

**CANBY FIRE DISTRICT**  
**BOARD OF DIRECTORS MEETING**  
Wednesday, September 23, 2020  
Regular Session 7:00PM (1900 hours)  
Canby Fire Station 361 / ZOOM Meeting

**ATTENDANCE**

<input checked="" type="checkbox"/>	President Shawn Carroll	<input checked="" type="checkbox"/>	FC Jim Davis
<input checked="" type="checkbox"/>	Vice President Buner Ellis III	<input checked="" type="checkbox"/>	DC Matt Dale
<input checked="" type="checkbox"/>	Secretary/Treasurer Ron Swor	<input checked="" type="checkbox"/>	DC Matt English
<input checked="" type="checkbox"/>	Director Steve Thoroughman	<input type="checkbox"/>	DC Todd Gary
<input checked="" type="checkbox"/>	Director Laura Green	<input checked="" type="checkbox"/>	DC Wayne Austen
		<input checked="" type="checkbox"/>	CFO Lori Fawcett
		<input checked="" type="checkbox"/>	AA Leanna Bursell

**Also in Attendance:** Crew from Aurora Fire 905, Rehab Group, and Tim Dale.

**CALL TO ORDER**

The Board of Directors Meeting was called to order by President Shawn Carroll at 1900 hours.

**CITIZEN INPUT: AGENDA ITEMS**

No input was received.

**PRESENTATIONS**

- Chief Wayne Austen's 50 Years: Chief Wayne Austen was congratulated by Chief Davis on his fifty years of service with Canby Fire. Chief Austen was presented a plaque in his honor and accompanied by his wife, Connie.
- Past Awards
  - Aurora Fire was presented a community service award for their tremendous support to Canby Fire and for being a great partner.
  - Keith Nichols received Firefighter of the Year for 2019.
  - Rehab Group: Connie and Wayne Austen, Jeff and Pam Barrow, Jackie and Steve Krupicka were all recognized for being a great team, showing leadership skills, and representing Canby Fire in a positive way. Aurora Fire appreciates Canby Fire's Rehab group so much that they dropped off boxes of food to restock their unit after assisting Aurora.

**CONSENT AGENDA**

**A motion to approve the consent agenda from the August 26, 2020 Board of Directors meeting was made by Director Steve Thoroughman. The motion was seconded by Secretary/Treasurer Ron Swor and unanimously approved.**

**FINANCIAL REPORT (CFO Fawcett)**

This is the first financial report of the new fiscal year.

**Financials: CFO Fawcett reported on the following:**

- State Pool Interest decreased to 1.00%
- LGIP General Account shows a total of \$1,787,014.77
- LGIP Bond Account shows a total of \$4,176,844.99
- Current Deposits & Earnings shows a total of \$817,485.62
- Current Expenses show a total of (\$542,426.41)

- Total available to the District is \$2,617,612.30
- Current Year Taxes show 1.00% received of Budget in FY21
- Prior Year Taxes shows 29.00% received of Budget in FY21
- URD Fund shows a total of \$1.85
- Ambulance Service has received 16.13% of Budget in FY21

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

- August 15, 2020 = \$153,927.73
- August 31, 2020 = \$151,295.71
  - Medical\_ER via A/P = \$45,760.00

Per the Board policy, an election to find another avenue can and will be investigated to see if a greater gain can be made with our money. We will discuss the results of our findings at the next meeting.

### **CORRESPONDENCE (FC Davis)**

- Thank you message from Tofte Farms along with the outpouring of support from the Canby Community. We received numerous cards, letters, food donations, and supplies.
- Individual letters will be sent to various community members and businesses for their very generous donations during the wildfires. A lot of these donations were taken to the fairgrounds and the Canby Center to help families that had been evacuated.
- We will advertise a thank you to everyone, big and small, for their outpouring of donations on social media per Board request.
- Foursquare Church has \$1,000 set aside to help Canby Fire during any time of need from the wildfires.

### **LIAISON REPORT**

Chief will notify the Board on the new City Administrator this week after it is announced. They are completing the background check before anything is officially released.

