

CANBY FIRE DISTRICT
BOARD OF DIRECTORS MEETING
Wednesday, February 22, 2023
Regular Session 6:00PM (1800 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 Shaw |

Also in Attendance: Austin Holmes

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.

CONSENT AGENDA

A motion to approve the consent agenda from the January 25, 2023 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 3.37%
- LGIP General Account shows a total of \$6,127,580.07
- LGIP Bond Account shows a total of \$5,885.16
- Current Deposits & Earnings shows a total of \$804,611.88
- Current Expenses show a total of (\$786,238.75)
- Total available to the District is \$6,726,857.59
- Current Year Taxes show 104.20% received of Budget in FY23
- Prior Year Taxes shows 101.50% received of Budget in FY23
- Radio Fund shows a total of \$11,598.72
- Ambulance Service has received 67.38% of Budget in FY23

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

- January 15, 2023 = \$185,101.79
- January 31, 2023 = \$161,783.48
 - Monthly Life Insurance via A/P = \$1,080.19
 - Monthly Medical Insurance via A/P = \$55,752.00
- Total Payroll and Benefits Costs for January 2023: \$403,717.46

FY22 Audit Status Update:

CFO Fawcett has reached out to the auditors regarding a date that they will present the audit. More to follow.

CORRESPONDENCE (FC Davis)

- Chief Davis thanked the Board for the option to ZOOM in. Chief is feeling better and will be back in the office shortly. He also mentioned that this new device for virtual meetings is being tested tonight and so far, is going well.
- Amy with VLMK thanked Leanna for helping plan their neighborhood meeting at the station.
- Molalla Fire thanked everyone for covering their station during a firefighter funeral service late January.
- A thank you note from a resident thanking us for the great care provided.
- The Kiwanis thanked Canby Fire for being a donation barrel site and helping on the day of for the annual Kiwanis Canby Community Food and Toy Drive.
- A thank you note from a young resident for protecting him and his family.

CITY COUNCIL (Councilor Davis)

The goal setting session with the consultant was recently completed, which will be sent out shortly and shared with the Board. The long-term lease agreement was signed with the school district for the Adult Center / Swim Center property, so the Adult Center is moving forward with their remodel. The dog park has been deferred back to the Park and Recreation Committee for alternate locations as part of the park master plan. The Park Maintenance Fee being made permanent was reversed back to a five-year fee to be reevaluated by the Council. A fitness area is going to be added at Legacy Park and Turfing and a sprinkler system will be added at Maple Street Park with input from citizens regarding overhead lighting. The Walnut Street extension could take 8-12 months from ODOT for plans review before any action can be taken. The City Comprehensive Plan will take a year to update. A special meeting for urban renewal projects will be held to evaluate targeted projects for cost savings.

CHIEF'S REPORT

Added:

- Firefighter / Paramedic Keith Nichols has accepted a job at Clackamas Fire District. One candidate from our EMT list has accepted a conditional job offer after performing in a Chief's interview process.
- Canby Fire is working on planning a tabletop exercise with City entities for train derailments in May.
- The Company Officer's test will be held in May, along with a new Firefighter test.
- The new engine has arrived and is being supplied and stickered.
- The tender and brush rig grant information should be coming in soon.
- A lot of grant opportunities have been coming in for various projects that could benefit us.

Awards Banquet Reminder (FC Davis)

Invitations were provided to the Board members, who are encouraged to attend.

Board Filings Reminders (FC Davis)

Chief Davis reminded members up for re-election to file their election paperwork with the County. President Carroll is complete and Director Swor will be complete soon. We have not heard from Secretary / Treasurer Buner Ellis III.

Administrative Report (CFO Fawcett)

The 1099 tax forms for vendors were complete and sent out. Dani, our independent oversight, is retiring so CFO Fawcett and AIII Shaw have been trained on her processes to take over in-house while maintaining checks and balances. The RDFRAF met in January and have a good plan moving forward with Chaplains as a focus this year. The Operations meeting with budget talk regarding line items was had yesterday. CFO Fawcett cannot say enough about the work done by our officers and crews for their hard work, making this process so successful. Other tasks include cleaning up personnel files, working on the Awards Banquet, cleaning up the Oregon Paid Leave codes for payroll, and attending a local budget law class.

EMS Report (DC Dale)

IT: IT steps have been taken to increase security within our organization. One of these is the monthly IT training for all personnel. If you are able to complete this training, it is highly recommended.

Wellness: Our department is in the middle of annual fitness testing for NPFA 1582 standards. For this, fitness assessments and blood draws have been completed for all firefighters to be sent to the doctor for review.

