

**CANBY FIRE DISTRICT
BOARD OF DIRECTORS MEETING**

Wednesday, June 28, 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	<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: Mark Corless, Tim Nichols, Austin Holmes, Julio Quevedo, Jack Starrett, Mark O, Duane Stoner, John Karay, Benjamin Rolicheck, Derrick Clark, and Tyler Francke

Via ZOOM: Garrett Rotter, Adam Carter, Connor Briggs, and Jason Wanner

Via ZOOM (without full names listed): iPhone, iPhone(2), and TL

CALL TO ORDER

The Board of Directors Meeting was called to order by President Shawn Carroll at 1800 hours.

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

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 Director Ron Swor and unanimously approved.

Executive session began at 1801 hours.

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 1818 hours.

President Carroll announced that DC English, as of this afternoon, is declining the offer of Fire Chief at Canby Fire. The Board will proceed forward with an outside hiring process for the filling of this position. More information will be available at the next Board meeting. Thank you from the Board to DC English for going through this process and to DC Walker for his application.

CITIZEN INPUT: AGENDA ITEMS

None.

PRESENTATIONS

Award of Excellence and EMT of the Year

CFO Fawcett presented the Award of Excellence to Julio Quevedo.

DC Dale presented the EMT of the year award to Julio Quevedo.

Budget Hearing (CFO Fawcett)*

A motion to adjourn from the Regular Board of Directors meeting and to open the Canby Fire District Budget Hearing from Fiscal Year 2023/2024 was made by Secretary / Treasurer Buner Ellis III. The motion was seconded by President Shawn Carroll and unanimously approved.

President Carroll read aloud the “Legislative Public Hearing Format.”

CFO Fawcett read aloud the Canby Fire District facts and provided copies of the budget.

No public comments were brought forward.

A motion to adjourn the from the Budget Hearing and reconvene the Regular Board of Directors meeting for June 2023 was made by Secretary / Treasurer Buner Ellis III. The motion was seconded by Director Ron Swor and unanimously approved.

CONSENT AGENDA

A motion to approve the consent agenda from the April 26, 2023 Budget Meeting, May 24, 2023 Regular Board Meeting, and June 20, 2023 Special Board 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 increased to 3.88%
- LGIP General Account shows a total of \$4,754,175.00
- LGIP Bond Account shows a total of \$5,958.64
- Current Deposits & Earnings shows a total of \$754,319.27
- Current Expenses show a total of (\$644,679.06)
- Total available to the District is \$5,092,093.00
- Current Year Taxes show 108.60% received of Budget in FY23
- Prior Year Taxes shows 125.20% received of Budget in FY23
- Radio Fund shows a total of \$50,160.18
- Ambulance Service has received 117.00% of Budget in FY23

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

- May 15, 2023 = \$191,365.27
- May 31, 2023 = \$195,715.88
 - Monthly Life Insurance via A/P = \$1,083.97
 - Monthly Medical Insurance via A/P = \$55,752.00
- Total Payroll and Benefits Costs for May 2023: \$443,917.12

CORRESPONDENCE (FC Davis)

- High school job shadow students sent in multiple thank you letters for their great experience while at their job shadow with Canby Fire, interacting with our crews.

CITY COUNCIL (Councilor Davis)

A lot has been getting done. We have an interim City Admin, Eileen Stein. Joe Lindsay has resigned. We are in the process of hiring a City Admin and City Attorney. A special meeting is being held tomorrow night. The park work spoken on at past meetings continues to move forward. Public Works is working on a new surface for the splash pad due to safety hazards. The budgets were approved (City and Urban Renewal). Under the Urban Renewal budget, the sunset of the Urban Renewal Agency is listed as 2025 / 2026. An analysis of the budget was performed, and some revisions were made.

CHIEF'S REPORT

Resignation of FFEMT J. Christenson (FC Davis)

FF Josh Christenson has accepted a job at TVF&R.