### **CHIEF'S REPORT**

#### **Fire Update (FC Davis)**

Chief tried to keep the Board updated on all the fires as news came in. The containment percentages being talked about in the media show us that cities and structures are not in danger anymore and that fire is heading toward the wilderness. This was the worst fire season for Oregon. Chief Davis can't say enough about the response, from paid and volunteer, by Canby Fire crews. We got busy with the Molalla fire that ended up heading to the lumber yard. Unger road fire was next where we focused on getting people evacuated from their houses. Thankfully, none of these houses sustained any damage. Resources were stretched thin during these fires for all agencies, which made the situation difficult, but not unmanageable. No personnel or apparatus got hurt and we are all very proud of the job the Canby firefighters did. The expenses have been discussed within the financial group of Clackamas County with the other fire agencies. The State Fire Marshal's office is still discussing the times for these conflagrations that will be billable. We need to go back and look at the resources used on the fires that were originally not declared conflagrations because there are other avenues for receiving reimbursement we can apply for. We will put together our information in order to later submit to the state, which will cover our personnel, apparatus, and other resources as we usually see with conflagration submissions. Canby Fire lost about \$5,000 worth of hose (crews were actively involved on the Unger Road fire, which resulted in crews being pulled out, leaving our hose behind), which has already been reimbursed for by SDAO Insurance and replaced. Both English and Dale accompanied Chief on the fires as well as holding down the fort at the main station. We rotated people in and out to allow for rest and food in order to maintain the safety of all personnel. Chief Davis spent a lot of time on the clock, prioritizing

calls, assuring safety and management, and being the best leader for the job. Everyone looked up to him and his hard work.

Clackamas County's Emergency Management website helps prioritize locations for donations and other help needed. We also have the RDFRAF available to our residents in need. The moral of the firefighters stayed positive and was welcoming to be around.

### **9/11 Ceremony (FC Davis)**

A miniature 9/11 ceremony with our flag raising and bell ceremony was performed and posted on social media. Unfortunately, with COVID and then the fires, we were not able to do a full ceremony.

### **Ladder Truck Update (FC Davis)**

Decal work and the rest of the wrap up work is just about done on the ladder truck. Crews are working on their drive time to be able to operate the ladder truck and be signed off. Certain locations in town will be used to raise the ladder. This has been a good investment for Canby Fire. We would like to have this at the downtown Halloween celebration if it occurs and use this event to officially release the purchase to the public. Crews have worked very hard and stuck with deadlines to get it up and operational.

### **New Volunteer Interns (DC English)**

We will have four interns living at ST365 coming up soon. This will be the most we've had, and we are very excited. A light brush and a Yukon will be stationed there for response. Two other Interns will be on shift here at ST361. Captain Carter is working on their qualifications for them to be a readily available asset on shift with our crews. Interns will be invited and encouraged to attend at the next Board meeting for the Board to get to know them a little.

This is a great group of interns that respond all the time. They even got to experience some of the fires we just went through.

### **Administrative Report (CFO Fawcett)**

Leanna and Lori both evacuated from their homes after a week of being back at the station after working from home for six months. They both settled back into their homes after a week plus out. Thank you to Chief Davis and our crews for saving Lori and her families homes. Audit is hot right now and is due the beginning of October. COVID reimbursement (second round) was awarded. \$151k total reimbursement has been received. Fire Management Assistance Grant (FMAG) and conflags are the biggest projects right now. Chief Davis gave a compliment to Lori and Leanna for always answering the phones for our citizens, especially during the fires when many other districts were not available. Canby Police took the phones from us multiple times to help us manage call volume.

### **EMS Report (DC Dale)**

The last few months we have reported about transports being down. The trend is back to normal, which was reflected in the financials. The kits within the County are put on hold due to the recent events. Letters for Firemed were mailed out for open enrollment October 1 – December 31. Online, call, or mail in options are available to renew or sign up for a membership.

### **Community Risk Reduction and Training Report (DC English)**

- **Company Inspections:** We have picked these back up again and continue work on Interra pre-fire plan mapping. Columbia Distribution training has been put on hold after the smoke and ash. They have a soft start up right now. There has been no word on the new bypass road. We will probably hear something after the new city administrator is announced and in position.

- **Schools:** The mock interviews we participate in each year with the high school will now have a ZOOM component. Secretary/Treasurer Swor would like to be involved with the high school if an opportunity presents itself.

