

CANBY FIRE DISTRICT
BOARD OF DIRECTORS MEETING
Wednesday, October 28, 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 type="checkbox"/>	Vice President Buner Ellis III	<input 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 checked="" type="checkbox"/>	DC Todd Gary
<input checked="" type="checkbox"/>	Director Laura Green	<input type="checkbox"/>	DC Wayne Austen
		<input checked="" type="checkbox"/>	CFO Lori Fawcett
		<input checked="" type="checkbox"/>	AA Leanna Bursell

Also in Attendance: Captain Wanner, FF Boyd, FF B. Davis, FF Dawson-Hurley, FF McDonald, FF Pierce, and FF W. Ramos

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

- Intern Introductions: Chief Davis introduced our Interns, who each presented themselves and told us a little bit about themselves. Welcome to our Interns!
- Todd Gary's 30 Years: Chief Davis presented Todd Gary his pin for thirty years of service with Canby Fire. He is currently working two days a week for us on EOC and Bond projects. Thank you, Todd for your contribution to Canby Fire and all that you have done for our community.

CONSENT AGENDA

A motion to approve the consent agenda from the September 23, 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)

Financials: CFO Fawcett reported on the following:

- State Pool Interest remained static at 1.00%
- LGIP General Account shows a total of \$1,597,556.00
- LGIP Bond Account shows a total of \$4,180,382.42
- Current Deposits & Earnings shows a total of \$503,095.24
- Current Expenses show a total of (\$709,602.36)
- Total available to the District is \$1,968,530.01
- Current Year Taxes show 1.00% received of Budget in FY21
- Prior Year Taxes shows 44.00% received of Budget in FY21
- URD Fund shows a total of \$1.85
- Ambulance Service has received 25.78% of Budget in FY21

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

- September 15, 2020 = \$185,279.67
- September 30, 2020 = \$202,850.43
 - Medical_ER via A/P = \$45,760.00

CORRESPONDENCE (FC Davis)

- Canby Fire was awarded the Fire District of the Year award from SDAO
- Chief Wayne Austen is receiving an award from SDAO as well after being nominated by Chief Davis
- Thank you from a citizen for helping her and her dog from out of the river by the logging road
- Thank you note from Connie Austen for Wayne's fifty years of service award and our kinds words and recognition for him
- Numerous letters from children and families in the community during the wildfires
- Thank you from Chief Charlton with CCFD #1 recognizing Canby Fire and our professionalism and aid shown during the wildfires

LIAISON REPORT

The committee are in elections and will be figuring out assignments during this time. The new City Administrator, Scott Archer, has begun working at City Hall and working in the community. Chief Davis and him will be meeting soon. He would also like to attend the November meeting in order to introduce himself to the Board. The last City Community meeting was held via ZOOM. Jamie was emailed at the City to inquire about anymore SIZ applications. She stated that she has not seen any come through. There are multiple large buildings going in so we will keep our eyes on those.

Training burn across the street from Columbia Distribution will be happening soon. The City, particularly Jerry Nelzen, has been great to work with and has been working on getting the asbestos removed from the training house so it is safe for the crews.

CHIEF'S REPORT

New City Administrator (FC Davis)

Covered under liaison report

Civil Service Rules Update (FC Davis)

Reminder that there is a Joint Civil Service now with multiple agencies. The last test went very well but we did find some areas in the rules to tweak. We will be meeting to discuss these proposed changes. This next year the firefighter testing process will begin again to keep a valid list available to all the districts. The current paramedic list is going by fast as all the districts have been hiring. We will be conducting another joint test with all the districts and will reach out to Ron regarding using the Foursquare Church facility again.

CCOM Update (FC Davis)

CCOM had to relocate during the wildfires when they reached a level two. The move back after the fires caused a lot of work to keep up with the transition, but they did an almost flawless job. Chief Davis is on the executive board, which hired a company to do a feasibility study to look at costs and efficiencies. It was concluded that the system currently being used is not the most efficient, but the fees to improve the efficiencies would not be worth the costs. The facility they are currently in is small, but they have been able to use a County room for area to expand. This is the first time since Chief Davis has been at Canby that CCOM has been fully staffed, which has significantly decreased the overtime budget. Part of this was due to the new work schedule that was implemented recently.

Canby Chamber Update (FC Davis)

Kyle Lang is doing a remarkable job as the Chamber Executive. He is looking at all sorts of ways to provide service to the Chamber membership. Dues and fundraising activities are what fund the chamber, so there has been a hardship as far as those go due to COVID and the wildfires, but everyone is always thinking outside the box to help raise money. COVID information as well as business relief information continues to be released to businesses as awareness pieces and resources as well.

