

**CANBY FIRE DISTRICT
BOARD OF DIRECTORS MEETING**
Wednesday, October 25, 2023
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 <i>via ZOOM</i>	<input checked="" type="checkbox"/>	DC Matt English
<input checked="" type="checkbox"/>	Director Buner Ellis III <i>Late Attendance</i>	<input checked="" type="checkbox"/>	DC Wayne Austen
<input type="checkbox"/>	Director Steve Thoroughman	<input checked="" type="checkbox"/>	CFO Lori Fawcett
		<input checked="" type="checkbox"/>	AAIII Leanna Shaw

Also in Attendance

In Person: Lt. Holmes, FF Starrett, FF Shunn, and FF Imes

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 1802 hours.

A motion to adjourn from Regular Session and begin Executive Session per ORS 192.660(2)(a) was made by Vice President Connie Austen. The motion was seconded by Secretary / Treasurer Shawn Carroll and unanimously approved.

EXECUTIVE SESSION: ORS 192.660(2)(a)

Executive session began at 1803 hours.

A motion to adjourn from Executive Session and reconvene Regular Session was made by Secretary / Treasurer Shawn Carroll. The motion was seconded by President Ron Swor and unanimously approved.

Executive session ended at 1850 hours.

Regular session reconvened at 1855 hours after short recess.

CITIZEN INPUT: AGENDA ITEMS

None.

CONSENT AGENDA

A motion to approve the consent agenda from the September 27, 2023 Board Meeting was made by Secretary / Treasurer Shawn Carroll. The motion was seconded by Vice President Connie Austen and unanimously approved.

FINANCIAL REPORT (CFO Fawcett)

Financials: CFO Fawcett reported on the following:

- State Pool Interest increased to 4.63%
- LGIP General Account shows a total of \$2,574,064.56
- LGIP Bond Account shows a total of \$9.66
- Current Deposits & Earnings shows a total of \$575,720.58
- Current Expenses show a total of (\$593,149.06)
- Total available to the District is \$3,363,124.45
- Current Year Taxes show 2.25% received of Budget in FY24
- Prior Year Taxes were fully received of Budget in FY24
- Radio Fund shows a total of \$50,161.85
- Ambulance Service has received 19% of Budget in FY24

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

- September 15, 2023 = \$235,013.02
- September 31, 2023 = \$265,034.36
 - Monthly Life Insurance via A/P = \$1,094.01
 - Monthly Medical Insurance via A/P = \$64,896.00
- Total Payroll and Benefits Costs for September 2023: \$566,037.39

CORRESPONDENCE (FC Davis)

- The Lutheran Church sent Chief a retirement congratulations card.

CITY COUNCIL (Councilor Davis)

- Athletic Field Update
 - Some property has been targeted and looks promising for an athletic field. Jamie Stickle is now taking the lead on this project. Cogeo already has offers from other cities, but they are dedicated to Canby so far. The timeline will be determined by the land acquirement, but within the year is the goal.
- Hotel / Motel Update
 - This is a huge improvement for the City and taxes / revenue.
- City Administrator Search
 - November 9th will hold the stakeholder interviews for this position, which the City Council will listen to the comments from the stakeholders after interviews. This process / setup is a lot like the Fire Chief interviews we performed. Four people will move forward with additional interviews by the City Council. After this, the decision to hire a new City Attorney or remain in a contract will be determined.

CHIEF'S REPORT

Hiring Process Update (FC Davis)

Testing for Firefighter Paramedic, EMT, and Lateral Entry Firefighter has been advertised. This will result in three lists for Canby and Molalla. Based on current job offers, we are fully staffed. The next step is filling the levy positions. The assessment center for the current advertisements will be held at Canby Fire with Molalla Fire the week prior to Thanksgiving. We plan to have a list by late November / early December. Advertisements on various platforms have been completed.

Chief Davis believes we are seeing a change in interest in the fire service, which is a long time coming. This is true for Interns as well and schools having an increase in fire service students enrolling.

CRR Transition (FC Davis)

With Chief Walker going to Woodburn Fire, Chief English is overseeing Community Risk Reduction. We have advertised for a citizen Fire Inspector position, who would report to Chief English. Chief English also continues to manage the emergency operator groups.

Intern / Volunteer Update (DC English)

The six Intern positions to fill look promising based on applications that have been received and interviews that have taken place. Three to four people are interested in living at Station 365 as well.

SCBA Compressor Update (FC Davis)

The new SCBA compressor approved for purchase by the Board has not yet arrived. Chief English and Dale are working with the Station Captain to prep for this arrival and to put it into service. This is anticipated to arrive after Thanksgiving.

Administrative Report (CFO Fawcett)

The auditor was here today, so the on-site portion of this process is complete. So far, the process feels like it is going smoothly, but there is always something new to learn. 2020 changed auditing forever based on the online capabilities and scanning functions. It was great to have a day of in person, but there will be multiple more days of uploading documents and answering questions to wrap up everything.