### **Volunteer Report (DC Austen)**

September has made the Volunteers very busy. They got lots of fire under their belt starting the 7<sup>th</sup>. Shifts were scheduled at ST365 by the Volunteers, which helped with the fire in Molalla. Our new Interns were initiated very quickly and have been excellent with alarm responses. Rehab, again from tonight, are always on the front lines helping and always willing to do more.

Thank you again from Wayne for the plaque and recognition. It takes everyone to make this work. After all the years Chief Austen has been here, the fires were the largest event he has ever witnessed. All our members, including our Chiefs and all the other agencies, did such an amazing job.

### **OLD BUSINESS**

#### **Billing Ordinance 20-001; Second Reading (DC Dale and DC English)\***

Answers to questions that were asked during last month's meeting can be seen below:

- A cost analysis will be done through our wages with rollups. This is done with other agencies around the county as well.
- The county permits contact told Chief English there is a very long equation based on size of buildings for billing purposes. The Canby Utility project with two more buildings totaled approximately \$6,000 just for permitting. Each building is different based on its assessed value percentage. To make this process easier, we would like to bill time based on the personnel rates for those involved instead of basing the rate off the size of building or other similar avenues.

A new question was raised: How will this process work with being charged for the permitting through the City and then additional bills after from the fire district? Chief English responded that Clackamas Fire already has this process in effect, which streamlines everything for us. We can hold the original C of O until payment is received if necessary.

**A motion to approve the second reading of Ordinance 20-001 that will update and establish user fees for the deployment of public safety services rendered by Canby Fire District was made by Director Steve Thoroughman. The motion was seconded by Secretary/Treasurer Ron Swor and unanimously approved.**

#### **Station 363 Bid Update (FC Davis)**

There is no progress to report currently. This project was put on hold due to the fires, but we have a plan and know what needs done. We just need to get the document out for bid to present to the Board. Our first choice is to do a prefabricated building. If we aren't able to do this, we will keep the modular and have it accompanied by a smaller prefabricated building for apparatus only. The sign out on the land has muted anxiety and answered questions. This was a big deal for our citizens.

#### **Levy Work Plan (FC Davis)**

This plan was included in the board packet. Everything that was scheduled is up to date. President Carroll reviewed the levy mailer, and the company has the printing schedule set. Signs for the board members are available if desired, just contact Chief Davis.

## **NEW BUSINESS**

### **Disaster Declaration (FC Davis)**

This was put in place on September 10 and is similar to the one we did for COVID, which makes it possible to submit charges to FEMA.

**A motion to approve the declaration of state of emergency was made by Director Steve Thoroughman. The motion was seconded by Secretary/Treasurer Ron Swor and unanimously approved.**

### **New ST361 Furniture Approval (FC Davis)\***

Staff have put in a lot of time working with the vendor that owns the state bid through City of Portland that allows us to purchase furniture for the station. This proposal includes all desks, tables, chairs (office, lobby, Board), and computer monitor arms. This proposal has been cut down to the bare minimum to stay within the bond budget.

**A motion to approve the City of Portland / Oregon State bid purchase of furniture for Station 361 as presented from Harris Works Systems was made by Secretary/Treasurer Ron Swor. The motion was seconded by Director Steve Thoroughman and unanimously approved.**

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

- No public has joined the meeting via ZOOM or telephone for input.
- PulsePoint went down, which is part of the service abandonment due to the fires. After action reviews will occur to try and prevent this from happening again. This event showed us our weaknesses in the case of another event of this magnitude and will hopefully teach us for next time.

## **GOOD OF THE ORDER**

None.

## **ADJOURNMENT**

**A motion to adjourn from the regular Board of Director's meeting was made by Ron Swor. The motion was seconded by Steve Thoroughman and unanimously approved.**

*The Regular Board of Directors meeting adjourned at 2035 hours.*

## **NEXT REGULAR BOARD MEETING:**

**Date: Wednesday, October 28, 2020**  
**Time: 1900 hours (7pm)**  
**Location: CFD Station 361 Meeting Room / ZOOM**

APPROVED

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Director Ron Swor  
Board Secretary/Treasurer