

**CANBY FIRE DISTRICT**  
**BOARD OF DIRECTORS MEETING**  
Wednesday, July 27, 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 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"/>	AAIII Leanna Bursell

**Also in Attendance:** Dr. Sean Stone and wife, Lieutenant Clark and wife, Tim Nichols, and FF Quevedo.

**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: Dr. Sean Stone – *Chief's Award***

Chief Davis presented the Chief's Award from 2021 to Dr. Sean Stone, who was accompanied by his wife, Jill.

**Lieutenant Swearing In**

Chief Davis introduced Derrick Clark to the group. President Shawn Carroll performed the swearing in of Derrick Clark, who was accompanied by his wife, Naomi.

*The Board issued a 5-minute break for pictures.*

**Board Elections (CFO Fawcett)**

**President**

President Shawn Carroll opened nominations for President. The nominations and votes were as follow:

Shawn Carroll was nominated by Ron Swor

In Favor: All, unanimous

Opposed: None

President Carroll closed nominations for President.

**Vice President**

President Shawn Carroll opened nominations for Vice President. The nominations and votes were as follow:

Steve Thoroughman was nominated by Connie Austen

In Favor: All, unanimous

Opposed: None

President Carroll closed nominations for Vice President.

## Secretary / Treasurer

President Shawn Carroll opened nominations for Secretary / Treasurer. The nominations and votes were as follow:

Buner Ellis III was nominated by Ron Swor

In Favor: All, unanimous

Opposed: None

President Carroll closed nominations for Secretary / Treasurer.

## CONSENT AGENDA

**A motion to approve the consent agenda from the June 22, 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 0.93%
- LGIP General Account shows a total of \$3,531,330.72
- LGIP Bond Account shows a total of \$373,545.08
- Current Deposits & Earnings shows a total of \$825,042.57
- Current Expenses show a total of (\$716,628.77)
- Total available to the District is \$4,081,345.84
- Current Year Taxes show 107.00% received of Budget in FY22
- Prior Year Taxes shows 115.00% received of Budget in FY22
- Radio Fund shows a total of \$11,598.12
- Ambulance Service has received 117.00% of Budget in FY22

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

- June 15, 2022 = \$183,941.46
- June 30, 2022 = \$174,351.27
  - Monthly Life Insurance via A/P = \$992.57
  - Monthly Medical Insurance via A/P = \$55,752.00
- Total Payroll and Benefits Costs for June 2022: \$415,037.30

## CORRESPONDENCE (FC Davis)

- A thank you letter to personnel that responded to a resident and made her feel very comfortable during a difficult time was received.
- A letter showing support and gratitude for fire service personnel was received.
- The Knights of Columbus thanked Chief Dale for presenting information on Canby Fire at the church.
- Austin Holmes, Wyatt Ramos, Josh Baretich, Josh Christenson, and Travis Laloli were thanked by a student that performed a ride along at the station.
- A citizen sent a thank you to crews for their response for abdominal pain, who took very good care of her and provided great care and bedside manner.

## CITY COUNCIL / URA REPORT

- **URA:** August 3<sup>rd</sup> is the next meeting, which Chief English will be attending.
- **City Council:** Chief Davis attended the last meeting. This meeting was normal with good cohesion between the members. The mayor and two members are running once again for their positions.

## **CHIEF'S REPORT**

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

*Rotary Project:* Chief Davis recognized the work done on the Canby Rotary project for the chainsaws and other equipment being purchased and stored for use in an emergency disaster. A phone charging station is being looked into to place within the city as an addition to this project.

*County Burn Ban:* As Fire Defense Board Chief, Chief Davis has coordinated with the other agencies within Clackamas County to enact a burn ban taking affect tomorrow morning. Surrounding areas are also following this direction.

*Station 365:* The \$35k grant for additional staffing was received by Canby Fire. Canby's brush rig is on the list to respond within the area if needed. Volunteers and Interns are staffing this rig out at Station 365.