Calling for the List for Firefighter Hiring (FC Davis)

We have called for the current EMT list in order to fill upcoming vacant positions. With this, we have presented two conditional job offers to two of our current Student / Interns, Jack Shunn and Wyatt Ramos.

Pano Cameras in Clackamas County (FC Davis)

Pano cameras pick up smoke plumes and give advanced notification of a wildfire. A lot of alerts come through with people burning, but these are great tools to have access to. The recent Beavercreek fire was caught by these cameras.

Fire Prevention Ordinance (FC Davis)

This ordinance is being developed. Chief Walker plans to talk to the planning director at the City regarding their permitting process and if we can get a set fee included in that, eliminating our billing process internally. This is still being worked on by Chief Walker. The current rate will be adjusted during this process and implemented as soon as possible.

County-wide Brush Taskforces (FC Davis)

Clackamas County has mutual aid agreements, providing 12 hours of assistance, with neighboring counties. DC English and other agencies are working to develop run cards and the process for immediate response within the county, decreasing the dispatch time and improving efficiency to local incidents.

Mt. Hebron Fire Conflagration (FC Davis)

We sent a crew to Umatilla County to assist on the Mt. Hebron Fire. Unfortunately, our tender broke down, which is the second occurrence. Two bad ground wires were found, which resulted in the starter fail issue. This issue was resolved but will be looked at to find out why the problem continues to happen.

2023 Fireworks (DC Austen)

Board Members and staff are all invited to the Volunteer picnic at 6PM on July 4th. Please sign up on the sheet if you plan to attend. There will be 8 – 12 antique fire engines joining us during the parade at 9AM and Canby Fire will have the kiddy obstacle course in front of Ebners as usual. The 2023 Fireworks are paid for, so we are working on the funding for 2024. The fireworks show will begin around dusk.

OLD BUSINESS

District Map Review (Vice President Thoroughman)

Vice President Thoroughman and Chief Davis met on this. They spoke with the County and were informed that the number of zones cannot change without a vote from the public through a primary election, but the zone boundaries can be changed. The Board will need to decide on what direction to proceed with. The County will be providing a more current zone mapping population for us as well as a balanced population map using the current zones. The options are to go to the primary election to change the number of zones or to use the current zones and change the boundaries. Vice President Thoroughman would recommend going through the election in order to solve the current issue of recruiting Board members based on zones.

It was consensus of the Board to move forward with the process of rezoning through the primary election. Vice President Thoroughman was appointed to head this process.

NEW BUSINESS

Resolution #2023-03: A Resolution Adopting the FY 2023/2024 Budget and Making Appropriations and Levying Taxes (CFO Fawcett)

A motion to set and approve the following ad valorem property taxes under Canby Fire District's permanent rate authority on all taxable property within the Fire District for tax year 2023/2024 was made by Vice President Steve Thoroughman. The motion was seconded by Director Ron Swor and unanimously approved.

- **At the rate of \$1.5456 per \$1,000 of assessed value for permanent tax rate.**

A motion to set and approve the following ad valorem property taxes under Canby Fire District's local option levy rate authority on all taxable property within the Fire District for tax year 2023/2024 was made by Director Ron Swor. The motion was seconded by Secretary / Treasurer Buner Ellis III and unanimously approved.

- **At the rate of \$0.95 per \$1,000 of assessed value for local option tax.**

A motion to set and approve the following ad valorem property taxes under Canby Fire District's G.O. Bond authority on all taxable property within the Fire District for tax year 2023/2024 was made by Vice President Steve Thoroughman. The motion was seconded by Secretary / Treasurer Buner Ellis III and unanimously approved.

- **At the amount of \$600,833.44, which is calculated to be sufficient to fulfill the G.O. Bond Debt Service requirements for tax year 2023/2024, after taking into account discounts and delinquencies that may occur in the payments of taxes.**

A motion to approve Resolution 2023-03, a Resolution adopting the FY2023/2024 Budget, and to make appropriations, and to levy taxes was made by Director Connie Austen. The motion was seconded by Director Ron Swor and unanimously approved.

