

**CANBY FIRE DISTRICT
BOARD OF DIRECTORS MEETING**

Wednesday, January 24, 2024
Regular Session 6:00PM (1800 hours)
Held at ZOOM and Canby Fire Station #361

ATTENDANCE

<input 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 checked="" 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"/> AAI Sierra Holmes

Also in Attendance:

In Person: Kim English, Will English, Matthew English, Friends and family of Isabella Davis and Colin Vians

CALL TO ORDER

The Board of Directors Meeting was called to order by Vice President Connie Austen at 1801 hours.

CITIZEN INPUT: AGENDA ITEMS

None.

PRESENTATIONS

Swearing in of New Interns

Will English, Isabella Davis, and Colin Vian were introduced by Chief Matt English. Their swearing in was performed by Vice President Connie Austen. They were accompanied by their family members.

CONSENT AGENDA

Minutes CFO Fawcett

- **December 13, 2023, Board meeting**

Bills CFO Fawcett

A motion to approve the consent agenda from the December 13, 2024, Board meeting was made by Secretary / Treasurer Shawn Carroll. The motion was seconded by Director Steve Thoroughman and approved unanimously.

FINANCIAL REPORT (CFO Fawcett)

Financials: CFO Fawcett reported on the following:

- State Pool Interest increased to 5.0%
- LGIP General Account shows a total of \$8,463,241.70.
- LGIP Bond Account shows a total of \$9.78.
- Current Deposits & Earnings shows a total of \$504,526.65
- Current Expenses show a total of (\$718,792.06)
- Total available to the District is \$8,703,284.52
- Current Year Taxes show 95.93% received of Budget in FY24
- Prior Year Taxes were fully received of Budget in FY24

- Radio Fund shows a total of \$50,163.12.
- Ambulance Service has received 42% of Budget in FY24

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

- December 15, 2023, = \$204,703.55
- December 31, 2023, = \$188,568.69
 - Monthly Life Insurance via A/P = \$985.35
 - Monthly Medical Insurance via A/P = \$57,408.00
- Total Payroll and Benefits Costs for December 2023: \$451,665.59

FY23 Audit Extension: Director Thoroughman requested that Board concern be expressed to the District’s auditing firm regarding the need for audit extensions being filed with the State of Oregon for the past two fiscal year audits. Chief Davis will contact the auditors on behalf of the Board.

CORRESPONDENCE (FC Davis)

- None

CITY COUNCIL (Councilor Davis)

- Eileen Stein was hired as the new City Administrator. The City has also hired a new Finance Director and Scott Sasse was appointed to the City Council by a unanimous vote.
- The City is undergoing a Comprehensive Plan update. Attendance at the first event was at capacity with 50 in attendance and the second event is being held at Baker Prairie to accommodate the expected overflow of attendees.
- The Parks Committee is focusing on new parks and the master planning process. This process involves Waite Park’s future. Maple Street Park is going to be turfed by July 1st and the walking trail will have lights installed. Legacy Park is going to be equipped with fitness equipment and a walking trail.

CHIEF’S REPORT

Recruitment &Retention Meeting

Yesterday, the management team and three career personnel convened to initiate discussions on recruitment and retention. Chief Davis Emphasized Canby Fire District hires talented individuals, and we want to keep them. The key for CFD is to encourage focus on those who are dedicated to EMS services. It was a very positive meeting with an emphasis on Strategic Plan goals & objectives.

Weather Update (FC Davis)

We increased staffing to cover five days during the recent weather event and deployed an additional Medic Unit. Several calls were related to slips on ice, resulting in a high volume of activity at the Emergency Department. Our crews worked tirelessly to manage the influx of calls. Despite the challenging conditions, we effectively responded to a house fire during the storm and successfully saved the property. Through the Rotary Ready Program, a generator was provided to the affected family after the power had to be cut. While Station 365 and the Light Brush sustained minor damage due to extreme cold, they were promptly repaired. Our crews, including interns and volunteers performed admirably throughout these events.

New Hires (FC Davis)

CFD is in the process of hiring and has given two conditional job offers for Paramedic FF. The third offer decided to stay at Faulk. Another offer was made to Michael Hargitt from the EMT list who is one of our current volunteers.

TVF&R Memorial (FC Davis)

A TVFR Lt was shot and killed after he left his shift. CDF assisted with the memorial.

SCBA Fill Station (FC Davis)

The SCBA Fill Station has been received and successfully installed. FF/P Julio Quevedo and Captain Jason Wanner did an excellent job of ensuring its proper installation. Weighing 4000 pounds, the unit required two forklifts that were provided by Canby Builders, to stabilize the unit during installation. Jason commended their outstanding customer services and kindness to the Fire District and shared details about the plaque that will be awarded to Canby Builders at our next meeting.

