

CANBY FIRE DISTRICT
BOARD OF DIRECTORS MEETING
Wednesday, August 23, 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: Tim Nichols, FF Shunn and Family, Michelle Davis, Heidi Davis, FF Quevedo, FF Hertzog, Lt. Holmes, FF Starrett, FF Imes, Tyler Franke

Via ZOOM: Family of Chief Davis

Via ZOOM (without full names listed):

CALL TO ORDER

The Board of Directors Meeting was called to order by President Ron Swor at 1800 hours.

CITIZEN INPUT: AGENDA ITEMS

None.

FIREFIGHTER OATH OF OFFICE (President Ron Swor)

President Ron Swor performed the Firefighter Oath of Office for FF Jack Shunn, accompanied by family.

50 YEARS OF SERVICE RECOGNITION (President Ron Swor)

President Ron Swor read a short biography on Chief Jim Davis and recognized him for his fifty years in the fire service. Chief Davis was presented with a plaque, gift certificate, card, and cake. Chief Davis was accompanied by family.

CONSENT AGENDA

A motion to approve the consent agenda from the July 26, 2023 Board Meeting was made by Secretary / Treasurer Shawn Carroll. 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 4.11%
- LGIP General Account shows a total of \$3,645,310.35
- LGIP Bond Account shows a total of \$9.58
- Current Deposits & Earnings shows a total of \$572,181.32
- Current Expenses show a total of (\$584,983.48)

- Total available to the District is \$3,935,902.48
- Current Year Taxes show 0.0009% received of Budget in FY24
- Prior Year Taxes were fully received of Budget in FY24
- Radio Fund shows a total of \$50,161.01
- Ambulance Service has received 6.00% of Budget in FY24

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

- July 15, 2023 = \$226,432.33
- July 31, 2023 = \$2201,853.64
 - Monthly Life Insurance via A/P = \$1,113.51
 - Monthly Medical Insurance via A/P = \$67,472.52
- Total Payroll and Benefits Costs for July 2023: \$496,872.00

CORRESPONDENCE (FC Davis)

- A congratulations email came through from a firefighter / paramedic, which thanked us again for a good deed done by our crew years ago for this gentleman's family that made such an impact on him.
- In front of the Board is a Student / Intern advertisement that will be placed on Daily Dispatch in order to recruit more individuals to fill our current vacancies. Great job to our crews for their excellent training and mentorship to our Interns.
- A young man was interviewed from Estacada for our Intern program and a few others have shown interest.
- *Informational:* An updated list of the top taxpayers within the district was provided.

CITY COUNCIL (Councilor Davis)

Interviews of four individuals for the vacant City Council position were done at the last meeting. One local individual out of these interviews was unanimously chosen to fill the vacancy. The finance director is leaving the city, so he will be a part-time employee for a while. Advertisements for a new HR Director, City Administrator, and City Attorney are posted. The Interim City Administrator, Eileen Stein, is doing a great job and has indicated her intention to apply for the full-time permanent position.

CHIEF'S REPORT

Additional Items: Friday night marks the start of Big Night Out with the street dance, car show, and other week activities.

Conflagration Updates (FC Davis)

Everything is very dry right now. Taskforce 29, led by Jim Walker, returned today from the Lookout Fire. A ton of great compliments have already been received by Chief Davis regarding this Clackamas County taskforce. We are currently in preparedness level five due to the Spokane Fire and Washington / Canada border and Mackenzie area. About twenty-five fires are currently burning between Washington and Oregon. All Clackamas County resources are back and available as of right now. This is going to be a busy season. We are anticipating a significant east wind event by upstaffing, like we did for the high heat events during the fair.

Clackamas County Fair (FC Davis)

Great job to Chief Austen for his dedication to the fair along with our paid crews and volunteers staffing the first aid booth and rodeo coverage in the evenings. These individuals are giving up time with their families during this event.

FF Briggs Resignation (FC Davis)

FF Briggs will be leaving at the end of this month to Clackamas Fire. We wish him well.

9/11 Memorial (FC Davis)

This is coming up fast. We hope the Board can attend.

Clarios Open House (FC Davis)

Clarios celebrated their fiftieth year in Canby. Clarios produced two million batteries out of the Canby location. The President of the company attended the luncheon with speakers and paid for the employees to attend the fair afterwards.

Firefighter / Paramedic Testing (DC Dale)

A joint assessment center with Molalla Fire will be held at Canby on September 12th. For this process we used National Testing Network (NTN) as a job board, did direct mailings of our advertisement, and sent emails to all registered paramedics in the state. This closes next Monday with four applications currently received. Chief Davis and Chief Dale spoke on the issues of lack of applicants, with some ideas requiring Civil Service rule changes. The Union will be kept in the loop on any changes to attract Paramedics for employment.

Administrative Report (CFO Fawcett)

CFO Fawcett has been doing a lot of reporting for CMS and GEMT, working on annual depreciation updates, working on annual RDFRAF reports, and completing the wildland grant midway report. Annual performance appraisals are ready to send out. Leanna completed the conflagration packet for Hat Rock for approximately \$18,000.

