

CANBY FIRE DISTRICT

BOARD OF DIRECTORS MEETING

Wednesday, September 25, 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 Shawn Carroll	<input checked="" type="checkbox"/>	DC Matt Dale
<input checked="" type="checkbox"/>	Secretary/Treasurer Connie Austen	<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

Also, in Attendance

In Person: Families of volunteers, Intern Colin Vian, Volunteer Jeff Barrow, Chaplain John Karay, Firefighter Paramedic Brendan Sommers, Firefighter EMT Brandon McFarland, and Firefighter Paramedic Julio Quevedo.

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 06:00 PM and led attendees in prayer.

CITIZEN INPUT: AGENDA ITEMS

None

PRESENTATIONS

Swearing In of Volunteers - Volunteers Dan Drazan, Chris Helbling, Reagan Robinson, Jack Smith, Don DeFrang, Ervin Sims, Joel Owens, and Todd Call were introduced by DC Austen. Each gave a brief autobiographical statement and introduced their families. Chief Davis expressed his thanks to the volunteers and families for their commitment and sacrifices to serve the community. As a group they were sworn in by Board President Ron Swor and badges were pinned by family and friends. Photos and refreshments followed.

A motion to recess for pictures was made by Secretary/Treasurer Connie Austen, seconded by President Ron Swor and unanimously approved. The meeting recessed at 1817 hours.

The meeting was called back into session by President Ron Swor and resumed at 1833 hours.

CONSENT AGENDA

Minutes - AAIII Arterberry

- August 28, 2024, Board Meeting

Bills - CFO Fawcett

A motion to approve the consent agenda from the August 28, 2024, Board Meeting was made by Director Buner Ellis III. The motion was seconded by Vice President Shawn Carroll and unanimously approved.

FINANCIAL REPORT (CFO Fawcett)

Financials: CFO Fawcett reported on the following:

- State Pool Interest increased to 5.30%
- LGIP General Account shows a total of \$4,490,316.90
- Current Deposits & Earnings shows a total of \$897,382.56
- Current Expenses show a total of (\$627,458.93)
- Total available to the District is \$4,940,085.47
- Current Year Taxes show \$1,497.74 received in August for FY25
- Prior Year Taxes show \$20,569.24 received in August for FY25
- Radio Fund shows a total balance of \$6,646.01
- Ambulance Service has received \$100,514.99 in August, 20.31% of budget for FY25
- Fire Inspection has received \$7,368.65 in August, 104% of budget for FY25

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

- August 15, 2024 = \$267,803.62
- August 31, 2024 = \$263,395.45
 - Monthly Life Insurance via A/P = \$1,114.02
 - Monthly Medical Insurance via A/P = \$71,064.00
- Total Payroll and Benefits Costs for July 2024: \$603,377.09

CORRESPONDENCE (FC Davis)

- Chief Davis received a thank you card from Tricia Achenbach. She expressed her heartfelt thanks and gratitude to every firefighter who protected and saved the houses during the South End Fire. Canby Fire District personnel were kind and compassionate.
- Chief Davis received a letter from Jefferson County Fire and EMS. Fire Chief Jeffrey Blake and Board Chair Kim Stout expressed their gratitude for the exceptional work performed by our conflagration crew during the Elk Lane Fire that began on August 4, 2024. It burned 5,200 acres and posed a significant threat to the communities of Madras and Metolius. The commitment and professionalism demonstrated left a lasting positive impression.
- President Ron Swor reported that the Goman family thanked the Canby Fire District as well for their South End Fire efforts.

CITY COUNCIL (Councilor Davis)

- The City Council has had numerous workshops on several different topics including updating the city comprehensive plan. The comprehensive plan has not been updated since 1982. The workshop topic this month was the transportation portion of the comprehensive plan, primarily the impact that tolling would have on HWY 99E traffic. Additionally, the city is considering a family census study with the Canby School District to plan for future school growth. The comprehensive plan will not be completed until January of 2026.
- The Maple Street Park fields are completed and have already been used for a softball tournament. Legacy Parks fitness area will be done by the end of this week. Dodds Addition Park bids came in over budget so the city will hold off until the next fiscal year budget and use park impact fees.

- City elections are coming up with five (5) candidates running for four (4) city council positions and two (2) candidates running for mayor.

