

CANBY FIRE DISTRICT

BOARD OF DIRECTORS MEETING

Wednesday, May 22, 2024
Regular Session 6:00PM (1800 hours)
Held at ZOOM and Canby Fire Station #361

ATTENDANCE

<input checked="" type="checkbox"/>	President Ron Swor	<input checked="" type="checkbox"/>	FC Jim Davis
<input checked="" type="checkbox"/>	Vice President Connie Austen	<input checked="" type="checkbox"/>	DC Matt Dale
<input checked="" type="checkbox"/>	Secretary/Treasurer Shawn Carroll	<input type="checkbox"/>	DC Matt English
<input checked="" type="checkbox"/>	Director Buner Ellis III	<input checked="" type="checkbox"/>	DC Wayne Austen
<input checked="" type="checkbox"/>	Director Steve Thoroughman	<input checked="" type="checkbox"/>	CFO Lori Fawcett
		<input checked="" type="checkbox"/>	AAIII Susan Arterberry

In Person:

From CCOM-Tony Collins, Cheryl Bledsoe, Amber Ospina, Nathan Rose, Ben Postlewait, Beth Spreadborough, Meghan Lunski, Noel Metz, Shelby Anderson, Caprice Killinger and Karey Stidham. Family present-Alex Stidham, Callie Lunski and Scott Lunski.

From Canby Police Department-Chief Jorge Tro, Officer Greg Larrison, Officer Justin House, Officer David Wohlers and Sergeant Chris Scharmota.

From Canby Fire District-Lieutenant Paramedic Austin Holmes, Firefighter Paramedic Julio Quevedo, Firefighter EMT Jack Shunn, Firefighter Paramedic Scott Hertzog, Firefighter Paramedic Josh Baretich, Firefighter Paramedic Natalie Stetzel, Intern Colin Vian and Intern Ethan Goff.

Via ZOOM: None.

Via ZOOM (without full names listed): None.

CALL TO ORDER

The Board of Directors Meeting was called to order by President Ron Swor at 6:00 PM.

CITIZEN INPUT: AGENDA ITEMS

None

CHAIN OF SURVIVAL PRESENTATION (FC Davis)

Guests from Canby Police Department, CCOM, Canby Fire District and their families were welcomed by President Ron Swor and the Board of Directors was introduced. Chief Davis talked about the Chain of Survival team effort that starts with the dispatchers/call takers. Next are the Canby Police Department as they often arrive on scene before the firefighter/paramedic and are equipped with AED's. Chief Davis stated he has seen other fire districts, and Canby Fire has some of the best firefighters and paramedics in the Northwest. DC Dale was introduced and began the presentation with an explanation of the Chain of Survival and why we get together to celebrate life. DC Dale introduced Katie, who is a survivor of sudden cardiac arrest. He talked about sudden cardiac arrest, early recognition, early 911 activation, early and effective chest compressions, early defibrillation, and Advanced Life Support (ALS) care and transport. For every minute that goes by without care after sudden cardiac arrest, the survival rate drops by 10%. DC Dale reviewed CPR class opportunities, basic CPR instruction and reminded us that 911 instructs callers on compressions. DC Dale encouraged the use of the free Pulse Point app, which will alert to CPR needs near your location.

Coins and certificates were presented by Chief Davis and Canby Police Chief Tro as follows:

August 4, 2023 Incident:

Award recipients from CCOM: Supervisor/Call Taker Amber Ospina, Dispatch Trainee/Fire Dispatcher Nathan Rose, Supervisor/Fire Dispatcher Ben Postlewait, and Tech Manager/Law Dispatcher Beth Spreadborough.

Award recipients from Canby Police Department: Officer David Wohlers and Sergeant Chris Scharmota.

Award recipients from Canby Fire District: Firefighter Paramedic Scott Hertzog, Firefighter Paramedic Josh Baretich, Firefighter Paramedic Julio Quevedo, Firefighter Paramedic Travis Laloli, and Firefighter Paramedic Garrett Rotter.

August 15, 2023 Incident:

Award recipients from CCOM: Call Taker Meghan Lunski, Supervisor/Fire Dispatcher Noel Metz, and Law Dispatcher Cait Portinga.

Award recipient from Canby Police Department: Officer Greg Larrison.

Award recipients from Canby Fire District: Firefighter Paramedic Scott Hertzog, Firefighter Paramedic Adam Carter, Firefighter Paramedic Wyatt Ramos, Firefighter Paramedic Julio Quevedo, Lieutenant Paramedic Austin Holmes, and Firefighter Paramedic Connor Briggs.

September 10, 2023 Incident:

Survivor Katie Warren assisted in presenting awards.

Award recipients from CCOM: Dispatch Trainee/Call Taker Shelby Anderson, Dispatch Trainee/Fire Dispatcher Caprice Killinger and CTO Karey Stidham.

