

CANBY FIRE DISTRICT

BOARD OF DIRECTORS MEETING

Wednesday, June 26, 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 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: Allen Fawcett, Captain Wanner, Firefighter Carter, Firefighter Quevedo, and Firefighter Shunn

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 1800 hours.

CITIZEN INPUT: AGENDA ITEMS

None.

PRESENTATIONS

Budget Hearing (CFO Fawcett):

Vice President Connie Austen made a motion to adjourn from the Regular Board of Directors meeting and to open the Canby Fire District Budget Hearing for Fiscal Year 2024/2025. Secretary/Treasurer Shawn Carroll seconded, and the motion was unanimously approved.

The Budget Hearing began with President Ron Swor reading the Legislative Public Hearing Format Rules. There were no questions from the board or from those in attendance. It was confirmed there were no guests in attendance via Zoom. CFO Fawcett read the facts pertaining to the hearing, specifically that:

- Canby Fire District has met the budgetary requirements as per the Oregon Department of Revenue.
- The Canby Fire District Budget Committee met on April 24, 2024, and was presented with a proposed balanced budget for FY24/25, which they unanimously approved.
- There are no ORS approved updates included within the FY24/25 Proposed Budget being presented to the Canby Fire District Board of Directors.
- The appropriate public notifications have been published via the Canby Herald during the week of June 10th, 2024, and the week of June 17th, 2024.
- The staff is pleased to make recommendation to our Board of Directors to approve the Canby Fire District FY24/25 Budget, in the amounts categorized for the General Fund, Debt Service, and Reserve Fund appropriations, as was unanimously approved by the Budget Committee, and with ORS approved updates, and as is presented here tonight.

There were no comments from the public or from members of the board.

A motion to adjourn the Budget Hearing and reconvene the Regular Board of Directors meeting for June 2024 was made by Secretary/Treasurer Shawn Carroll, seconded by Director Steve Thoroughman and unanimously approved.

CONSENT AGENDA

- **Minutes (AIII Arterberry)**
 - **May 22, 2024, Board meeting**
- **Bills CFO Fawcett**

A motion to approve the consent agenda from the May 22, 2024, Board meeting was made by Director Steve Thoroughman. The motion was seconded by Secretary/Treasurer Shawn Carroll 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 \$5,783,135.13
- LGIP Bond Account shows a total of \$9.98
- Current Deposits & Earnings shows a total of \$1,300,128.54
- Current Expenses show a total of (\$1,122,023.00)
- Total available to the District is \$6,088,845.13
- Current Year Taxes show 113% received of Budget in FY24
- Prior Year Taxes were fully received of Budget in FY24
- Radio Fund shows a total of \$6,645.84
- Ambulance Service has received 112% of Budget in FY24

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

- May 15, 2024 = \$219,987.44
- May 31, 2024 = \$198,715.27
 - Monthly Life Insurance via A/P = \$1,127.13
 - Monthly Medical Insurance via A/P = \$72,384.00
- Total Payroll and Benefits Costs for May 2024: \$492,213.84

CORRESPONDENCE (FC Davis)

Chief Davis received cards from Canby resident Sharron Niest as well as Wynn and Margie Hoffman from Washington State, who were in Canby visiting family. Both were complimentary to our crews, citing their professionalism, cheerfulness and competence. They offered their sincere thanks and appreciation. Sharron made a generous donation to the community fireworks to show her gratitude.

CITY COUNCIL (Councilor Davis)

Councilor Davis reported that the last city council meeting was very productive. The council approved the city budget as well as the urban renewal budget. An executive session was held to discuss possible hotel property/sites. The athletic complex is still in preliminary planning with two (2) sites being considered. Concerns were heard from businesses along 99E regarding the road construction and business interruptions. The city is working with ODOT, Clackamas County and the construction company to address those concerns. Office hours at city hall have changed from 9:00 AM to 4:00 PM to 9:00 AM to 5:00 PM. City council elections will be held in November. Four (4) councilors and the mayor will be elected and/or re-elected. *Parks and Recreation update:* The Maple Street reurfing project and the new scoreboard will start on July 1st. Auburn Farms design work is complete, and the plans will now go to the city council for review. *Capital Improvement Plan updates:* For this year new sidewalks are proposed at 2nd and Fir. Next year will involve the redesign of Wade Park.

CHIEF'S REPORT (FC Davis)

Wildland Staffing Grant: The Grant was received, and DC English is working on how to best utilize the staff. The goal is to have Station 365 staffed with one (1) or two (2) people for wildfire education. They will go out on inspections for defensible space, proper address markers, and educate and distribute literature to the public.

Fireworks: The board and staff are invited to attend a BBQ hosted by the volunteers at 7:00 PM on July 4th. Parking for public viewing was reviewed and a map was posted on our website. The Canby School District, Canby Police Department and the City of Canby are partnering with Canby Fire and will assist with barriers, traffic control, etc.

MDA Fundraiser: Fill the Boot went well, and with the upcoming golf tournament we should meet our target goal of \$16,000. The firefighters were careful on 99E and did not inhibit traffic flow. FF Duane Stoner is doing a great job.

Hiring for Open Positions: A Civil Service Commission meeting was held, and they called for a new paramedic list. Four (4) EMT's will be interviewed on July 3rd for two (2) positions. All those being interviewed are current volunteers. Meanwhile we will need to look at future testing for paramedic and EMT lists.

Additional Chief Report Items:

Chief Davis thanked the board members for getting their official photographs done.

