

**CANBY FIRE DISTRICT**  
**BOARD OF DIRECTORS MEETING**  
Wednesday, September 28, 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 checked="" type="checkbox"/> Vice President Steve Thoroughman    | <input checked="" type="checkbox"/> DC Matt Dale         |
| <input checked="" 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     |
|   | <input checked="" type="checkbox"/> DC Jim Walker        |
|   | <input checked="" type="checkbox"/> AAIIL Leanna Bursell |

**Also in Attendance:** A-Shift (presentations only), Tim Nichols, and Ethan Dawson-Hurley (presentations only)

**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**

Chief Davis congratulated FF Ramos on his job at Clackamas Fire District. FF Ramos was presented a photo and Clackamas County Fire Defense Board Challenge Coin.

**CONSENT AGENDA**

**A motion to approve the consent agenda from the August 24, 2022 Board of Directors meeting was made by Vice President Steve Thoroughman. The motion was seconded by Director Ron Swor and unanimously approved.**

**FINANCIAL REPORT (CFO Fawcett)**

**Financials: CFO Fawcett reported on the following:**

- State Pool Interest increased to 1.58%
- LGIP General Account shows a total of \$2,660,685.63
- LGIP Bond Account shows a total of \$265,703.71
- Current Deposits & Earnings shows a total of \$933,922.18
- Current Expenses show a total of (\$748,283.53)
- Total available to the District is \$3,127,810.88
- Current Year Taxes show 0.00% received of Budget in FY23
- Prior Year Taxes shows 31.00% received of Budget in FY23
- Radio Fund shows a total of \$11,598.32
- Ambulance Service has received 19.03% of Budget in FY23

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

- August 15, 2022 = \$213,703.45
- August 31, 2022 = \$192,744.31
  - Monthly Life Insurance via A/P = \$992.57

- Monthly Medical Insurance via A/P = \$55,752.00
- Total Payroll and Benefits Costs for August 2022: \$463,192.33

Chief Davis and CFO Fawcett have been doing a lot of projections that show some unexpected expenditures, such as the C800 overage that has previously been brought to the Board. C800 is pushing agencies to pay their outstanding balances, but agencies, including Canby Fire, are opting to wait until tax revenue is received in November as well as a when a solid figure is decided on after the audit by both entities are complete. Another unexpected expenditure has been the overtime budget based on staffing at a minimum of six per shift. Captain Wanner being off on light duty and Firefighter Ramos' pay out are a few factors. We will reduce our minimum to five on A-Shift where Firefighter Ramos was and eventually on all shifts. During COVID, our personnel weren't able to use much vacation, so they are now catching up on their vacation use so they don't reach their max. Our Levy is still lower than all our competitors, which we support, but based on call volume we are starting to see the need for more staff. This will be part of the Strategic Planning process for the Board to vote on.

### **CORRESPONDENCE (FC Davis)**

- A thank you note from a resident for our crews that responded to his wife to assist her when she has fallen. He also brought by a bunch of fresh garden vegetables by for the crews.

### **CITY COUNCIL**

**City Council:** Chief Davis attended the joint City Council workshop. A request to keep a parklet at F.O.B. by Dutch Bros. was submitted, which was approved by the City Council and the planning department researched what would need to be done to the code in order to keep these parklets. The business later withdrew their request, so no further action was taken. Over three hundred signatures were presented in opposition of the dog park, but the Council dismissed these and plan to move forward with this project.

### **CHIEF'S REPORT**

#### ***Additional Chief's Report Items:***

*Rotary Ready:* Pamphlets were handed out to each Board member that outline the project. This project was funded by various donators and holds generators, chainsaws, and other supplies for use during a natural disaster.

Vice President Thoroughman would like the District to look into an Ordinance or similar document to require cell tower owners to perform periodic maintenance to prevent outages in service in the event of a natural disaster.

#### **9/11 Ceremony (FC Davis)**

This event went very well, with an outstanding honor guard of multiple representatives. The speakers we had this year did a fantastic job.

