

**CANBY FIRE DISTRICT
BOARD OF DIRECTORS MEETING**

Wednesday, July 26, 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	<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"/>	DC Jim Walker
		<input checked="" type="checkbox"/>	AAIII Leanna Shaw

Also in Attendance

In Person: FF Ramos and family, FF Starrett and family, FF Imes, Lt. Clark, FF Frank, Honorable Judge Rodney H. Grafe, Shawn Carroll's wife (all present for presentations only)

Via ZOOM: Lt. Holmes / Station 363 crew

Via ZOOM (without full names listed): None.

CALL TO ORDER

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

CITIZEN INPUT: AGENDA ITEMS

None.

FIREFIGHTER OATH OF OFFICE (President Shawn Carroll)

President Shaw Carroll performed the Firefighter Oath of Office for FF Jack Starrett, FF Leighton Imes, and FF Wyatt Ramos, accompanied by family and friends.

BOARD OATH OF OFFICE (Honorable Judge Rodney H. Grafe)

The Honorable Judge Rodney H. Grafe performed the Board Oath of Office for Shawn Carroll, Buner Ellis III, and Ron Swor. Thank you to these three members for your volunteered hours with Canby Fire, representing the Citizens in which we serve.

BOARD ELECTIONS

President

A motion to open Board elections for the position of President was made by Secretary / Treasurer Buner Ellis III. The motion was seconded by Vice President Steve Thoroughman and unanimously approved.

The votes were as follow:

Shawn Carroll nominated Ron Swor

In Favor: All, unanimous

Opposed: None

Results: Ron Swor was elected Board President

A motion to close Board elections for the position of President was made by Secretary / Treasurer Buner Ellis III. The motion was seconded by Director Connie Austen and unanimously approved.

Vice President

A motion to open Board elections for the position of Vice President was made by Secretary / Treasurer Buner Ellis III. The motion was seconded by Vice President Steve Thoroughman and unanimously approved.

The votes were as follow:

Steve Thoroughman nominated Connie Austen

In Favor: All, unanimous

Opposed: None

Results: Connie Austen was elected Board Vice President

A motion to close Board elections for the position of Vice President was made by Secretary / Treasurer Buner Ellis III. The motion was seconded by President Shawn Carroll and unanimously approved.

Secretary / Treasurer

A motion to open Board elections for the position of Secretary / Treasurer was made by Secretary / Treasurer Buner Ellis III. The motion was seconded by Vice President Steve Thoroughman and unanimously approved.

The votes were as follow:

Steve Thoroughman nominated Shawn Carroll

In Favor: All, unanimous

Opposed: None

Results: Shawn Carroll was elected Board Secretary / Treasurer

A motion to close Board elections for the position of Secretary / Treasurer was made by Vice President Steve Thoroughman. The motion was seconded by President Shawn Carroll and unanimously approved.

A motion to close Board elections was made by Secretary / Treasurer Buner Ellis III. The motion was seconded by Director Ron Swor and unanimously approved.

New Board positions take effect.

CONSENT AGENDA

A motion to approve the consent agenda from the June 28, 2023 Board Meeting was made by Director Steve Thoroughman. The motion was seconded by Director Buner Ellis III and unanimously approved.

FINANCIAL REPORT (CFO Fawcett)

Financials: CFO Fawcett reported on the following:

- State Pool Interest increased to 4.05%
- LGIP General Account shows a total of \$4,053,374.44
- LGIP Bond Account shows a total of \$9.60
- Current Deposits & Earnings shows a total of \$999,753.80

- Current Expenses show a total of (\$1,034,394.29)
- Total available to the District is \$4,356,768.73
- Current Year Taxes show 111.01% received of Budget in FY23
- Prior Year Taxes shows 125.20% received of Budget in FY23
- Radio Fund shows a total of \$50,160.59
- Ambulance Service has received 130.72% of Budget in FY23

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

- June 15, 2023 = \$188,158.82
- June 30, 2023 = \$182,017.81
 - Monthly Life Insurance via A/P = \$1,083.97
 - Monthly Medical Insurance via A/P = \$55,752.00
- Total Payroll and Benefits Costs for June 2023: \$427,012.60

CORRESPONDENCE (FC Davis)

- Thank you from a citizen to crews for helping cook food at a golf tournament.
- Thank you to Canby Fire for supporting the Canby Pride event.
- Thank you for Canby Fire's support to the American Ruck event through American Steele.

CITY COUNCIL (Councilor Davis)

The council is going well with the Interim City Administrator. The City is currently advertising through a firm for the permanent City Administrator position and then will advertise for City Attorney after. The City is supporting the Fire District for the water line reimbursement at ST363 through ARPA funds and then will earmark more funds to cover the overage of the radio costs, subject to City Council approval. Shawn Varwig has resigned from Council, so applications are open to fill his position. Chief Davis thanked Shawn Varwig for his support toward the Fire District. Overall, there is a lot of good work being done and moved forward.