Special Districts Association of Oregon (SDAO) training is strongly encouraged for all board members. The board is looking to schedule in October or November before or after a regular board meeting.

Good Morning Canby will hold their monthly meeting at Canby Fire Station #361 tomorrow morning. DC Dale will review hands-only CPR.

A recent ATV incident was reviewed. Captain Nikki Heitschmidt did a terrific job of leading the extrication. TVF&R assisted on the call and Aurora assisted Canby Fire with a medical call that occurred simultaneously.

Chief Davis and DC Dale met with Gustafson Insurance today regarding our workers compensation insurance with SAIF. Our MOD rate has decreased and should drop again in a year. We are currently down to \$101,000.00 from \$190,000.00.

OLD BUSINESS

Second Reading and Approval of Ordinance #21-001 Exhibit A Update

(FC Davis): The ordinance and exhibit A update were reviewed by Chief Davis.

A motion to approve the 2nd reading of the amendment of Ordinance 21-001 Exhibit A with updated fee schedule provided was made by Director Steve Thoroughman, seconded by Secretary/Treasurer Shawn Carroll and unanimously approved.

Fire Chief Contract (President Swor): This agenda item will be deferred to the July 24, 2024, Board of Directors meeting.

Audit Report (CFO Fawcett): CFO Fawcett read the agenda item and reviewed highlights from the audit report.

A motion to accept the Canby Fire District Annual Financial Report and Audit for the year ended June 30, 2023, was made by Secretary/Treasurer Shawn Carroll, seconded by Director Steve Thoroughman and unanimously approved.

Labor Negotiations (FC Davis): Director Steve Thoroughman requested an Executive Session.

NEW BUSINESS

Resolution #2024-02: A Resolution Adopting the FY 2024/2025 Budget and Making Appropriations and Levying Taxes (CFO Fawcett).

A motion to set and approve the ad valorem property taxes under Canby Fire District's permanent rate authority on all taxable property within the Fire District for tax year 2024/2025 at the rate of \$1.5456 per \$1,000 of assessed value was made by President Ron Swor. The motion was seconded by Secretary/Treasurer Shawn Carroll and unanimously approved.

A motion to set and approve the 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 2024/2025 at the rate of \$0.95 per \$1,000 of assessed value for local option tax was made by Vice President Connie Austen. The motion was seconded by Secretary/Treasurer Shawn Carroll and unanimously approved.

A motion to set and approve the ad valorem property taxes under Canby Fire District's G.O. Bond authority on all taxable property within the Fire District for tax year 2024/2025 at the amount of \$614,556.84, which is calculated to be sufficient to fulfill the G.O. Bond Debt Service requirements for tax year 2024/2025, after taking into account discounts and delinquencies that may occur in the payment of taxes was made by Secretary/Treasurer Shawn Carroll. The motion was seconded by Director Steve Thoroughman and unanimously approved.

A motion was made to adopt the FY 2024/2025 budget and make appropriation, and levy taxes was made by Director Steve Thoroughman. The motion was seconded by Vice President Connie Austen and unanimously approved.

Resolution #2024-03: A Resolution Extending Canby Fire District Worker's Compensation Coverage to Volunteer Members (CFO Fawcett)

A motion was made to approve Resolution 2024-03 Extending Canby Fire District Worker's Compensation coverage to volunteer members was made by Director Steve Thoroughman, seconded by Secretary/Treasurer Shawn Carroll and unanimously approved.

New Audit Company Bid Process (CFO Fawcett)

The agenda item regarding our Auditing Services Agreement was reviewed by CFO Fawcett.

A motion to authorize the Fire Chief and Staff to begin the RFP/RFQ process in order to secure new auditing services for Canby Fire District was made by Secretary/Treasurer Shawn Carroll, seconded by Vice President Connie Austen and unanimously approved.

2015 Ambulance Refurbishment (FC Davis)

The agenda item was reviewed by Chief Davis along with a thank you to Captain Jason Wanner for his efforts securing the bid.

A motion to authorize the Fire Chief to sign a contract with Braun Northwest for the refurbishment of the Canby Fire 2015 Ambulance per attached proposal was made by Director Steve Thoroughman, seconded by Secretary/Treasurer Shawn Carroll and unanimously approved.

Executive Session:

ORS 192.660(2)(d) Labor Negotiator Consultations

Secretary/Treasurer Shawn Carroll made a motion to move into executive session per ORS 192.660(2)(a) and ORS 192.660(2)(d) and the Executive Session associated script to conduct deliberations with persons that have been designated to carry on labor negotiations and employment matters was read. The motion was seconded by Director Steve Thoroughman and unanimously approved.

Executive Session began at approximately 1914 hours.

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

A motion was made by Director Steve Thoroughman to conclude the Executive Session and reconvene the Regular Session. The motion was seconded by Secretary/Treasurer Shawn Carroll and unanimously approved.

Executive Session ended and Regular Session reconvened at approximately 2008 hours.

CITIZEN INPUT: NON-AGENDA ITEMS

None

GOOD OF THE ORDER

- DC Austen invited everyone to the BBQ/picnic on the 4th of July and stated there is a signup sheet in the meeting room.
- CFO Fawcett thanked Chief Davis, AAIH Arterberry and AAIH Shaw for their help while recovering from surgery.

ADJOURNMENT

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

The Regular Board of Directors meeting adjourned at 2014 hours.

NEXT MEETING:

REGULAR BOARD OF DIRECTORS MEETING

Date: Wednesday, July 24, 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