

# CANBY FIRE DISTRICT

## BOARD OF DIRECTORS MEETING

Wednesday, July 24, 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 checked="" type="checkbox"/>	Director Buner Ellis III	<input checked="" type="checkbox"/>	DC Wayne Austen
<input checked="" type="checkbox"/>	Director Steve Thoroughman	<input type="checkbox"/>	CFO Lori Fawcett
		<input checked="" type="checkbox"/>	AAIII Susan Arterberry

### **Also, in Attendance**

***In Person:*** Tim Nichols

***Via ZOOM:*** Drew Kinnaman

***Via ZOOM (without full names listed):***

### CALL TO ORDER

The Board of Directors Meeting was called to order by President Ron Swor at 6:02 PM

### CITIZEN INPUT: AGENDA ITEMS

None

### ELECTION OF BOARD OFFICERS (President Swor)

A motion was made by President Ron Swor to open the election proceeding for Board Officers. *(There was no second and no point of order was raised)*

#### Nominations for Board President:

President Ron Swor nominated Secretary/Treasurer Shawn Carroll for Board President. With no second, Director Steve Thoroughman nominated current President Ron Swor for Board President. The nomination was seconded by Secretary/Treasurer Shawn Carroll and unanimously approved. President Swor thanked the Board for their work, leadership and support.

#### Nominations for Board Vice President:

Vice President Connie Austen nominated Secretary/Treasurer Shawn Carroll for Board Vice President. The nomination was seconded by Director Steve Thoroughman and unanimously approved.

#### Nominations for Secretary/Treasurer:

Director Steve Thoroughman nominated Vice President Connie Austen for Secretary/Treasurer. The motion was seconded by Secretary/Treasurer Shawn Carroll and unanimously approved.

A motion was made to close the election proceedings for Board Officers by our new Vice President Shawn Carroll, seconded by Director Steve Thoroughman and unanimously approved.

## **CONSENT AGENDA**

### **Minutes AAIH Arterberry**

- **June 26, 2024, Board meeting**

### **Bills CFO Fawcett**

A motion to approve the consent agenda from the June 26, 2024, Board meeting was made by Vice President Shawn Carroll. The motion was seconded by Director Steve Thoroughman and unanimously approved.

## **FINANCIAL REPORT (CFO Fawcett)**

### **Financials: Chief Davis reported on the following:**

- State Pool Interest static at 5.20%
- LGIP General Account shows a total of \$5,391,127.77
- LGIP Future Reserve Account shows a total of \$10.02
- Current Deposits & Earnings shows a total of \$835,990.28
- Current Expenses show a total of (\$622,845.78)
- Total available to the District is \$5,909,982.27
- Current Year Taxes show 118% received of Budget in FY24
- Prior Year Taxes were fully received of Budget in FY24
- Radio Fund shows a total of \$6,645.90
- Ambulance Service has received 123% of Budget in FY24

### **Payroll: Chief Davis reported the payroll costs for the month of June 2024 as follows:**

- June 15, 2024 = \$209,165.23
- June 30, 2024 = \$210,675.62
  - Monthly Life Insurance via A/P = \$1,15.10
  - Monthly Medical Insurance via A/P = \$72,384.00
- Total Payroll and Benefits Costs for June 2024: \$493,333.95

Chief Davis reports Fire Inspector Mark Crawford is doing a tremendous job with inspections, food carts, business license, plan reviews and billing for these services. We will show income at the August meeting as part of the July financials.

## **CORRESPONDENCE (FC Davis)**

Chief Davis reports a letter was received from Tyson Tramel of NW Marine Supply. He wanted to thank Mark Crawford and the Canby Fire crew members for their efforts in saving their barn and preventing other structures from being damaged. Without Canby Fire Districts timely response and immediate execution of duties, NW Marine Supply would be dealing with a much more difficult situation. Tyson and his family express their appreciation and gratitude.