Award recipients from Canby Fire District: Firefighter EMT Jack Shunn, Firefighter Paramedic Julio Quevedo, Firefighter Paramedic Jack Starrett, Lieutenant Paramedic Austin Holmes, and Fire Chief Jim Davis.

A short break was taken for pictures in the bay area.

CONSENT AGENDA

Minutes (AIII Arterberry)

- **April 24, 2024, Board and Budget**

Bills (CFO Fawcett)

A motion to approve the consent agenda from the April 24, 2024, Board and Budget meetings was made by Secretary / Treasurer Shawn Carroll. The motion was seconded by Director Steve Thoroughman and unanimously approved.

FINANCIAL REPORT (CFO Fawcett)

Financials: CFO Fawcett reported on the following:

- State Pool Interest static at 5.20%
- LGIP General Account shows a total of \$6,893,111.11
- LGIP Bond Account shows a total of \$9.94
- Current Deposits & Earnings shows a total of \$349,763.46
- Current Expenses show a total of (\$661,828.94)
- Total available to the District is \$7,020,715.57
- Current Year Taxes were 111% received of Budget in FY24
- Prior Year Taxes were fully received of Budget in FY24

- Radio Fund shows a total of **\$6,645.79**
- Ambulance Service has received **101%** of Budget in FY24

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

- April 15, 2024 = **\$216,429.28**
- April 30, 2024 = **\$212,868.40**
 - Monthly Life Insurance via A/P = **\$1043.06**
 - Monthly Medical Insurance via A/P = **\$72,384.00**
- Total Payroll and Benefits Costs for April 2024: **\$502,274.74**

CORRESPONDENCE (FC Davis)

Chief Davis reported a note was received from Jamie Stickel to DC Austen. Jamie is the Economic Development Director for the City of Canby. She enjoyed the visit with DC Austen, discussed the Community Enhancement Grant and shared her appreciation of his community efforts.

CITY COUNCIL (Councilor Davis)

Chief Davis reports the City Council is still looking at the athletic field complex project. Some issues have come up, but the city is still looking at opportunities to work with the property owner. The comprehensive plan update is on 6/24/24 and will be a community planning forum at Baker Prairie. They are going to be bringing back citizen input regarding high density housing and light industry, etc. It is coming together but they have not started on transportation yet. Chief Davis noted the community forums are worthwhile. The consulting firm is soliciting input and forming work groups to see what the citizens want. Don Harding is doing a great job with it.

A hotel developer has expressed interest in Canby and the City Council will be gathering information, more to come.

The Community Park has new bathrooms as well as new asphalt with a wider area for EMS/Fire access.

Auburn Farms at Territorial and Locust have started neighborhood design. It will be in next year's capital improvement plan.

The Walnut Street extension is starting next year and is anticipated to take one to one and a half years to complete.

The Urban Renewal project target is the 2025/2026 budget year. There will be a budget hearing tomorrow night at city hall. The consensus of the city council is to close it down.

CHIEF'S REPORT (FC Davis)

Recruit Graduation (FC Davis)

The Recruit Graduation went well with four new recruits graduating from the academy. Many thanks to Julio and all the firefighters who served as instructors. The academy was a great success.

Paving at Station 365 (FC Davis)

The paving at Station 365 is done and looks great.

Wildland Staffing Grant (FC Davis)

We received the Wildland Staffing Grant. It was signed today, and we will receive \$35,000 this year.

Fireworks (FC Davis)

DC Austen reports working hard to make sure we can put on the annual fireworks display. Thanks to Chief Davis and Audrey at the Canby Chamber of Commerce for their efforts, Canby Disposal and Boss Exteriors for their \$5,000 donations. This year's fireworks display is paid for with enough remaining for a down payment for next year. In the evening there will be a picnic for the Canby Fire District families and board members.

MDA Fundraiser (FC Davis)

DC Austen reports Duane Stoner is the coordinator for this project with a goal to be the number one fundraising fire district in Oregon. A golf tournament is planned for July 31, 2024, as well as two Fill the Boot days.

New Volunteer Response (FC Davis)

DC Dale reports Standard Operating Guideline (SOG) 8.9 was updated recently, we are about a month in, and it has been well received by the volunteers. Volunteers can respond from home via pager and are reimbursed \$25.00 per call through LOSAP. They are also required to have four hours of ride time per week. The SOG update recommendations came from a volunteer member work group.

Audit Extension Filed for June 30, 2024 (FC Davis)

Chief Davis reports an extension has been filed for June 30, 2024. CFO Fawcett has been doing a great job with this exhaustive process. Chief Davis spoke to auditor Devin and was assured that he would call the state auditor's office regarding the delays. Devin reports that because of a reorganization at their firm, all audit reviews go to a company in Florida. Florida needs a few more documents from Canby Fire District that did not transfer from the Oregon office. They now have all the required documents and we have been assured that a complete report is forthcoming. CFO Fawcett reports no penalties are expected. However, Amy from the State Auditors office said additional extension requests will not be approved. We plan to start the process for new auditor bids after the current audit has been submitted to the state.