CHIEF'S REPORT

Volunteer FF Davis Graduation (FC Davis)

Chief Austen and Connie Austen were able to attend Brooke Davis' paramedic graduation with Chief Davis. Congratulations to all the graduates.

Independence Day Activity Review (FC Davis)

Chief can't thank everyone enough for all the help from the Fire District personnel, volunteer and paid, during the Independence Day activities. The BBQ at the fireworks was a good time with Bingo, put on by Connie and Captain Heitschmidt. This was a busy night due to the holiday falling on a weekday. One roof fire was responded on along with a few other minor responses.

Clackamas County Fair (FC Davis)

The Fair is coming up in August, which entails a lot of work. Chief Walker does inspections, Chief English organizes staffing and the incident action plan, and Chief Austen does first aid booth assistance. The fairgrounds have had a few large events prior to the fair that we were all involved in as well.

Wildland Fire Hazard (FC Davis)

Chief Davis stressed how the wildfires are putting everyone to work in a lot of areas. Captain Wanner and Chief English are on a fire in Klamath, which has lost multiple structures. They

should be returning tomorrow. Locally we have been very busy with mutual aid fires, including a fatality in Aurora, a fire on Good Lane, and a fire in Molalla near a rubber company and memory care facility with limited resources. Canby's Rehab unit responded to all of these fires and always make sure to take care of the personnel with food, water, health checks, etc. Thank you for the tremendous job by our Rehab members.

Engine 361 Warranty Work (FC Davis)

Engine 361 was found to have support cracks on the body where it attaches to the frame. This is covered under warranty by Rosenbauer. Once the parts are received, Canby Fire will bring the apparatus to the Seattle area to get the repairs done. While this is out of service, we are in the 1999 Pierce. The back up plan is to borrow Clackamas Fire District #1's reserve engine if needed.

FF Hiring Process (DC Dale)

Canby and Molalla Fire currently have a Firefighter Paramedic application process open. A one or two day September assessment center process will be held at Canby Fire to develop a hiring list for both agencies. We are doing our best with outreach, including emails and postcards to all current paramedics. Director Thoroughman will reach out to the Sheriff's office to see how they recruit military personnel.

Aurora Fire District (FC Davis)

Aurora Fire District reached out to us regarding doing a feasibility study, along with Aurora doing a study with TVFR. Chief Davis stated to Aurora Fire that studies have been done in the past and TVFR is a critical partner with Canby Fire, so it would be unprofessional to complete a study before TVFR is finished. TVFR providing service to Aurora would in turn provide a benefit to Canby Fire by providing closer resources. The Board agrees with Chief Davis that waiting until TVFR is done with their study is the best practice. Some discussion was had.

Administrative Report (CFO Fawcett)

CFO Fawcett noted the following tasks within the Administrative Offices:

- Reconciliations of accounts for the fiscal year rollover
- General archiving
- Closing out FY23 and rolling out FY24
- Payroll data for July 1 changes in ADP
- Ice Storm close out documents
- The beginning of the audit process
- Preliminary work for a temporary pool of employees for an Administration Assistant I / II position
- Helping with administrative parts of the Fire Chief Hiring process
- Life Insurance enrollment is coming up shortly for members
- The Annual VEBA contributions along with other annual processes
- The conflag packet for Hat Rock arrived via email, so there should be an update at the next meeting on our estimated reimbursement

EMS Report (DC Dale)

The Clackamas County EMS quarterly meeting further connected everyone with the Board of County Commissioners. Additional labor workgroups were appointed with delegates from various Unions and entities with the purpose of giving a voice to labor on EMS matters, which seems to be working well so far. This also allows labor to see some intricacies in this topic. We

had a slight set back with billing when an update occurred in ESO that stopped our EMS charts from being sent to our biller. There might be a slight decrease in revenue due to this. Chief Dale will be volunteering at the Canby Prevention Coalition booth at the fair for prevention of overdose through public education. Narcan administration trainings were given to school district employees. A new manikin was received by Canby Fire through the PACT study for us to keep and train on. With this, the PACT trial has stopped for now based on data. The Center for Medical Services (CMS) data reporting has been worked on by Dale, Fawcett, and Shaw. This is to determine the actual costs of running ambulances and will hopefully result in rate adjustments after all the data by agencies is complete and reviewed. Chief Dale attended a hearing in Marion County Court for a collections matter, which is part of the new process for our collection agency. The patient claimed they were not transported but has since changed their stance. This case will go back to mediation, which we assume Canby Fire will be made whole in the end. A presentation was given to urgent care physicians regarding EMS within the County and at Canby Fire in order to increase education on this topic. Chief Dale also attended a STEMI meeting with the County.

Training / Operations Report (DC English)

None.