## **CITY COUNCIL (Councilor Davis)**

- Councilor Davis reports four (4) city councilor positions are open because of appointments and all four (4) incumbents, as well as the mayor plan to run in November.
- The Canby Adult Center is in the process of purchasing the Methodist Church property at Holly and Territorial. They plan to move to that location as it will provide more room and parking. It will likely take two (2) years to complete the process with renovations and zoning changes. The sanctuary will remain intact.

- The Council approved an ordinance amending the transportation portion of the Comprehensive Plan. They also approved an ordinance for the Memorial Tree and Bench Program.
- The City passed all requirements for insurance coverage.
- The City put out to bid for outside city attorney services. The City has realized a \$200,000+ savings by contracting out for these services.
- The City is closely monitoring the impact of the Federal Supreme Court decision to uphold Grants Pass, Oregon's ban on camping in public spaces. The City of Canby has a similar ordinance and a reversal by the Supreme Court would have impacted the City of Canby's ordinance.
- Maple Street Park has started construction on turfing, scoreboard and lights. Additionally, athletic and exercise equipment are going in at Legacy Park with estimated completion end of August 2024.

### **CHIEF'S REPORT**

- **Wildland Staffing Grant (FC Davis)** Fire Inspector Crawford and Division Chief English are working on the grant that will fund land clearing in areas that have serious potential for wildland urban interface fire and property loss. The grant would be used for community education as well.
- **Fireworks (FC Davis)** Compliments to Chief Austen and the Volunteers. The fireworks display and the day's events were well attended, and the fireworks were one of the best displays we have had. We had guests from Molalla due to a fireworks mishap at the Molalla Buckeroo rodeo grounds. Chief Austen reports we already have the down payment raised for next year's celebration. Thanks to all the generous sponsors.
- **Hiring for Open Positions (FC Davis)** We are advertising for FF/EMT as well as FF/P with applications closing in early September and testing on September 17, 2024. We do not anticipate receiving a large number of applications since many other fire districts are hiring as well. We may need to consider another Firefighter Academy.
- **New Shift Schedule 8/1 (FC Davis)** The new 48/96 shift schedule starts on August 1, 2024, as part of the new labor contract. Chief Dale has done a great job scheduling the transition.
- **Conflagration Deployment (FC Davis)** There are currently massive conflagrations in Oregon, with hundreds of thousands of acres involved throughout the state. LT. Austin Holmes is on an Estacada rig as Engine Boss at the Falls Fire near Burns, and Chief English is a Task Force Leader at the Microwave Fire near Hood River. FF Scott Hertzog is the Engine Boss for Aurora at the Microwave Fire as well. We did not send any of our apparatuses. Compliments to Canby Fire for having staff qualified for these supervisory positions. East winds are usually expected in August so late August/early September have always been a high fire danger time for our area. Canby Fire will conserve our resources in preparation.
- **House Fires (FC Davis)** We recently had a house fire out on Mulino Road, and it was a great stop by our crews. The 1914 Historical Weber house on SW 6<sup>th</sup>, had a fire, on a 90° day no less, that started on the back deck. A 2<sup>nd</sup> alarm was needed, and our rehab group provided valuable assistance and cooling to our crews. The lower portion of the house was saved and with \$500.00 from the Richard Davies fund, we were able to help with clothing and other essentials. Two (2) Generators from the Rotary were provided so the family can stay in their camp trailer next to the house.

While at active shooter training today at Baker Prairie, crews were dispatched to a barn fire in Mulino, we assisted with crews and a water tender. Our ISO rating is contingent upon many factors, and one is supplying continuous water flow to our engines by our water tenders. We have outstanding tender operators.

## **OLD BUSINESS**

- **New Audit Company bid Process (CFO Fawcett) \***  
FC Davis reviewed the Auditing Services Agreement that is recommended by CFO Fawcett. Three (3) proposals were received from the recent RFP and after careful review Jarrard, Siebert, Pollard, & Company have been selected.