Additional Chief Report Items:

Chief Davis reports the crews and volunteers are currently preparing for annual inspections; pressure washing, repainting, cleaning medic units, etc. They are doing a terrific job. Rehab and tender operators are involved in the cleaning as well. Chief Davis is encouraging the board to look at the work that has been done. Good job to the crews and volunteers.

Chief Davis is scheduled to meet with our neighbors; the Aurora Fire Chief and Operations Chief to see if there is anything we can jointly share regarding functional operations. It is important to maintain and build on our partnership. Chief Davis will report to the board next month.

Chief Davis reports that CFO Fawcett will be having surgery in June and will be out of commission for two weeks. Meanwhile AIII Leanna Shaw will be acting CFO/Administrative lead during her absence.

Chief Davis reminds the board to have their pictures taken at Olive Photography.

Chief Davis reports the next Civil Service Committee meeting is June 24, 2024. The committee will need a new Canby representative since Cassandra Ulven is retiring. If you know anyone who might be interested, please contact Chief Davis.

Chief Davis reports he has a new office partner, DC Matt Dale.

As an awareness point regarding yesterday's elections results, TVFR's levy increase, and Woodburn Fire District's levy renewal passed. Craig Roberts is ahead of Tootie Smith for Clackamas County Chair and Christine Drazen won a seat in the Oregon House of Representatives.

OLD BUSINESS

First Reading of Ordinance #21-001 Exhibit A Update (DC English)

DC Dale reviewed the fee update agenda bill along with supporting attachments and proposed motion. Director Thoroughman asked if we billed or collected any fees from when Jim Walker was the Fire Inspector, and the answer was no. Director Thoroughman requests a monthly report of billing and collections to start in FY2025. It was noted that billing will go through Systems Design West and collections through Cascade Collections.

A motion was made by Director Steve Thoroughman to approve the 1st reading of the amendment of Ordinance 21-001 Exhibit A with the updated fee schedule provided. The motion was seconded by Secretary / Treasurer Shawn Carroll and unanimously approved.

Fire Chief Contract (President Swor)

President Swor reports the contract is in process and is currently in review with the attorney. The contract will be ready to finalize at next month's board meeting.

NEW BUSINESS

Supplemental Budget (CFO Fawcett)

CFO Fawcett reviewed the FY 2023/2024 Supplemental Budget Detail report and there were no questions from the board.

A motion was made by President Ron Swor to approve Resolution 2024-01 adopting the Fiscal Year 2023/2024 Supplemental Budget and making appropriations. "Be it resolved that the Board of Directors of Canby Fire District 62 hereby adopts the first Supplemental Budget for the 2023/2024 Fiscal Year in the total sum of \$10,845,777.00 now on file at the Canby Fire District main station located at 221 S Pine St Canby, OR 97013. Be it resolved that those amounts for the Fiscal Year starting July 1, 2023, and for the purposes shown below are hereby appropriated." The motion was seconded by Vice President Connie Austen and unanimously approved.

Labor Negotiations (FC Davis)

Chief Davis reports we will have a proposed contract at the next board meeting. Thanks for the work and collaboration from DC Dale, CFO Fawcett, LT Holmes, and FF/PAR Quevedo. The only issue left to work out are language details.

Executive Session: ORS 192.660(2)(d) *No executive session needed.*

ORS 192.660(2)(d) Labor Negotiator Consultations

CITIZEN INPUT: NON-AGENDA ITEMS

None

GOOD OF THE ORDER

Director Steve Thoroughman asked about the 99E construction and subsequent traffic issues/delays. Chief Davis reports he and DC English have met with the construction company and were invited to their bi-monthly meetings. They have been very helpful and have hired flaggers to assist EMS/Fire response. The middle to end of October is the anticipated completion date of the project. Our crews have been doing a great job dealing with the disruption.

CFO Fawcett reminded us that the next board meeting will also be the budget hearing. She will get the announcement in the paper and is hoping to be able to fully participate.

ADJOURNMENT

A motion to adjourn from the regular Board of Director's meeting was made by Secretary / Treasurer Shawn Carroll. The motion was seconded by Director Steve Thoroughman and unanimously approved.

The Regular Board of Directors meeting adjourned at 07:31 PM.

NEXT MEETINGS:

REGULAR BOARD OF DIRECTORS MEETING

BUDGET COMMITTEE MEETING

Date: Wednesday, June 26, 2024
Time: 1800 hours (6pm)
Location: Station 361 and ZOOM
<https://us02web.zoom.us/j/86923965328>
Meeting ID: 869 2396 5328

APPROVED

Director Shawn Carroll
Board Secretary/Treasurer