EMS: A lot of work is being done on the ambulance service plan and relating to opioid risk reduction and prevention efforts through awareness efforts. A reminder that both Canby Fire, Canby Police, and Canby schools carry opioid medications now. A grant is available to partially fund a position to be an additional outreach person for the community. High frequency emergency service user work is underway. The ambulance service area plan was provided to the Board and overviewed by Chief Dale and some discussion was had.

Chief Davis thanked and recognized Chief Dale for keeping this process going through all the changes that have occurred, including personnel changes at other agencies.

Training / Operations Report (DC English)

Mandatory training in Target Solutions is due end of March, so that is being worked on by all personnel. CPR annual training tomorrow and crews will work with Canby FourSquare Church for training. DPSST quarterly training is scheduled out for the next six months. Wildland training will begin in April with both video and in person training to prepare for conflagrations with red carding our qualified personnel. Working with Canby Police and the school district on active threat training in June, which the Board is welcome to join. Paramedic recertifications are coming up soon. Metro Area Wildland Advanced School will be held in June. Union Pacific Railroad training course will be assigned to personnel, where a representative from Union Pacific will hopefully join us.

Garrett Rotter, our new hire, will start March 16. No update on the tender through the grant we applied for. A reminder that the type 1/3 engine helps with ISO rates by having both capabilities and capacities. Shift changes happen March 1 to switch probationary members around. Our Chaplains are on a great rotation, but all the Chaplains in the area, including the new Aurora Chaplain, continue to meet and collaborate together.

Community Risk Reduction (DC Walker)

Chief Walker is working with the State to put together a community risk reduction plan. The railroad is federally regulated to transport whatever is loaded, so this is a concern that should be addressed. The emergency radio response program at Canby with the repeaters has been a very good system to have, especially for newer facilities going in. Chief Walker is highly active at the city level and works on many aspects of new builds and existing facilities.

Volunteer Report (DC Austen)

Chief Austen thanked everyone for allowing Chief Austen to join Director Austen and Chief Walker for the SDAO conference. Volunteers have been working hard at completing their physicals and mandatory Target Solution trainings.

OLD BUSINESS

Memorandum of Understanding Update MOU#2023-02 (FC Davis / CFO Fawcett)

Each Board member was given a copy of MOU#2023-02 that revises the classes defined for the MERP plan to be based on hire date. This revision better fits our group and their desired contributions.

A motion to approve MOU #2023-02 with the revisions as presented and to authorize President Carroll to sign was made by Vice President Steve Thoroughman. The motion was seconded by Ron Swor and unanimously approved.

District Map Review (FC Davis)

The district map showing zones was provided. Vice President Thoroughman noted that the zones are not very balanced, and he suggests increasing the number of at large positions as well as moving various boundaries to make the boundaries evenly represented. Discussion regarding making all the positions at large was had.

Chief Davis will meet with President Thoroughman regarding these changes and then it will be taken to legal for advice.

NEW BUSINESS

Appointment of New Budget Committee Member (FC Davis)

An application copy was presented to the Board from Jerry Burn, who is also part of the Radio Operator group and the CERT team.

A motion to appoint Gerald Burn to the Budget Committee was made by Vice President Thoroughman. The motion was seconded by Director Austen and unanimously approved.

SEL 805 and 803 Approval (FC Davis)

This document was provided to the Board and has been reviewed and approved by both Bob Blackmore and John Campbell for legality and consistency.

A motion to approve SEL 805 and 803 to submit to Clackamas County Elections was made by Vice President Thoroughman. The motion was seconded by Director Swor and unanimously approved.

First Reading of Updated Board Policy 10 (President Carroll)

Section 10.8 A of policy 10 was noted by Vice President Thoroughman as an area for review that may have some missing language. This language will be reviewed, corrected, and brought to the next meeting for another reading by the group.

SDAO Conference Update (Director Austen)

Director Austen had an opportunity to network with many individuals, including other Board members. Many classes were attended, and a lot was learned, especially based off age differences in the workplace and thinking processes. Director Austen shared some highlights from the conference and thanked Chief Walker for being such a great mentor and lead.

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 Connie Austen. The motion was seconded by Director Ron Swor and unanimously approved.

The Regular Board of Directors meeting adjourned at 2011 hours.

NEXT MEETINGS:

REGULAR BOARD OF DIRECTORS

Date: Wednesday, March 22, 2023

Time: 1800 hours (6pm)

Location: Station 361 and ZOOM

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

Meeting ID: 869 2396 5328

APPROVED

Director Buner Ellis III
Board Secretary/Treasurer