

**CANBY FIRE DISTRICT  
BOARD OF DIRECTORS MEETING**

Wednesday, May 24, 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 checked="" type="checkbox"/> Secretary/Treasurer Buner Ellis III	<input checked="" type="checkbox"/> DC Matt English
<input checked="" type="checkbox"/> Director Ron Swor <i>via phone Executive Only</i>	<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 Shaw

**Also in Attendance:**

***In Person:*** C-shift personnel (Aamodt, Laloli & Imes), Derrick Clark, Bo Ramos, Ethan Dawson-Hurley, Nathan McDonald, Nate Hon, Mark Oelschlager, Ben Rolichek, Roger McKinnon

***Via ZOOM:*** Aaron Franchuk, Adam Carter, Adam Genskay, Andrew Gordian, Austin Amaya, Austin Holmes, Austin Thiele, Brad Frank, Brooke Davis, Bryan MacKender, Cullen Blake, Damian Peters, Dan Wagner, Danny Thomas, Eric Hines, Gabe Stalker, Harold Chaves, James Nisbet, Jeff Joles, Jeremiah Golden, John Cunningham, Josh Baretich, Keith Nichols, Kyle Myers, Mark Corless, Matt Harlan, Matt Wiken, Maxwell Malinow, Noah Smith Rob Boren, Ron Schmidt, Scott Carlson, Scott Hertzog, Steve Moran, Trent Morgan, Tyler Patterson, Zack Humphries, Zak Brown, Candace Grimes, Karl Lange, and Todd Gago.

***Via ZOOM (without full names listed):*** 1159, JR – 1159, Matt 1159, Wyatt’s iPhone, Alex–1159, Fuller, Joshua’s iPhone, Trevor M

**CALL TO ORDER**

The Board of Directors Meeting was called to order by President Shawn Carroll at 1812 hours.

**A motion to move from regular session into executive session per ORS 192.660(2)(a) was made by Vice President Steve Thoroughman. The motion was seconded by Secretary / Treasurer Buner Ellis III and unanimously approved.**

*Executive session began at 1816 hours.*

**EXECUTIVE SESSION: ORS 192.660(2)(a): *To consider the employment of a public officer, employee, staff member or individual agent.***

The Fire Board conducted interviews with the two internal Fire Chief candidates.

**A motion to end executive session and reconvene regular session was made by Vice President Steve Thoroughman. The motion was seconded by Director Connie Austen and unanimously approved.**

*Executive session ended at 1947 hours.*

## **CITIZEN INPUT: AGENDA ITEMS**

- Derrick Clark: Provided citizen input regarding the agenda item “Fire Chief Position”. See attached for complete transcript.
- Rodger McKinnon: Provided citizen input regarding the agenda item “Fire Chief Position”. See attached for complete transcript.

## **PRESENTATIONS**

### **Board Member Re-Elections**

Congratulations to our Board members who signed up once again for another term with Canby Fire District on the Board.

## **CONSENT AGENDA**

**A motion to approve the consent agenda from the April 26, 2023 and May 10, 2023 Board of Directors meeting was made by Vice President Steve Thoroughman. The motion was seconded by Secretary / Treasurer Buner Ellis III and unanimously approved.**

## **FINANCIAL REPORT (CFO Fawcett)**

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

- State Pool Interest remained static at 3.75%
- LGIP General Account shows a total of \$5,316,019.08
- LGIP Bond Account shows a total of \$5,939.09
- Current Deposits & Earnings shows a total of \$512,207.74
- Current Expenses show a total of (\$505,185.06)
- Total available to the District is \$5,544,296.87
- Current Year Taxes show 108.30% received of Budget in FY23
- Prior Year Taxes shows 121.20% received of Budget in FY23
- Radio Fund shows a total of \$50,159.00
- Ambulance Service has received 102.00% of Budget in FY23

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

- April 15, 2023 = \$205,509.95
- April 30, 2023 = \$192,097.45
  - Monthly Life Insurance via A/P = \$1,083.97
  - Monthly Medical Insurance via A/P = \$55,752.00
- Total Payroll and Benefits Costs for April 2023: \$454,443.37

## **CORRESPONDENCE (FC Davis)**

- A thank you note from Connie Austen for the birthday goodies Canby Fire provided.
- A brief letter from Frank Cutsforth regarding the interview process he participated in and how impressed he was with our firefighters.

## **CITY COUNCIL (Councilor Davis)**

Scott Archer is now employed in Salem and Eileen Stein is now interim City Administrator, whom Chief Davis met with this week. Numerous resolutions and ordinances have been passed by the Council lately. The Maple Street Park fields will be re-turfed, and lights are to be installed as well as the community park along the Molalla River will be redone around June / July in order to increase parking and put in new restrooms. The budget process has begun for the City.

## **CHIEF'S REPORT**

### **Levy Results (FC Davis)**

As of the last update, the levy has passed with a 60.54% yes vote. Thank you to the Board and Union for the support in moving forward with the levy. This passage speaks very highly of our community and their support.