Community Risk Reduction Report (DC Walker)

Chief Walker has mostly been busy at the Fairgrounds with the various events and all the inspections that go along with that. Some discussions were had regarding upgrades being done to the Fairgrounds, including the addition of sprinklers in buildings and such. Chief Walker has worked on fire reports for the various fires that occurred recently and is working on mitigating fall risks within the community. Walker has received a lot of calls from people replacing older homes with new and all the access and fire safety that goes along with this process. Chief Walker has also been looking into fire drills at long term care facilities.

Volunteer Report (DC Austen)

The new tender operators are doing really well. New volunteers are working on their FF1 at Canby Fire opposed to being part of an academy like we've done in the past. The Wildfire Staffing Grant was awarded and various volunteers are taking shift as part of this. Coming up we have Fill the Boot and the Fair with the first aid booth coverage. The Rehab group, again, has been attending all fires and doing an excellent job. The CERT group, headed by Jerry Burn, is getting the group up and running. They have had several meetings and will be helping at the Fair, including bringing over the Rotary Ready trailer and emergency communications trailer. The Radio group with Canby did a drill at the airport to communicate in the air. The County was impressed and is tying them into their operations as well.

OLD BUSINESS

District Map Review (Director Thoroughman and FC Davis)

The voting office will help draw the new boundaries for Board review. Discussion was had regarding this. CFO Fawcett added that the contact she has at the County is easily able to form a few different maps showing boundaries. The goal of this change is to improve the process of onboarding new members.

SDAO Fire Chief Hiring Process (Secretary / Treasurer Shawn Carroll)

- **Signed SDAO Fee Agreement***
A motion to approve the fee agreement from SDAO was made by Secretary / Treasurer Shawn Carroll. The motion was seconded by Director Buner Ellis III and unanimously approved.
- **Approval of Job Description***
A motion to approve the Fire Chief job description as presented was made by Secretary / Treasurer Shawn Carroll. The motion was seconded by Director Buner Ellis III and unanimously approved.
- **Approval of Job Announcement***
A motion to approve the Fire Chief job announcement as presented was made by Secretary / Treasurer Shawn Carroll. The motion was seconded by Director Buner Ellis III and unanimously approved.
- **August 30th Application Review Attendance Confirmation**
To be reviewed during Executive Session per the request of Director Steve Thoroughman.
- **September 21st Interview Date Attendance Confirmation**
To be reviewed during Executive Session per the request of Director Steve Thoroughman.
- **Community Meet and Greet Decision**
To be reviewed during Executive Session per the request of Director Steve Thoroughman.

NEW BUSINESS

First Reading and Approval of Board Policy 11 (Secretary / Treasurer Shawn Carroll)
A motion to approve the first reading of Board Policy 11 was made by Director Steve Thoroughman. The motion was seconded by Director Buner Ellis III and unanimously approved.

Revised MOU #2023-03 (FC Davis)

After discussions with Shop Steward Holmes, some changes were made to MOU #2023-03 to clarify the new MERP program process and set up. Changes were highlighted in yellow and provided to the Board.

A motion to approve the revised MOU #2023-03 was made by Director Buner Ellis III. The motion was seconded by Secretary / Treasurer Shawn Carroll and unanimously approved.

A motion to move into Executive Session per ORS 192.660(2)(a) was made by Director Buner Ellis III. The motion was seconded by Secretary / Treasurer Shawn Carroll and unanimously approved.

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

Executive Session began at 1951 hours

A motion to end Executive Session and reconvene Regular Session was made by Director Buner Ellis III. The motion was seconded by Secretary / Treasurer Shawn Carroll and unanimously approved.

Executive Session ended at 2024 hours

A motion to approve the recruitment hiring timeline with spoken changes was made by Director Buner Ellis III. The motion was seconded by Secretary / Treasurer Shawn Carroll and unanimously approved.

CITIZEN INPUT: NON-AGENDA ITEMS

None.

GOOD OF THE ORDER

- **A motion to approve the August 30th 6PM Board Only Executive Session was made by Director Buner Ellis III. The motion was seconded by Secretary / Treasurer Shawn Carroll and unanimously approved.**
- Chief Davis will be on vacation in Idaho Friday through Thursday, so Chief Dale will be the acting Fire Chief while he is away.
- Chief Davis applauded the crews for the pride they've taken in making the station and apparatus look so nice during the chief inspection process.

ADJOURNMENT

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

The Regular Board of Directors meeting adjourned at 2033 hours.

NEXT MEETINGS:

REGULAR BOARD OF DIRECTORS

Date: Wednesday, August 23, 2023
Time: 1800 hours (6pm)
Location: Station 361 and ZOOM
<https://us02web.zoom.us/j/86923965328>
Meeting ID: 869 2396 5328

SPECIAL BOARD OF DIRECTORS – EXECUTIVE SESSION ONLY

Date: Wednesday, August 30, 2023
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