EMS Report (DC Dale)

DC Dale, CFO Fawcett, and AIII Shaw have been working on the Center for Medicare Services (CMS) data cost reporting. The EMS billing issue mentioned at last month's meeting was resolved, which was the ESO charting upload error. Chief Dale has been working on the frequent caller list to provide resources and tools to help better their lives. Canby Fire received a second medical training mannequin for free through the PACT trial study. Chain of survival cardiac arrest presentations are hopefully happening at the next two Board meetings.

Training / Operations Report (DC English)

None.

Community Risk Reduction Report (DC Walker)

Chief Walker, prior to his conflagration deployment, was working to assist with the Wildfire Protection Plan and awareness of this to residents. Multiple fires have occurred over the last month, so Chief Walker has been working on the fire investigations. A temporary C of O was issued for the high school's new science lab.

Volunteer Report (DC Austen)

August is always a big month for the Volunteer Association. Multiple Volunteers stepped up for the fair coverage, along with the Paramedics that covered. A lot of new Volunteers came to the fair and were exposed to a lot of first aid incidents and general safety of the fair. The car show will be on Saturday. The MDA Fill the Boot raised a little over \$13k this year, with some additional fundraising to try and reach our \$16k goal. The Wildland Staffing Grant has been used by multiple Volunteers for coverage.

OLD BUSINESS

Second Reading and Approval of Board Policy 11 (Secretary / Treasurer Shawn Carroll)

Director Thoroughman requested that language stating what the record retention schedule is through the Secretary of State be added to section 11.2 D. This document will be moved to the next regular Board meeting with the additional language for approval.

A motion to amend section 11.2 D. of Board Policy 11 to include the Secretary of State retention schedule language and table the approval of Policy 11 to the next business meeting was made by Director Steve Thoroughman. The motion was seconded by Secretary / Treasurer Shawn Carroll and unanimously approved.

District Map Review (Director Thoroughman and FC Davis)

For information only, the new map from County Elections was provided to the Board. This map uses the current zones but is updated based on the 2022 population through the census. Director Thoroughman suggests we keep the current zones and we reevaluate in five years. The Board did not oppose this suggestion.

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

Meetings are scheduled coming up for the hiring process. The deadline for applications has been extended to September 6th. Graded applications will be provided at the September 7th Executive Board Meeting. Thank you to President Swor for the use of the church for the September 21st meeting / interviews.

Fire Prevention Fees Update (DC Walker)

Chief Walker has been trying to meet with Don Hardy at the City to primarily look at the business license collection fee process and add Canby Fire's fees into this. Don is willing to add our language to the current City document so people aren't surprised by the fee. More will come on this process. Chief Walker is also communicating with the Clackamas County Building Department to make sure we are compliant with what we are billing. Chief Walker anticipates having a draft plan ready for the Board next month.

NEW BUSINESS

Workback Agreement (FC Davis)

Chief Davis met with each Board member individually and has sent the agreement document via email. This agreement affects Matt English. This agreement is for a four-year workback.

A motion to approve the workback agreement for Matt English was made by Director Steve Thoroughman. The motion was seconded by Director Buner Ellis III and unanimously approved.

Special Executive Sessions Schedule (FC Davis)

- **Application Review**

- Scheduled for 9/7 at 1800 hours

A motion to approve the Executive Session per ORS 192.660(2)(a) to be held on September 7th at 6:00PM was made by Secretary / Treasurer Shawn Carrol. The motion was seconded by Vice President Connie Austen and unanimously approved.

- **Fire Chief Interviews**

- Currently scheduled for 9/21 at 1200 hours

A motion to approve the Executive Session per ORS 192.660(2)(a) to be held on September 25th at 12:00PM was made by Director Steve Thoroughman. The motion was seconded by Secretary / Treasurer Shawn Carroll and unanimously approved.

Breathing Air Compressor (FC Davis and FF Quevedo)*

FF Quevedo overviewed the agenda item that was provided to the Board. Some discussions were had regarding the funding in the budget.

A motion to approve the purchase of the Bauer Fill Station in model number UN4S/7K was made by Director Steve Thoroughman. The motion was seconded by Secretary / Treasurer Shawn Carroll and unanimously approved.

A motion to surplus the current air station was made by Secretary / Treasurer Shawn Carroll. The motion was seconded by Buner Ellis III and unanimously approved.

CITIZEN INPUT: NON-AGENDA ITEMS

None.

GOOD OF THE ORDER

- Buner Ellis III: Seventeen years ago today Boe was sitting in the hospital with his daughter, Bridget, thanks to Canby Fire. He thanked everyone for saving her life that night.

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 Secretary / Treasurer Shawn Carroll and unanimously approved.

The Regular Board of Directors meeting adjourned at 1951 hours.

NEXT MEETINGS:

SPECIAL BOARD OF DIRECTORS – EXECUTIVE SESSION ONLY

Date: Thursday, September 7, 2023

Time: 1800 hours (6pm)

**Location: Station 361
ORS 192.660(2)(a)**

SPECIAL BOARD OF DIRECTORS – EXECUTIVE SESSION ONLY

Date: Thursday, September 25, 2023

Time: 1200 hours (12pm)

**Location: Canby Foursquare Church
ORS 192.660(2)(a)**

REGULAR BOARD OF DIRECTORS

Date: Wednesday, September 27, 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