Additional item: All agencies in Clackamas County utilizing C-COM are exploring the possibility of separating from the County and operating independently to potentially reduce future costs. This is only a preliminary discussion at this time and will undergo future review through a Feasibility Study.

Administrative Report (CFO Fawcett)

Leanna is still on leave. CFO Fawcett commended AAI Sierra Holmes for taking on the responsibility of overseeing purchases and staying on top of accounts payable. AAI Chloe Drake is managing ambulance revenue. In addition, the FY25 Budget Season is now underway.

Deputy Chief Report (DC Dale)

Chief Dale gave a brief report regarding the upstaffing during the ice storm. No injuries or accidents were experienced. Chief Davis was working hard the entire time and Crews managed everything extremely well.

Division Chief Report (DC English)**Fire Inspector (DC English)**

Our new Fire Inspector is Mark Crawford who has an extensive background in plans review and all duties required of the Fire Inspector position. He will officially begin at CFD in February.

The crews are training at the DPSST tower and performing live fire training. These training opportunities are very beneficial to our personnel.

Canby High School is working through their occupancy requirements involving their elevator and communications systems.

VLMK will be constructing the OLCC building and are the same agency that previously worked on Columbia Distribution.

Fire Inspector Mark Crawford will be tracking his hours to help recoup some of the expenses for the time required for the new construction projects.

Additional projects were discussed.

DC English is coordinating with the OSFM Office regarding requirements of each fire agency and discussing CFD's capabilities as far as fire inspections are concerned.

State Water Tender (FC Davis)

The State is lagging behind schedule, but all necessary submissions have been made as requested by Canby Fire. The delay is due to the construction of the apparatus, which is a high-quality unit. We will also receive annual maintenance funding of approximately \$3,000 dollars to help assist with operating costs. More details to come.

Volunteer Report (DC Austen)

Chief Austen thanked the Board for their Fire Med applications and assured a prompt renewal of both their Fire Med membership and Life Flight membership. New student interns and volunteers are commencing their service. The volunteers participated in harassment training and are initiating their medical requirements.

Chief Austen is overseeing the transition of approximately twelve personnel who are beginning their volunteer services at CFD. The Rehab Group, which responded to a couple calls last month completed their training and are now officially equipped with turnout gear to protect their clothing and themselves.

DC English and Chief Austen are diligently working to ensure that all new volunteers are brought up to speed, and there has been an increased attendance at Thursday night drills.

Chief Davis has informed that Canby Fire will be launching an Academy for new hires, with a focus on intern training. DC English shared additional details about how academies are going to be held.

OLD BUSINESS

Labor Negotiation Recommendations (FC Davis)

We received a letter from our Local #1159 initiating labor negotiations. Our recommendation is for DC Dale and CFO Fawcett to represent the negotiating team for CFD. If approved, we will convene next month in Executive Session to establish the parameters for negotiations. An Executive Session will be added to next month's meeting and Board Member Boe Ellis III will be asked to participate.

NEW BUSINESS

2023 Accomplishments (FC Davis)

Chief Davis presented the Strategic Plan goals and matrix for monthly review. He inquired whether the Board would like to propose additional goals to be included in next year's plan.

The Accomplishments for 2023 were presented to the Board. See the accompanying power point for further details.

2024 Goals and Objectives (FC Davis)

The Strategic Plan goals for 2024-2025 were reviewed by the Board. See the accompanying power point for further details.

Administrative Staffing (FC Davis)

Chief Davis emphasized the importance of succession planning for the Fire District and the additional workload resulting from fulfilling the extensive requirements involving EMS data. As we look at succession planning and administrative workload, it has become apparent that Canby Fire District needs an additional administrative position. With the increased administrative workload being experienced across all our positions, the Administrative Team talked and agreed to make a proposal to the Board tonight.

CFO Fawcett stated that she cannot emphasize enough the importance of this additional position. The amount of data entry being required by our Chiefs and Captains has resulted in hours and hours being spent with this regulated duty. Our Chief's are buried trying to get to their core duties, but the data entry is relentless. She emphasized the importance of pulling back these ancillary duties to the administrative side as soon as possible. CFO Fawcett shared that the temporary help has been excellent but what is needed now is another full-time position. There is currently an additional half-time person budgeted for; however, there are funds remaining to cover this position in the current budget. There will be no cuts made to fund this position. The emphasis was stated that the line staff take priority regarding the funding being received from the recently approved levy. Leanna will be coming back in April part-time and then will be re-evaluating as far as full-time or part-time following June 30th. Even with that, this position is of high priority. The temporary positions are fully funded to June 30th and then will be re-evaluated regarding the needs of the District moving forward.