A motion was made by Vice President Shawn Carroll to authorize the Fire Chief to engage the services of Jarrard, Siebert, Pollard, & Company as the Canby Fire District Auditor beginning Fiscal Year 2024. The motion was seconded by Secretary/Treasurer Connie Austen and unanimously approved.

- **Fire Chief Contract (President Swor)** The Canby Fire District Board of Directors has extended a contract to Deputy Chief Matt Dale to assume the Fire Chief responsibilities starting Dec 16, 2024. DC Dale has accepted and signed the contract. President Swor asked for a motion to accept DC Dale's signed contract.

A motion was made by Director Steve Thoroughman to accept the signed contract as presented by President Ron Swor. The motion was seconded by Vice President Shawn Thoroughman and unanimously approved.

President Swor offered his congratulations and thanks to DC Dale for walking through the process. DC Dale thanked the Board and the Canby Community for their trust, and he thanked Chief Davis for his leadership. He emphasized that it is an honor to follow Chief Davis, to work with the employees and volunteers, to serve this community and to maintain what Chief Davis has built. DC Dale vowed to work hard to maintain their trust. President Swor, on behalf of the board, thanked Chief Davis for his expertise and experience in navigating this long process. President Swor thanked the Board for their hard work and collaboration. He also thanked the employees and volunteers who have walked alongside the Board of Directors through this process. Additionally, he expressed his thanks to DC English who demonstrated integrity and courage throughout this process. He was inspiring. Chief Davis gave much credit to the Board for having trust in the Canby Fire District leadership. Credit was expressed as well to the Staff and Firefighters for their leadership and integrity. Chief Davis reminded that DC Dale is an EMS leader with Canby as well as throughout all of Clackamas County. He will bring that leadership to the Office of Canby Fire Chief.

## **NEW BUSINESS**

- **Agenda Bill: Management Benefits (FC Davis)\***  
FC Davis reviewed the Management Comp and Non-Represented Employee updates for FY 2024/2025 and recommended that the Canby Fire District Board of Directors give the Fire Chief the authority to make the updates.

A motion was made by Director Steve Thoroughman to give authorization to the Fire Chief to update the management and non-represented salary and benefits for FY25 as detailed in this agenda bill. The motion was seconded by Director Buner Ellis III and unanimously approved.

- **Open Civil Service Position Application (FC Davis)**

An application was received from Audrey Traaen. Audrey lives in our Fire District and has served the Canby Community with integrity. FC Davis recommended approval of Audrey Traaen for the Joint Civil Service Commission position representing Canby Fire District and Molalla Fire District.

A motion was made by Vice President Shawn Carroll to approve appointment of Audrey Traaen to the Civil Service Commission. The motion was seconded by Director Buner Ellis III and unanimously approved.

### **CITIZEN INPUT: NON-AGENDA ITEMS**

Tim Nichols wished to add details regarding the church purchase mentioned in the City Council report. The purchase is still in process. The Methodist Church will still be using the facility, as will a preschool and an Apostolic Church. Chief Davis noted the existing Adult Center could convert into a Teen Center.

### **GOOD OF THE ORDER**

- Chief Davis cautioned all to be vigilant as COVID on the uptake.
- DC Dale reports that 99E should be paved before the fair starts in August. This will mean multiple intersection closures. We have alternate routes planned and have been assured our emergency vehicles will have lane access when needed.
- Chief Dale reviewed other road work and projects currently in progress.

### **ADJOURNMENT**

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

*The Regular Board of Directors meeting adjourned at 7:10 PM.*

### **NEXT MEETING:**

### **REGULAR BOARD OF DIRECTORS MEETING**

**Date:** Wednesday, August 28, 2024  
**Time:** 1800 hours (6pm)  
**Location:** Station 361 and ZOOM  
<https://us02web.zoom.us/j/86923965328>  
**Meeting ID:** 869 2396 5328

APPROVED

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Director Connie Austen  
Board Secretary/Treasurer