### **Review of Independence Day Activities (FC Davis / DC Austen)**

The crew works from 0830AM to 1100PM, participating in the parade and the obstacle course for kids. A BBQ is put on for Canby Fire personnel and then the fireworks show goes off. Everyone worked really hard this day to put on a great time for our community. The Board thanked personnel for their help.

### **Review of ST363 Open House (FC Davis)**

Thank you to the Board for their attendance at this great event. There was a lot of public attendance and interest. ST363 has been busier than we imagined, and crews seem to be settling in.

### **Harefest Review (FC Davis)**

This was a very busy event, with about five or six transports and a lot of minor injuries to bandage. Volunteers staffed the first aid booth. Canby Fire was paid \$8,000 for coverage at this event. Overall, it went very well. Canby and Oregon City schools picked up garbage and cans, which were turned in to raise money.

### **Fair Standby (FC Davis)**

Fair is coming up. The new Director has been very easy to work with, with Chief English and Walker coordinating the event. Volunteers and paid staff will be standing by at the rodeo and first aid booth.

### **Fill the Boot Update (FC Davis)**

*See Volunteer Report below*

### **Chamber Director Vacancy (FC Davis)**

Laurie Tarter, who has been doing such a fantastic job as the Chamber Director, is unfortunately resigning to take care of her parents. The Chamber is looking for a replacement for this position.

### **RDFRAF President (CFO Fawcett)**

Ray Keen has served as President for multiple years and has now resigned. Joshua Stager with Alliance Church is filling his position. This group has \$51k in the bank as of now, so doing good!

### **Engine Update (FC Davis)**

Chief English and Captain Wanner will be going to Rosenbauer in August to review the rig and accept it. This review was postponed earlier due to staffing shortages at Rosenbauer.

### **FF Hiring Process (FC Davis)**

*See Civil Service under New Business*

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

CFO Fawcett heard from her contact with FEMA stating the President Biden signed HR2471 into law, granting a 90% cost share for emergencies declared. This is a change from 75%. Aurora is officially closed out with ADP, with Dani assisting them. Hubbard Fire will be pulling out of our ADP to become their own entity. Performance appraisals were sent out with the process ending in September. Journal entries for the fiscal year close out were completed. The board packet financials will be slightly changed to include the new station budgets, so please look closely at those next month and reach out to Lori with any questions. Lori is working with Sue at LOCOM on the C800 radio project.

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

Chief Dale took two weeks off, so he had an unusual month. We continue to move forward with the common charting platform of ESO. The Clackamas County EMS Council meeting was held yesterday with reports on monkey pox from the medical director of Clackamas County. The Community Response Advisory Group continues to meet for combined response regarding mental health, overdose, and houseless individuals. Police Chief Tro announced today that they have selected a mental health specialist. The Clackamas County Sheriff's Office has opened up a unity center, which is a great central location for all to take advantage of, to use for peer support, general needs, etc. GEMT 2022 money has not yet been received but this is in the works. A mandatory reporting meeting is coming up for Centers for Medicare Reimbursements. Chief Dale and AIII Bursell have been working very hard on the art committee, which will be seen throughout all three stations. Chief Dale will be finishing up the quality improvement platform project.

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

Reminder that community concerts, Slice of Summer, fair, 3-on-3 basketball tournament, which Canby Fire will standby for due to the high heat, and various other events will keep us busy this summer. The September 11<sup>th</sup> Remembrance Ceremony will be held at the station, Canby's Big Night Out will be in October as well as Cutsforth's car show. Our Chaplains continuously meet and touch base to stay up to date with us and surrounding agencies. We will be working to recertify our personnel as required by the state. The Firefighter 1 Academy with volunteers was finished up. The second academy is being planned out, so we will do interviews for more candidates shortly. All our Interns are progressing nicely and continue to work on being checked off on various apparatus and tasks. Jack Shunn will be graduating from Chemeketa in August.