#### **McIver Fire Update (FC Davis)**

Compliments to our staff for their response and all levels of assistance during this fire. Chief Davis, as Fire Defense Board Chief, coordinated between Clackamas County Agencies while DC English, DC Dale, and DC Walker all assisted in various roles. Assistance from various agencies and equipment stopped the fire at Redland Road. Resources were very sparse, so we were lucky to get what we did. After action reviews are underway and meetings have been had. Chief Davis met with Mariah from the Oregon State Fire Marshal Office, who oversees mobilizations, which went well.

### **Rum Creek Mobilization Update (FC Davis)**

Our tender with Connor Briggs and Leighton Imes, along with Chief Walker responded on this fire that went well.

### **C800 Update (FC Davis)**

Several meetings have been had. Canby Fire was being over charged for radios, after inventory was completed by Lieutenant Anstine. The positive out of this is WACCA running this program from here on out.

### **Engine Update (DC English)**

DC English and Captain Wanner went to South Dakota to inspect the engine before it gets shipped to Spokane for finalization. There are many things on the punch list to be corrected prior to its shipment. Once it arrives in Spokane, staff will do a final inspection before accepting it.

### **Testing Process Update (DC Dale)**

The joint EMT and Paramedic assessment center was held in September with twelve candidates to form two lists. Canby and Molalla now have a joint list with five paramedics and six EMTs, which were certified through Civil Service and posted. Paramedics are hard to come by, so we tried a postcard mailer this go around to see if we could attract more paramedic applicants. We got some really good candidates that we know want to work on an ambulance for a transporting agency. Lateral hiring continues to be a discussion as all agencies have a hard time recruiting paramedics. The joint civil service is back with Molalla only, which includes Tim Nichols representing Canby.

### **Administrative Report (CFO Fawcett)**

CFO Fawcett has been working on many financial projections, audit deliverables, and quarterly reporting for the FEMA ice storm and ARPA funding. Aurora and Hubbard were officially closed out in ADP, GEMT#1 notified us of \$38,000 we will receive after we pay our percentage, and the FMAG submission process for the McIver Fire has been started.

We received our billing packet for the Rum Creek Fire, which will be due in November then payment should come a few months after that. Leanna is working on organizing payroll and other documents for the wildland grant staffing, fair coverage, McIver Fire response, and Conflagration to make sure everyone is in compliance, and we have accurate tracking for records. Civil Service has taken up a lot of time this month with the testing process and the new rule changes from the commission change. We have all been very busy.

### **EMS Report (DC Dale)**

Narcan training has occurred by all school district employees and are located in the schools. We are about to start a new medical trial under Dr. Stone's direction for pediatric dosing for seizures. Work continues with GEMT. The Firefighter Assessment testing was a large portion of the month. The EMS QI platform with the County continues on, with the quality improvement processes for medical as far as STEMI, stroke, trauma, sepsis, and cardiac arrest data being followed. The County uses the same medical template for medical charting, and we are close to the next step. Aurora now has ESO. DC Dale is giving a presentation to the Canby Adult Center on the county prevention coalition, regarding safe storage of medications, and FireMed. A lot of work was done across the Portland Metro Area with diversion of ambulances under certain conditions, with a trial coming, not to affect Canby. Everyone is on board with this trial and study. DC Dale participated in the cardiac quality improvement process with Kaiser Sunnyside. High frequency user assistance check ins have been performed in coordination with case workers, DHS, etc. The new program HERO Kids works just like POLST, but for pediatric patients in a registry starting October 3. The County ASA plan continues to move forward on time. The community advisory response group continues to work on behavioral health, substance addiction, and

homelessness. The Sheriff's Office continues to operate their transition center by the jail, which is a county resource center that we can use to refer others to. We have a new Behavioral Health Specialist through Canby Police onboard who has already benefited our community. Care Oregon is committed to giving \$1 million a year to a detox center.