### **Company Officer Promotional Testing (FC Davis)**

This promotional testing occurred last week at Canby Foursquare Church and went very well as a joint test between Canby, Molalla, and Woodburn Fire.

### **Tabletop Exercise (FC Davis)**

A disaster exercise covering a train derailment was performed at the EOC at the Police Station with representatives from the Canby Police Department, Canby School District, Canby Utility, Canby Public Works, Canby Fire, City of Canby, and Union Pacific Railroad. The main goal was to get each group in discussion then leave with takeaways to improve their procedures for incidents such as this one. After the exercise and discussions, AT&T FirstNet did a demonstration of their mobile unit. The Emergency Communications trailer and the Rotary Ready trailer were also present to share information.

### **Open Burning Status (FC Davis)**

The communication strategy in place between all departments in Clackamas County has been working very well. Shawn Olson of Clackamas Fire is the lead on this and sends the notifications out to everyone, including on the GroupMe text app. Other counties are also notified of any changes to our status so they can align with us if they feel necessary and stay in the loop.

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

CFO Fawcett reported on her work on the budget, audit, archiving files, the apparatus replacement schedule update, strategic plan matrix update, and submitting the LB1 and LB50 forms after tonight, to be posted in early June.

AIII Shaw reported assisting with the Captain / Lieutenant promotional assessment center, working on ambulance reconciliations, stated payroll is going well with continuous updates / bettering of processes, and working on an updated Canby Fire website to match more of how the City's website is laid out for ease of finding information.

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

Response Times Compliance Standards and Key Performance Indicators worksheets were provided to the Board for review. Chief Davis and Chief Dale had a great meeting today with Monitor, Mt. Angel, and Molalla Fire to discuss boundaries and the two different dispatch centers. Chief Dale continues to meet with the Canby Prevention Coalition on Opioid prevention and met with a Stryker representative regarding uploading data for QI. A Buprenorphine trial is set to begin July 1. Chief Dale is working with DHS and Molalla Fire on the assisted living facility in regard to the number of calls / transports stemming from the facility. One of our probationary members was signed off as a standalone Paramedic.

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

Multiple Interns / Volunteers have been working on and completing tasks and certifications. Imes and Rotter have been cleared to work on the medic as a Paramedic. Dan Drazan, our newest volunteer, is doing an amazing job on his curriculum. Dan will be going through our internal academy. Wildland RT130 has been completed by the majority of personnel. Metro Area

Wildland school will be June 10<sup>th</sup>, with a Canby Fire engine and staff vehicle to attend with personnel. On June 6, 8 & 23 crews will attend DPSST training. Chief Walker and English attended the Taskforce Leader Symposium at Sunriver. Canby's CERT group will be involved with the Rotary Ready trailer. The new engine is in service at ST363. Wildland apparatus are getting their services up to date in preparation for fire season. On July 7, 8, 9 & 10 we will upstaff due to train track work being done. We have been adjusting the 900mgh pagers to hit all stations for all large events, which Lieutenant Anstine continues to work on as one of his light duty assignments.

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

The Board-supported capacity grant with OSFM was not received by Canby Fire, but instead it was awarded to smaller volunteer departments. The summer capacity wildland grant has not been announced, so we are still in the running. Chief Walker is working with the state to make sure we are up to date on our OHA / DHS Care facility certifications. Occupancy at the old police station discussions have been had for the building. The FOB outdoor space project is moving forward. Chief Walker and the Wildfire Community Risk Plan group are talking about the plan to try and get it done in time for fire season. Okada by Dragonberry received their temporary C of O. The cardlock facility at public works was discussed.

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

Chief English and Austen have been working very hard to get volunteers certified on taskbooks / apparatus and wildland training. Fourth of July is coming up fast, which this year is paid for, but we still need \$10k for next year's down payment. The Antique Fire Apparatus group had their very first get together, which Chief Austen attended. The Volunteer Picnic details will be released next month.

### **OLD BUSINESS**

#### **District Map Review (Vice President Thoroughman)**

Vice President Thoroughman and Chief Davis have not met on this yet. Report next meeting.

### **NEW BUSINESS**

#### **Fire Chief Position (President Carroll)**

The Fire Board has a big decision to make. Thank you to both applicants for your professionalism during this process. The Board wants to make sure they are doing the right thing for the community and also for the fire department. The Board has decided to delay the decision so that two Board representatives may meet with two Union representatives regarding any concerns or issues that the group has, prior to the Board making a decision. There will be no decision tonight. President Carroll appreciates everyone being here to support the candidates. Secretary / Treasurer Buner Ellis III and Director Ron Swor will be the representatives from the Board. Union representatives will coordinate with Chief Davis. This meeting will take place as soon as possible in order to compile information for the Board.