Resolution #2023-04: A Resolution Extending Canby Fire District Worker's Compensation Coverage to Volunteer Members (CFO Fawcett)

There was a change in workman's comp from SDAO to SAIF. SDAO has gotten rid of their worker's compensation for firefighters, so SAIF is our coverage option remaining. When we switched to SAIF, Canby Fire was reclassified, increasing our rate significantly. We have met multiple times with SAIF and our insurance carrier, Gustafson Insurance. We will continue to be in communication regarding this transition.

A motion to approve Resolution 2023-04, a Resolution Extending Canby Fire District Worker's Compensation Coverage to Volunteer Members, was made by Vice President Steve Thoroughman. The motion was seconded by Director Ron Swor and unanimously approved.

Ordinance #20-001: Update to Exhibit B (DC Dale)*

This ordinance and agenda item was overviewed by Chief Dale. Chief Dale added that Canby Fire only bills for ambulance transports, unlike other ambulance transporting agencies. Canby is very lucky to have their own ambulance transporting agency, which means we provide better response times to our citizens. This has been a very beneficial arrangement for more than 50 years with our community and we take raising rates very seriously.

A motion to authorize the amendment of Ordinance 20-001 Exhibit B to set ambulance milage rates at \$31.50 per mile, the BLS and ALS1 transport rate at \$1,420.00, the ALS2 transport rate at \$1,520.00, and the ambulance standby rate at \$175.00 per hour, effective July 1, 2023 was made by Vice President Steve Thoroughman. The motion was seconded by Secretary / Treasurer Buner Ellis III and unanimously approved.

Juneteenth Holiday (FC Davis)

A handful of citizens questioned if Canby Fire would be recognizing Juneteenth as a holiday. This has been officially recognized as a State and Federal holiday. Chief Davis recommends adding this holiday to the admin contract and these hours to the labor contract, effective January 1, 2024.

A motion to recognize Juneteenth by Canby Fire as an official holiday was made by Director Ron Swor. The motion was seconded by Secretary / Treasurer Buner Ellis III and unanimously approved.

This motion is to show the Board's approval for Canby Fire to recognize this holiday.

Auditor Engagement Letter for FY23 Audit Process (CFO Fawcett)

Illnesses and turnover of personnel at Grove, Mueller & Swank were a large part of the delays for the FY23 audit process. Overall, our interactions with Grove, Mueller & Swank have been great compared to other companies. The Board requested an in-person audit from here on out, as this is part of what we are paying for. CFO Fawcett and Chief Davis acknowledged this request.

A motion to accept the Auditor Engagement Letter was made by Secretary / Treasurer Buner Ellis III. The motion was seconded by Vice President Steve Thoroughman and unanimously approved.

Fire Chief Davis Contract Extension

Vice President Thoroughman made note that if an outside Fire Chief hiring process is going to take place, it will take approximately three months. With that, there should be some overlap in positions to ensure a smooth transition. It was also noted that Chief Walker would not be excluded from applying again as part of the external process. Because of this, the recommendation is to extend Chief Davis' current contract to the end of October.

A motion to extend Chief Davis' contract to October 31, 2023 was made by Vice President Steve Thoroughman. The motion was seconded by Secretary / Treasurer Buner Ellis III and unanimously approved.

CITIZEN INPUT: NON-AGENDA ITEMS

None.

GOOD OF THE ORDER

- Chief Davis hopes that the Board can join us on the Fourth of July for the parade and other events. Please let Chief Austen know if you would like to ride on the antiques.
- Duane Stoner from the Volunteers is heading the Fill the Boot event again this year on August 5th.

ADJOURNMENT

A motion to adjourn from the regular Board of Director's meeting was made by Director Ron Swor. The motion was seconded by Secretary / Treasurer Buner Ellis III and unanimously approved.

The Regular Board of Directors meeting adjourned at 1925 hours.

NEXT MEETINGS:

REGULAR BOARD OF DIRECTORS

Date: Wednesday, July 26, 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