CHIEF'S REPORT

- 9/11 Ceremony (FC Davis) The ceremony was set up in the bay in anticipation of rain. The large American Flag was raised behind podium, and the speakers were outstanding. It was one of the finest, well attended ceremonies we've had and was featured on KPTV Channel 12 News. Speakers included Chief Davis, State Representative Christine Drahan, Canby Mayor Brian Hodson, Doug Kitzmiller from the Canby Police Department, retired medical evacuation pilot Scott Anderson and Frank Gaide from Guardian Never Forget. Mr. Gaide brought a trailer with memorabilia and videos. The VFW and our own Honor Guard presented the colors and performed the Bell Ceremony.
- New OSFM Tender (FC Davis) The new water tender from the OSFM was picked up last week. It is equipped with QR codes on the dash to access operational guides. It will require less drive time for our crews to become qualified on it. As part of our agreement with OSFM, this will be the tender that goes out on state mobilization. It is a three (3) year renewable agreement with the state, as long as we meet our obligations. The State has requested input from all water tender recipients for improvements. We have a great group of tender operators and with this addition, and we now have three (3) water tenders. We do receive \$3500.00 a year reimbursement for maintenance.
- Chaplain's Vehicle (FC Davis) The new chaplain's vehicle was picked up last week. The radio will be installed next week, and decals will be affixed. The vehicle will have Basic First Aid equipment and will not be equipped with lights or sirens. The Canby Police Department had agreed to contribute \$10,000.00 toward the purchase. \$5,000.00 has been received and the remaining \$5,000.00 balance of the obligation is forthcoming.
- South End Road Fire Clean-up (FC Davis) No report
- RDFRAF Donation (FC Davis / CFO Fawcett) A \$5,000.00 donation was received from Tricia Achenbach. The check was presented to RDFRAF Chair Joshua Stager along with Chief Davis. The generous donation was given in memory of her late husband Les, whom she "misses every day and to continue his legacy of giving". Additionally, the donation is given in honor of Chief Davis for "choosing to do what you do!" Tricia states in her note that she "represents countless people who he has saved, helped and protected."
- FF/P FF/EMT Testing Process (DC Dale) An assessment center for FFEMT and FFP was held last week with 24 applicants invited and 21 attended. At the culmination there were four (4) applicants that did not meet the minimum requirement of 70% to be on the list to continue the assessment process. We are currently in the Civil Service rule 14-day review process and DC Dale will be meeting with candidates to review scores, if requested. We have three (3) lists, FFP, FFEMT and Paramedic. These lists will go to the Civil Service Commission for approval after the 14-day review. We will then call from the list for Chief's interviews. Chief Davis noted that it was overall a great assessment center, and expressed his thanks to DC Dale, AA Shaw and AA Arterberry as well as our evaluators.

- Conflagration Billings Summary (FC Davis) As requested at the August Board of Directors meeting, attached is a summary of our Conflagration Billing from AA Shaw. She does a terrific job and will continue to update the board each month. Chief Davis noted that our crews had to back fill OT to maintain staffing while we had personnel deployed. We have many qualified personnel but cannot send out a full crew as it would deplete our staffing. We received a request from Estacada for an engine boss which Lt. Austin Holms went on. We received a request from Aurora for an engine boss and Lt. Scott Hertzog was deployed. DC English was gone for 14 days as a Task Force Leader. Director Steve Thoroughman asked if there was a separate budget line item for apparatus used in a conflagration. CFO Fawcett explained that we have a conflagration in and out line item. It is not a predictable source of revenue therefore is not in our budget. Director Thoroughman suggested conflagration apparatus revenue should be applied to apparatus maintenance or apparatus reserve. It was noted that conflagration apparatus maintenance is already a budgeted item. Chief Davis and CFO Fawcett will review options for conflagration apparatus revenue.
- Administrative Report (CFO Fawcett) CFO Fawcett noted that with AA Arterberry and AA Shaw we have a strong, cohesive administrative team. AA Arterberry reviewed current tasks that include documentation review for ambulance billing and reconciliation, clinical review for KPI's, QI, outcomes and statistics, CARES reports, Fire Rescue Protocol updates and the recent hiring/testing process. CFO Fawcett reports AA Shaw is busy with an unusually high number nine (9) conflagration billings, reconciliation of ambulance revenue in preparation for our audit, payroll, and assisting with the testing process. CFO Fawcett is working on fire inspection program fee reconciliation, audit preparation, updating personnel files, insurance coverage, working on a CFO procedures handbook, and wildland grant tracking.
- EMS / Operations Report (DC Dale) Since the last board meeting Chief Davis and DC Dale attended a Community Partners meeting that include Canby Utility, Canby Schools, and Canby Police. DC Dale also attended a Fire Defense Board meeting, the Clackamas Center for Treatment and Recovery Task Group meeting and the Community Response Advisory Group meeting. The latter two are a collective of all partners dealing with responses to behavior health and substance abuse. County Council approved funding for a 23-hour stabilization center that CCSO is spearheading. It is an intake center to determine immediate resources needs, as well as a recovery and treatment center. Work has been done on the PACT and Pedi-Dose trials with DC Dale recently completing the Pedi-Dose Train the Trainer program. Time has also been spent performing the duties of a community paramedic, coordinating comprehensive care for patients we transport five (5) or more times per month.
- Fire Prevention / Training Report (DC English) no report
- Volunteer Report (DC Austen) A busy summer is over, Christmas is coming, and the volunteers will be planning activities for the end of November. The Thursday evening drill is going well with all the chiefs, as well as paid staff working with the volunteers. We have four (4) or five (5) applications for new volunteers that will be considered as well. Director Thoroughman inquired about the C800 bond issues and Chief Davis reports everyone is paying their bills, including Canby Fire District, adding "the system is working".