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

Cooling shelters has been a large topic lately with the heat. Grass and other fire danger areas have been addressed to mitigate the danger and risk for fires. The Emergency Preparedness Council is looking at areas of concern, focusing on communications, community awareness, logistics, resources available and needed, and recovery from disasters. The County is currently working on the community preparedness plan. This plan will go through multiple steps for approval. Special advance for funding may be available for a contractor to evaluate large events in Clackamas County. In Canby, Chief Walker and English would like the Fairgrounds looked at by this individual. Inspection billing is continuing as well as checking in on subdivisions to gauge progress and safety measures. Some local businesses are doing remodels, such as SR Smith, so Chief Walker is working with them on this process to ensure compliance including adding in a sprinkler system. Pure Seed out on Barlow Road is looking at adding an additional facility, so water supply has been a hot topic. All entities in these conversations have remained in a good working relationship and shown compliance.

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

July and August are very busy months for the volunteers, with the Fourth of July being the kick-off. Fill the Boot was the next event, with Duane Stoner spear-heading the event. We ended up raising almost

\$16k this year, compared to last year's \$12k. The volunteer signs are up again to try and attract folks for the next academy.

### **OLD BUSINESS**

#### **Fire Chief Hiring Process (FC Davis)**

The Fire Chief's job description and announcement was provided to the Board. The application opening date is July 29 and the closing date is August 9, with testing in October. The announcement includes hyperlinks to electronic documents required at time of application. After closing, the Board will hold an executive session to discuss moving forward in the testing process. There is an anticipated July 1, 2023 start date for the position. The Board was in mutual agreement regarding accepting the presented documents and posting the process on July 29<sup>th</sup> as scheduled.

*Additional Old Business:* Tootie Smith and Vice President Steve Thoroughman discussed the radio issues, which led Vice President Steve Thoroughman to speak with Jorge Tro of Canby Police. Some cash may be coming from the County to assist with the radios. Chief Davis chimed in that the figures are continuously changing so we are working on the issue.

### **NEW BUSINESS**

#### **Civil Service (FC Davis)\***

Chief Davis gave some brief history on Canby's Civil Service Commission. Through our most recent joint Commission and testing processes, Canby and Molalla have found that there isn't any benefit to being affiliated with the other three districts, as anticipated. The issue at hand is that candidates on the eligibility lists are declining transporting agencies to wait for a non-transporting agency. This is leaving Canby and Molalla without any eligible candidates. Chief Davis is proposing a motion to direct Canby and Molalla to form a Civil Service Commission with just the two agencies. Another Commissioner will need to be appointed once this Commission is approved and up and running.

**A motion to approve Canby Fire's Civil Service Commission to only include Molalla Fire was made by Vice President Steve Thoroughman. The motion was seconded by Director Ron Swor and unanimously approved.**

#### **First Reading of Updated Board Policy 3 & 4 (President Carroll)\***

**A motion to approve the first reading of Board Policy 3 and 4 was made by Director Ron Swor. The motion was seconded by Director Connie Austen and unanimously approved. (Vice President Steve Thoroughman Abstained)**

### **CITIZEN INPUT: NON-AGENDA ITEMS**

None.

### **GOOD OF THE ORDER**

- Chief Davis will be on vacation starting tomorrow.
- Scott Archer's brother is in critical condition after an accident, so Scott Archer is focusing on his family right now.
- Vice President Steve Thoroughman stated he had the best time helping Canby Fire this Fourth of July. He is usually not able to attend as a guest, so it was a fun change of pace.
- FireMed and Lifeflight applications will be handed out to Board members. Please fill out and turn back in so we can get everyone covered.
- President Shawn Carroll thanked Captain Heitschmidt for showing his granddaughters around the station and giving them a fire truck ride. They enjoyed their time.

### **ADJOURNMENT**

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

*The Regular Board of Directors meeting adjourned at 2048 hours.*

**NEXT MEETINGS:**

**REGULAR BOARD OF DIRECTORS**

**Date: Wednesday, August 24, 2022**

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

**Location: Station 361 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