

# CANBY FIRE DISTRICT

## BOARD OF DIRECTORS MEETING

Wednesday, April 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 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"/>	AIII Susan Arterberry

### **Also, in Attendance**

***In Person:*** AJ Howard, Tim Nichols, FF Quevedo, and FF Vian. Captain Wanner, FF Hertzog, FF Shunn, FF Baretich and FF English (present for *Fire Chief Position* under new business only)

***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 6:00 PM  
President Swor welcomed the Budget Committee members.

### CITIZEN INPUT: AGENDA ITEMS

None.

### CONSENT AGENDA

**Minutes (AIII Arterberry)**

- **March 27, 2024 Board meeting**

**Bills CFO Fawcett**

**A motion to approve the consent agenda from the March 27, 2024 Board meeting was made by Director Steve Thoroughman. 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 static at 5.2%
- LGIP General Account shows a total of \$7,035,675.35
- LGIP Bond Account shows a total of \$9.90
- Current Deposits & Earnings shows a total of \$754,441.41
- Current Expenses show a total of (\$572,560.61)
- Total available to the District is \$7,475,345.29
- Current Year Taxes show 108% received of Budget in FY24
- Prior Year Taxes were fully received of Budget in FY24
- Radio Fund shows a total of \$6,645.73
- Ambulance Service has received 86% of Budget in FY24

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

- March 15, 2024 = \$160,392.70
- March 31, 2024 = \$220,207.94
  - Monthly Life Insurance via A/P = \$992.40
  - Monthly Medical Insurance via A/P = \$73,933.24
- Total Payroll and Benefits Costs for March 2024: \$455,526.28

**CORRESPONDENCE (FC Davis)**

A letter was received on March 1, 2024 from Jackson Heath, a student from Canby High School. He wanted to thank Firefighter Brad Frank and Station 361 for the opportunity to job shadow on 2/28/24. It was a great experience. Additionally, a card was received from Patty Longstreet. She was very appreciative and complimentary stating “you saved my life”. She feels so fortunate to have such amazing folks at Canby Fire District. Chief Davis commended the crews.

**OLD BUSINESS**

None.

**NEW BUSINESS**

**Ordinance #21-0001 Exhibit A Update (DC English)**

**Candy Fire District Fee Schedule**

The updated schedule is still in review with our attorney. DC English reviewed that these fees would cover the cost of our Fire Inspector as well as hire an additional part-time Inspector. This fee update will ensure fiscal sustainability of the Community Risk Reduction Division. We will defer the agenda item to the May Board meeting when Ordinance #21-001 Exhibit A is back from legal.

**Fire Chief Position (President Swor)**

*See language after Executive Session adjourned.*

**Executive Session: ORS 192.660(2)(a)**

*ORS 192.660(2)(d) To consider employment of public officer, employee, staff member, or individual agent.*

ORS 192.660(2)(a) was read in its entirety by President Swor and a motion to move into Executive Session was requested.

**A motion to move into executive session per ORS 192.660(2)(a) was made by Director Steve Thoroughman. The motion was seconded by Vice President Connie Austen and unanimously approved.**

*Regular Session Adjourned into Executive Session at approximately 06:13 PM. The Recording is paused at this time.*

A motion was made by Vice President Connie Austen to exit Executive Session and reconvene Regular Session. The motion was seconded by Director Steve Thoroughman and unanimously approved.

*Regular session reconvened at approximately 06:35 PM. The recording was resumed.*

President Ron Swor requested a motion to extend a contract offer for Canby Fire District's next Fire Chief.

A motion was made by Director Steve Thoroughman to extend a contract as Fire Chief to Deputy Chief Matt Dale, pending contract negotiations with him, with employment term to begin on 12/16/2024. Director Buner Ellis III seconded the motion. A vote was called for by President Swor and the motion was unanimously approved.

President Swor thanked Chief Davis for his many years of service, exemplary leadership, and faithfulness to the Canby Community. Deputy Chief Dale thanked the Board of Directors.

**CITIZEN INPUT: NON-AGENDA ITEMS**

None.

**GOOD OF THE ORDER**

None.

**ADJOURNMENT**

A motion to adjourn from the regular Board of Director's meeting and move into the Budget Committee 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 06:38 PM.*

**NEXT MEETING:**

**REGULAR BOARD OF DIRECTORS MEETING**

**Date:** Wednesday, May 22, 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