Chief Dale emphasized the resiliency of the District as a high priority. Canby Fire District is no longer a small department and there is much more expected of all of us. He voiced the benefit of being double indemnified and sees this position assisting him with filing, organizing, and reviewing, with the greatest needs involving ambulance billing, GEMT contracts, cost reports, monthly reconciliation, patient reimbursements, quality improvement requirements, review of RMS, fire reports, wellness, I.T., and producing quality reports for the Board of Directors and for Operations in order to provide us with the opportunity to make well vetted decisions. These all take someone who can dedicate the time to organizing and would provide continuity for each of these roles.

Chief Davis emphasized that this role is part of our succession planning.

Director Thoroughman noted that without the full board being present we should consider holding off making the decision on this position until the next board meeting. He agreed fully that the Deputy Chief should not have to spend his time engrossed with data entry and that he has often thought that we do need another administrative person here and that we need to move forward here to do it. Director Thoroughman recommended that the Board be presented with a budget of how we are going to pay for the administrative position, at the next Board meeting. He asked that CFO Fawcett provide a proposed budget for hiring this new position, but that the vote be postponed until the next Board meeting. Discussion was had.

Chief Davis emphasized the importance of redundancy, especially involving payroll.

Director Thoroughman noted that the Chief is perfectly authorized to bring on additional personnel. CFO Fawcett emphasized the importance of this position being a full-time position. That this position will require a higher-level skillset. This position needs an individual possessing the level of a full-time person who is seeking a career.

Director Thoroughman made a motion that the Board authorize the Fire Chief to hire an additional full time Administrative Assistant at Canby Fire District. Director Carroll seconded the motion.

During the discussion, Director Thoroughman recommended that the decision be tabled until the next board meeting. He emphasized that he sees the need for this position and when the time comes, he will vote for it, but that that decision should be tabled until next month. He asked that CFO Fawcett provide the budget of how we are going to pay for the additional position.

CFO Fawcett shared that the temporary people will be employed until June 30th. Director Thoroughman shared that if they could give us even more time that would be great.

Director Thoroughman amended his motion, to state that we move forward to hire someone but table the vote until the next board meeting. Director Carroll seconded the motion, and it was unanimously approved.

Insurance Comparison (FC Davis)

Chief Davis shared the comparison findings from Gustafson's Insurance along with our Insurance Agent's recommendation that we remain insured with Special Districts Association of Oregon (SDAO).

SDAO Board of Director's Training (FC Davis)

George Dunkel can come to Canby Fire to provide Board of Directors training. The course takes approximately 90 minutes and is scheduled for June 6, 2024.

The State of Oregon Ethics Commission has mandated that public service agencies are to participate in a Records Retentions course.

The City Council will be putting on a class regarding Executive Sessions and our Canby Fire Board is invited to attend.

FY25 Budget Process (CFO Fawcett)

Budget Calendar

A Motion to approve the 2024-2025 Budget Calendar for the Canby Fire District Budget process as presented was made by Director Carroll. The motion was seconded by Director Thoroughman and unanimously approved.

Budget Officer

A motion to appoint CFO Lori Fawcett as the Budget Officer for the FY2024-2025 Budget Process was made by Director Thoroughman. The motion was seconded by Director Carroll and unanimously approved.

Re-Appointed Budget Committee Members

A motion to re-appoint the following Budget Committee members for FY2024-2025 was made by Director Carroll. The motion was seconded by Director Thoroughman and unanimously approved.

- Paula Brotherton
- AJ Howard
- Tim Nichols
- John Zieg
- Jerry Burn

CITIZEN INPUT: NON-AGENDA ITEMS

None.

GOOD OF THE ORDER

- The photos put up by the Station Beautification Committee now have a reference plaque attached to each photo. Thank you to Chief Austen for all his help.
- Director Carroll will be out of town from the 5th thru the 17th.
- Director Thoroughman shared that the Board had a really good talk with Chief Dale in regard to what, he would not say now, as the Board is waiting for Chief Dale to get back with them. The Board will need to schedule an Executive Session next month to go over what they talked about and determine how they are going to proceed forward without Chief Davis. Director Thoroughman shared that it was a good meeting, but that he didn't want to share more without President Swor being present.
- Vice-President Austen thanked Chief Davis for walking her through chairing the meeting.

ADJOURNMENT

A motion to adjourn the regular Board of Director's meeting was made by Director Carroll. The motion was seconded by Director Thoroughman and unanimously approved.

The Regular Board of Directors meeting adjourned at 2025 hours.

NEXT MEETINGS:

REGULAR BOARD OF DIRECTORS

Date: Wednesday, February 28, 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