### **Training / Operations Report (DC English)**

DPSST review for training certification is underway. Hertzog is doing well in his probation, with a new shift change coming November 1. We have provided a conditional job offer to Leighton Imes, who is currently one of our Interns. Shift assignments are being laid out for personnel with training positions for our probationary members. The Emergency Radio Operators group did a simulated training using a new higher frequency radio for the first time ever. Crews are picking up on company inspections again. ISO rerating work is being done by compiling information to help improve, or at least maintain, our current rating.

### **Community Risk Reduction (DC Walker)**

DC Walker was on the Rum Creek Fire and assisted at the McIver Fire in Estacada. Because of the wildland staffing grant, we were able to provide apparatus to a fire in a neighboring district. A fire started off a burn barrel without any winds, so this brought up the discussion of lifting the burn ban starting October 1, which is still under discussion. SR Smith is a large facility and older building, so during their remodel they are looking at upgrading safety measures. The new Canby Center addition will be sprinklered. A food pod with four food carts to start will be put near Millars. New OLCC plans finally came in at a little over 450k sq. ft. that will go near Columbia Distribution. We've been working with the Clackamas Disaster Management Group preparing for the Great Shakeout Exercise. Overall, there is a lot of construction going on. Amazon is on the back burner for now.

### **Volunteer Report (DC Austen)**

The Chaplain group is always busy, and Rehab is always ready to go, and they keep their rig up and ready to respond. Taskbooks, wildland, and tender driving have all been hot topics this month at drills. Several volunteers have been staffing the light brush at Station 365 using the grant we received to staff this apparatus. Specially Brandon McFarland and Paul Phillips are consistently helping. Volunteer participation has been good this month with all the events. A Chaplains breakfast with about twenty Chaplains was had at Cutsforth that went very well and will occur regularly.

### **OLD BUSINESS**

#### **Second Reading and Approval of Updated Board Policy 5 & 6 (President Carroll)\***

**A motion to approve the updated Board Policy 5 and 6 was made by Director Ron Swor. The motion was seconded by Secretary/Treasurer Buner Ellis III and unanimously approved.**

#### **Chief's Testing Process (FC Davis)**

This is forecasted for January 2023.

### **NEW BUSINESS**

#### **Urban Renewal Agency Letter (President Carroll)**

Bob Blackmore composed a letter, which was ran past President Carroll, that was provided to the Board. This letter includes items that the Board requested Bob Blackmore look into then present his findings on. The City Council has been made aware of these items via this letter. Chief Davis recommends that President Carroll attend the next URA meeting and make public comment addressing that the letter was provided. Vice President Thoroughman would like to have three individuals each speak their piece at the meeting to back up the reading of the letter all on public record.

**Proposed Scope of Work for Strategic Planning (FC Davis)\***

Chief Davis overviewed the agenda item and proposal from Campbell DeLong Resources, Inc.

**A motion to move forward with the professional service contract with Campbell DeLong Resources, Inc. as presented in the attached proposal was made by Secretary/Treasurer Buner Ellis III. The motion was seconded by Director Connie Austen and unanimously approved.**

**CITIZEN INPUT: NON-AGENDA ITEMS**

Tim Nichols posed the questions, “why does the Fire District not have a representative from City Council?” Chief Davis answered that Shawn Varwig is our representative but does not attend anymore.

Discussion was had around the URD sunsetting.

**GOOD OF THE ORDER**

Reminder that our October meeting will be held at Station 363 on the northside of town.

**ADJOURNMENT**

**A motion to adjourn from the regular Board of Director’s meeting was made by Secretary/Treasurer Buner Ellis III. The motion was seconded by Vice President Steve Thoroughman and unanimously approved.**

*The Regular Board of Directors meeting adjourned at 2058 hours.*

**NEXT MEETINGS:**

**REGULAR BOARD OF DIRECTORS**

**Date: Wednesday, October 26, 2022**

**Time: 1900 hours (7pm)**

**Location: Station 363 and ZOOM**

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

**Meeting ID: 869 2396 5328**

APPROVED

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Director Buner Ellis III  
Board Secretary/Treasurer