#### **Supplemental Budget Resolution #2023-02 (CFO Fawcett)**

The Supplemental Budget Resolution #2023-02 packet was presented to the Board, which highlighted budget details regarding the areas of change.

**A motion to approve Resolution #2023-02, a Resolution approving and adopting the FY 2022/2023 Supplemental Budget, and to make appropriations, was made by Vice President Steve Thoroughman. The motion was seconded by Director Connie Austen and unanimously approved.**

**Fire Chief Contract (FC Davis)**

This item is being tabled until next month.

**Apparatus IGA (FC Davis)**

This is the normal IGA with Clackamas Fire District to update the agreement dates and increased amount, which has been put in the budget. Clackamas Fire does an outstanding job for us.

**A motion to approve the intergovernmental agreement for fleet maintenance service between Clackamas Fire District and Canby Fire District was made by Secretary / Treasurer Buner Ellis III. The motion was seconded by President Shawn Carroll and unanimously approved.**

**CITIZEN INPUT: NON-AGENDA ITEMS**

None.

**GOOD OF THE ORDER**

Boe stated his appreciation to the good folks of Canby Fire for his 12<sup>th</sup> year on the Board, even though unopposed, he is honored to be here.

**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 2048 hours.*

**NEXT MEETINGS:**

**REGULAR BOARD OF DIRECTORS** – *Includes Budget Hearing*

**Date:** Wednesday, June 28, 2023

**Time:** 1800 hours (6pm)

**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

## Citizen Input Transcripts

**Derrick Clark**  
**2760 N Maple St., Canby, OR 97013**  
**541-633-0110**  
**19:26 - 22:36 on recording in ZOOM**

To the Canby Fire Board of Directors,

As a citizen of this community and officer of this Fire District, I would like to thank you for your service and dedication. I know that you take the responsibility of choosing our next Fire Chief very seriously. I love this organization and I love this city and, like you, I sincerely desire to see both thrive. We are united in purpose – to selflessly serve this community while carefully stewarding the resources and trust which the public has given us. While we are united in purpose, we differ in perspective. I would like to offer you some of my perspective in the hope that it will aid you in your decision making.

I have had the opportunity to work closely with both candidates as their subordinate. Furthermore, I am a long-time student of leadership and always take a keen interest in the leadership styles, abilities, and effectiveness of those leaders around me. It is through this study of both candidates as leaders that I have come to greatly respect Division Chief Jim Walker. While DC Walker regularly demonstrates many admirable leadership qualities which set him apart, I would like to use my limited time to focus on one: Jim Walker is a servant leader who deeply cares about the mission, and those who carry it out.

It has been said, “nobody cares how much you know until they know how much you care.” I believe this to be true and it is through DC Walker’s genuine concern for the wellbeing of the people here, both District personnel and citizens, that he has earned the respect and trust of our firefighters. I have seen DC Walker listen to upset firefighters express their frustrations with administration’s directives and use his effective communication skills to turn those firefighters’ frustrations into commitment to the District’s direction and loyalty to the administration. They listen to him because they trust him. Instead of driving others with a whip, he gets them to “buy-in” to the “why” behind what the District is doing and inspires excellent performance and loyalty in those he leads.

DC Walker can be trusted to “do the right thing” and not “what is right for him.” If you appoint him as Fire Chief, he will continue to set this example and inspire all members of the District to do the same. Thank you for allowing me to share a glimpse of my perspective with you. I encourage you to heavily consider the perspectives of other members of the union as expressed in our letters of recommendation that we prepared for Jim Walker. The Union is also united with you in purpose and wish to see the District continue to effectively accomplish its mission while seeing its members and community thrive.

**Roger McKinnon**  
**24562 S Molalla Forest Rd., Canby, OR 97013**  
**503-515-8035**  
**22:58 – 25:37 on recording in ZOOM**

My name's Roger McKinnon, I live here in District at 24562 S Molalla Forest Road, I've been a resident of Canby for about thirty years. I'm a former volunteer here, retired professional firefighter, father of a volunteer here at one point. I also would like to endorse Jim Walker. What is the budget here, 6-7 million dollars? I think you've got to have some kind of degree. There's not a company in this country that has someone running that big of a business without having some kind of advanced degree. My personal experience that I'd really like to speak about is with my son, who was here at Canby Fire and was not very well treated by one of your candidates, so much so that he couldn't wait to get out of here. It was a time in his life when he should have been super, super excited about being a firefighter. He has now become a professional firefighter elsewhere, but was very unhappy with the way he was treated here at Canby Fire. Having been a firefighter, being a Chief is a customer service business for our clients out there and also internal customer service. I've had one dealing with Jim Walker, he came to my house, I was burning illegally. He came and was very, very professional and handled it very professionally and solved the problem without any complication at all. I have also had some dealings, slight, with one of your other candidates and walked away with a very sour taste in my mouth. I also fish a lot with a lot of Canby Firefighters and there is very, very high praise within this organization for Jim Walker and very low praise for the other candidate. That's it, thank you.