of vacation liability as of 4/30/22 was provided to the Board, amounting to \$402,062.34.

NEW BUSINESS

Contract Renewal with Medical Director (DC Dale)*

The agenda item presented was overviewed by Chief Dale.

A motion to authorize the Fire Chief to sign the agreement for medical direction with Dr. Sean Stone for another three years was made by Secretary / Treasurer Ron Swor. The motion was seconded by Director Connie Austen and unanimously approved.

Generator Purchase (FC Davis)*

The agenda item presented was overviewed by Chief Davis. This generator is natural gas and propane and will work similar to how we run our generator at Station 361. This generator will be placed on existing asphalt.

A motion to accept the bid from Blue Heron for the purchase and install of a generator for Station 365 was made by Director Steve Thoroughman. The motion was seconded by Secretary / Treasurer Ron Swor and unanimously approved.

Resolution 2022-01: Supplemental Budget (CFO Fawcett)

A motion to approve Resolution 2022-01, a Resolution approving and adopting the 1st FY 2021/2022 Supplemental Budget, and to make appropriations, and to levy the taxes as required was made by Director Connie Austen. The motion was seconded by Director Steve Thoroughman and unanimously approved.

Inspector Vehicle (DC English and FI Walker)*

The agenda item presented was overviewed by Chief English.

A motion to approve the purchase of a Fire Inspector Vehicle as proposed was made by Director Steve Thoroughman. The motion was seconded by Secretary / Treasurer Ron Swor and unanimously approved.

CITIZEN INPUT: NON-AGENDA ITEMS

None.

GOOD OF THE ORDER

None.

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 2111 hours.

NEXT MEETINGS:

REGULAR BOARD OF DIRECTORS

Date: Wednesday, June 22, 2022

Time: 1900 hours (7pm)

Location: Station 361 and ZOOM

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

Meeting ID: 869 2396 5328

****Budget Hearing will be included in the regular Board of Director's meeting***

APPROVED

Director Ron Swor
Board Secretary/Treasurer