EMS / Operations Report (DC Dale)

Chief Dale is adjusting to his new role and adjusting his schedule to devote more time to the shifts. Station projects are being looked at with the Captains, such as repaving Station 365, non-fluorine foam purchases, and signage at Station 363. EMS is being reorganized at the state level. Chief Dale is hoping to invite three more cardiac arrest survivors to the November meeting. The new nurse staffing law is to be implemented over the next several months, along with a staffing shortage, is putting a lot of pressure on hospitals. Chief Dale has been attending a lot of EMS meetings lately. TVFR, who we copied the spec. for our ambulances from, did a lot of hard work to find that remounting ambulances is still cheaper than buying new, even though prices have significantly increased.

Training / Logistics / CRR Report (DC English)

Two individuals are applying to be standalone volunteers with us. One individual is interested in being a tender only operator. Training in December at DPSST will be live fire training. Bailout training will happen soon. Stop the Bleed training will be open to CERT, radio, rehab, etc. groups, which the Board is welcome to join. Colton's EMR training is being attended by some Canby Fire members and is going well. Station 361 will have some radio equipment mounted on the roof, so a little work will need to be done for this project. Station 363 will have a roof prop out there for training. The Rosenbauer engine had another leaf added to the right side to bring it level and the steering is fixed.

Volunteer Report (DC Austen)

The tender operators, four in total, are coming along well. Rehab has a new SOG for their field work that outlines what their duties are and the procedures to go with it. December 3rd is Light up the Night, December 10th is the annual Christmas Dinner at Backstop that the Board is welcome to attend, and the first weekend in December is Breakfast with Santa. The new interns and volunteers are coming in with applications. The VFW hosted their annual chili feed last week in the bay, where they presented Chief Davis with some 50 years of service / retirement mementos. Ron appreciates the co-op at the Canby Foursquare Church (Journey through Bethlehem), which is December 8th. Chief Davis has been very impressed with the training that has been delivered. The crews, specifically Lt. Holmes, have put on these drills exceptionally well. The level of training is deeply appreciated. Work that used to be done during an academy is now done online and through drill nights, which seems to be working well.

OLD BUSINESS

Fire Chief Hiring Update (President Ron Swor)

President Swor stated that everyone has been heavily involved in the search for a new Fire Chief. This has been a very long process, but unfortunately the Board is going to have to rescind the conditional job offer to the current Fire Chief applicant.

A motion to rescind the conditional job offer to the current Fire Chief applicant as the new Fire Chief of Canby Fire was made by Secretary / Treasurer Shawn Carroll. The motion was seconded by Director Buner Ellis III and unanimously approved.

The Board requested that a letter be sent to Kevin Krebs, the private investigator used during this process, as a thank you for his diligent work.

NEW BUSINESS

Holiday Schedule (FC Davis)

Due to the holidays in November and December, we are recommending Board date changes to November 15th and December 20th. Discussion was had.

A motion to move the upcoming Board meetings to November 15th and December 13th was made by Director Buner Ellis III. The motion was seconded by Vice President Connie Austen and unanimously approved.

Chief Davis Contract Update (President Ron Swor)

Due to the Fire Chief offer being rescinded, the Board is hitting the reset button. Both Chief Davis and the Board have agreed on the extension of the contract to December 1, 2024 with the option to extend to December 2025.

A motion to extend to Chief Jim Davis a contract to end December 1, 2024, with the option to extend to December 1, 2025, was made by Vice President Connie Austen. The motion was seconded by Secretary / Treasurer Shawn Carroll and unanimously approved.

Replacement of Single ST361 HVAC Unit (FC Davis)

Three quotes have been provided to the Board for the replacement of a single HVAC unit at Station 361, which is currently failing. The recommendation from staff is to go with ProTemp for \$10,990.00.

A motion to approve the purchase of the replacement HVAC unit through ProTemp was made by Director Buner Ellis III. The motion was seconded by Vice President Connie Austen and unanimously approved.

CITIZEN INPUT: NON-AGENDA ITEMS

None.

GOOD OF THE ORDER

- Lori notified the group that she has a large bear roaming the back of her property.

ADJOURNMENT

A motion to adjourn from the regular Board of Director's meeting was made by Director Buner Ellis III. The motion was seconded by Vice President Connie Austen and unanimously approved.

The Regular Board of Directors meeting adjourned at 1938 hours.

NEXT MEETINGS:

REGULAR BOARD OF DIRECTORS

Date: Wednesday, November 15, 2023*

Time: 1800 hours (6pm)

Location: Station 361 and ZOOM

<https://us02web.zoom.us/j/86923965328>

Meeting ID: 869 2396 5328

****Meeting out of rotation due to holidays. Board approved.***

APPROVED

Director Shawn Carroll
Board Secretary/Treasurer