

CANBY FIRE DISTRICT

BOARD OF DIRECTORS' MEETING

Wednesday, August 19, 2026
Regular Session 7:00 PM (1900 hours)
Held at ZOOM and Canby Fire Station #361

ATTENDANCE

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

Also, in Attendance

In Person: Chaplain John Karay, Chaplain Philip Colbaugh, Chaplain Connie Colbaugh, Chaplain Jerry Giger, Timothy Nichols, FF Fuller, Lt Holmes, Intern/Volunteer Smith, FF Matlock, FF Vian.

Via ZOOM: Michael Miller

Via ZOOM (without full names listed):

CALL TO ORDER

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

CITIZEN INPUT: AGENDA ITEMS

None

PRESENTATION

Introduction of new CFD Chaplains

-Philip Colbaugh

-Connie Colbaugh

Chaplain Karay was introduced by AC English, and he proceeded to introduce the new chaplains to the Canby Fire District Board of Directors. A biography about Chaplains Philip and Connie Colbaugh was shared. Chaplain Karay reviewed their experience with different cultures and how that can be a huge advantage for a chaplain. He mentioned how they come with a wealth of experience. Chaplain Connie Colbaugh thanked Chaplain Karay and expressed how humbled and blessed they are to help our first responders as well as the community.

Chaplain Philip Colbaugh mentioned learning about the chaplain opportunity from Dr. Richard Davies during a presentation at a Rotary Club meeting. He said that it has been a very positive experience joining the Canby Fire District.

Chaplain Karay shared how Chaplains Philip and Connie have been attending multiple trainings for this role and that they will be training on radio use soon.

President Shawn Carroll thanked and welcomed the new chaplains.

President Shawn Carroll presented two (2) Board of Directors challenge coins to both Chaplain Karay and Chaplain Giger for their years of superior service and dedication. Chaplain Giger

thanked the Board of Directors for the kind words and expressed what a blessing it has been to serve.

CONSENT AGENDA

Minutes AAII Sarah Classen

- **July 15, 2026**

Bills AAIIV Arterberry

A motion to approve the consent agenda from July 15, 2026, Board meeting was made by Secretary/Treasurer Connie Austen. The motion was seconded by Vice President Ron Swor and unanimously approved.

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

FINANCIAL REPORT (AAIV Arterberry)

July 2026 Financials: AAIIV Arterberry reported on the following:

- State Pool Interest remained static **4.00%**
- LGIP General Account shows a total of **\$6,968,021.78**
- LGIP Bond Account shows a total of **\$0.02**
- Current Deposits & Earnings shows a total of **\$1,194,375.89**
- Current Expenses show a total of **(\$1,129,915.36)**
- Total available to the District is **\$7,427,961.27**
- Current Year Taxes show **\$2,125.00** received in July for FY27
- Prior Year Taxes show **\$38,307.00** received in July for FY27
- Radio Fund shows a total of **\$6,867.31**
- Ambulance Service has received **\$91,1331** in July, **7.61%** of budget for FY27

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

- July 15, 2026= **\$266,122.71**
- July 31, 2026= **\$278,631.58**
 - Monthly Life Insurance via A/P = **\$1,510.85**
 - Monthly Medical Insurance via A/P = **\$89,792.00**
- Total Payroll and Benefits Costs for June 2026: **\$636,057.14**

AAIV Arterberry reported on a question from last month's board meeting from Director Thoroughman asking about any need to draw from our apparatus fund. She reported that there is no need, unless an unforeseen catastrophic event would warrant that. Additionally, transfer of funds to the apparatus reserve fund and equipment reserve fund has been completed for FY27. AAIIV Arterberry handed out a letter of confirmation of engagement with Jarrard, Nowell & Russell LLC for the FY26 audit. She explained while this is the same auditor as previous years, they are operating under a new name. She also reported that the annual audit process has begun.

ADMINISTRATIVE REPORT

Correspondence (AC English): AC English shared about several letters of thanks received from patients, family members and community members. One letter was to the crews who assisted with serving meals and washing dishes for Bridging Cultures. AC English also shared about two (2) thank you letters from a patient and his daughter concerning a medical emergency walk-in at Station 361. Lt. Holmes gave a narrative about the event.

City Council (Director Thoroughman): Director Thoroughman was not present.

Volunteer (AC English): AC English reported on the many volunteers working at the Clackamas County Fair this week. He also mentioned facility improvements being made at Station 365.

Assistant Chief's Update (AC English): AC English reported on the many conflagrations the crews have been working on. He mentioned that conflagrations have not caused any issues with station staffing. AC English reports that Clarios will be distributing batteries to Canby Fire District, as well as Canby Police Department and Clackamas County Sheriff's Office. AC English reported on a residential fire that took place last night and highlights no occupant was present at time of the fire. The property was boarded up and the area around the structure was cleaned.

President Shawn Carroll thanked the crews for all their hard work.

Chief's Update (FC Dale): FC Dale thanked AC English for leading the meeting and thanked everyone for allowing him to be away while he enrolls his youngest child in college. FC Dale mentioned his Chief's Report is in the Board Packet.

President Shawn Carroll thanked him for joining us.

OLD BUSINESS

Board Policy Update (FC Dale)

- **Second reading** AC English reports that FC Dale has not heard back from the attorneys, therefore this second reading is tabled until the next board meeting.

NEW BUSINESS

Agenda Bill: Board Position Appointment (FC Dale): FC Dale reports that the Canby Fire District's Board of Directors will have a board position vacancy beginning October 1, 2026, due to Director Thoroughman's resignation. Canby Fire District advertised for applicants and received one (1) application for the vacant board position from Timothy Nichols. Mr. Nichols has shown a sincere interest in serving by attending various Board of Directors meetings and has served on both the Canby Fire District Civil Service Commission and the Canby Fire District Budget Committee. Through his actions, Mr. Nichols has demonstrated a high level of competency and willingness to serve the community. Mr. Nichols lives in district and would be eligible for this position.

A motion to approve the appointment of Timothy Nichols to fill the vacant board seat for a term ending on June 30, 2027, at which time a successor will be elected to serve the remainder of the Board of Director at large term which expires June 30, 2029, was made by President Shawn Carroll. The motion was seconded by Vice President Ron Swor and unanimously approved.

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

FC Dale thanked the Board. FC Dale and President Shawn Carroll both congratulated Tim Nichols on his appointment. A recognition of Director Thoroughman will take place at the next Board meeting for his years of service.

CITIZEN INPUT: NON-AGENDA ITEMS

None

GOOD OF THE ORDER

9/11 Ceremony will be held on Friday 9/11/26 at 8:00 AM at the Canby Police Station, 1175 NW 3rd Ave, Canby, OR.

AC English noted the front office remodel, that was recommended due to an ergonomic study, is nearing completion. He also thanked everyone who has helped with the remodel, including Chaplain Giger, as seen in a shared photo.

ADJOURNMENT

A motion to adjourn from the regular Board of Directors meeting was made by Secretary/Treasurer Connie Austen. The motion was seconded by Vice President Ron Swor and unanimously approved.

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

The Regular Board of Directors meeting adjourned at 7:34PM or 1934 hours.

NEXT MEETING:

REGULAR BOARD OF DIRECTORS' MEETING and BUDGET HEARING

Date: September 16, 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