OLD BUSINESS

- None

NEW BUSINESS

- MOU #2024-01 (DC Dale) DC Dale reports that in the last contract negotiations, we agreed upon language that would allow a Paramedic that works at Canby Fire to request permission from the Fire Chief to drop from Paramedic back to EMT. The current contract includes incentive pay for Paramedics of 11% and an EMT Advanced is 1%. Chief Davis received a request from Captain Heitschmidt, to drop to EMT Intermediate. An EMT Intermediate scope of practice is between Paramedic and EMT Advanced. We are recommending, in MOU #2024-01, to include incentive pay of 2% for EMT Intermediate. It is a significant reduction in wage and responsibility.

President Ron Swor entertained a motion and a motion to approve MOU #2024-01 as written was made by Vice President Shawn Carroll, seconded by Director Buner Ellis III and unanimously approved.

- Chief Dale Swearing in Plan (FC Davis) Chief Davis asked that the Board take some time in the next few weeks to plan a time for Chief Dale to be sworn in.
- Holiday Meeting Schedule (FC Davis) November and December board meeting dates fall on holidays and the new meeting dates proposed are as follows:
 - November 20, 2024
 - December 18, 2024

A motion to change the November and December CFD Board of Directors meeting to November 20, 2024, and December 18, 2024, was made by Vice President Shawn Carroll, seconded by Secretary/Treasurer Connie Austen and unanimously approved.

Executive Session: ORS 192.660(2)(a)

ORS 192.660(2)(a) Employment of Officer, Employee, Staff Member, or Agent.

ORS read by President Swor and asked for motion to move into Executive Session.

Director Buner Ellis III made a motion to move into executive session per ORS 192.660(2)(a) and read the Executive Session associated script to discuss employment of an officer, employee, staff member, agent. The motion was seconded by Secretary/Treasurer Connie Austen and unanimously approved. Regular Session Adjourned into Executive Session at approximately 7:23 PM (1923 hours).

Executive Session Takes Place. The Recording is paused or stopped at this time.

A motion was made by Director Buner Ellis III to exit Executive Session and reconvene Regular Session. The motion was seconded by Vice President Shaun Carroll and unanimously approved. Regular session reconvened at approximately 7:50 PM (1950 hours).

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 Vice President Shaun Carroll. The motion was seconded by Director Buner Ellis III and unanimously approved.

The Regular Board of Directors meeting adjourned at 7:51 PM (1951 hours).

NEXT MEETINGS:

REGULAR BOARD OF DIRECTORS MEETING
BUDGET COMMITTEE MEETING

Date: Wednesday, October 23, 2024
Time: 1800 hours (6pm)
Location: Station 361 and ZOOM
<https://us02web.zoom.us/j/86923965328>
Meeting ID: 869 2396 5328

APPROVED

Director Connie Austen
Board Secretary/Treasurer