COVID Update (FC Davis)

Willamette Falls hospital in Oregon City is full due to COVID, which means they have begun shifting and diverting patients to other hospitals around the area. Oregon is the only state that is heading the correct direction as far as trending goes. With updated rules from OSHA, we have continued to keep an eye on patients and wear masks vigilantly.

New Hire of Jack Starrett (FC Davis)

Jack Starrett is officially hired on with Canby Fire on A-Shift. He is a hard worker and doing a great job so far. Welcome aboard, Jack!

Administrative Report (CFO Fawcett)

- FMAG / Conflag Reimbursement: Two submissions for conflagrations were completed this year, which were passed around to the present Board members to view.
- FY20 Audit: Woodburn's audit work was complete after a lot of dedicated time. We are now focusing on Canby's audit prep for the audit on November 12th. Dani is working with Emily at Aurora Fire on their audit currently. A reminder that we bill Woodburn for the time and work Lori puts into helping them.
- COVID/EOC: Submissions have been sent as requests for reimbursement and so far, we have received back everything we have asked for.

EMS Report (DC Dale)

Chief Dale is spending time with family today, so Chief Davis is covering his report in his absence. The biggest issue we have going on is that the County health and services manager was told to work on, by December 13, an evergreen rollover for AMR's EMS contract. This would eliminate the need for a renewal every five years. Chief Davis was contacted by Doug Swift, who is part of the County Health Division, to inform Chief on the situation being discussed. An EMS committee meeting that Chief Dale chairs on was had via ZOOM. Level of service to other districts where AMR provides service would be affected. Performance-based protocol measures on times to meet certain criteria is in draft format to be presented in order for this evergreen contract to pass. There is a short timeframe to have this done and presented, but everyone is working hard to get it done. The Fire Chiefs of CCFD #1 and TVFR especially, are putting a lot of work into this process. Canby is participating to make sure the Canby and Molalla ASA's are not impacted. CCFD #1 and TVFR are contracting with AMR currently, so another issue is that these contracts could be terminated at any time if the performance-based criteria is not implemented before the evergreen contract goes into effect.

More to follow on this as it progresses.

Community Risk Reduction and Training Report (DC English)

- Kurusu Produce has their slab poured now.
- Chief English will be attending on November 9th the planning commission meeting. We are hoping to understand the impact of a potentially larger building than Columbia Distribution.
- Chief English met with the new county inspector today who took over for the previous person.

- Inspector Position applications, which we had seven of them total, were reviewed today. Notifications of interviews will be sent out soon to hopefully result in a collective Fire Inspector for Canby, Aurora, and Woodburn.
- Image Trend inspection charting program that is linked to the State's database will be used by our Fire Inspector to upload all inspections.
- Matt has been doing a tremendous job with all his activities as well as keeping up on all construction activity within the city.

Bond Update (Todd Gary)

Our Board is encouraged to tour the station and ladder truck after the meeting. We are about a week behind on the remodel due to the fires. We are proud to say that we used as many local contractors as possible on this project, including GT Metal Fabs, Blue Heron Electric, Willamette Valley Security, Willamette Valley Appliance, and Pro Temp. Emerick's CEO and a lot of their employees live in Canby and even became Chamber members, so it was important to all of us to stay as local as possible. We have been very happy to work with all these companies and keep our community's money within the community.

The Northside Station: We are working with Design's West for floor plans and looking at a 60 x 60, five-bedroom building like our substation. We have the civil plans done and submitted with a pre-app meeting tomorrow. Changes with the City have set us back slightly, but we are moving forward, and it is great to have these relationships. This remodel should start to catch up here shortly. As soon as planning is done, we can work on clearing the land.

The Board thanked Todd for all his help on these projects.

Volunteer Report (DC Austen)

Volunteers are doing well, and we are working on the participation hours. They are looking better, but we still have room for improvement.

OLD BUSINESS

Levy Update (FC Davis)

Election day is next Tuesday. Chief Davis has been working with the company that mailed our informational flier. There have been some deliveries that were not complete. Bulk mailing resulted in these issues, which we were not aware of until they happened. The company has been great to work with and has provided us a lot of information as requested. The Canby post office's mail goes to Portland for sorting, so that made a delay as well as some gaps in delivery we are still unsure of the reasoning for. We have received a lot of support from businesses and citizens regardless. We are not going short on efforts to pass this levy, even though it is a renewal.

Alternatives to the Pool (CFO Fawcett)

The tax levy certification was received. After running figures, we met our permanent rate and local option rate at 94% collectible.

Per the request of Steve from the last meeting, CFO Fawcett investigated alternatives to the Pool for our money. She met with a gentleman who works with public agencies and public sector investing. Run sheets of different investment types are sent out weekly to keep up on current rates and health of these, which Lori was added so she will receive them. The recommendation from them is to stay in the pool right now because of the rate compared to other avenues. We will continue to monitor other avenues to make sure we are making the best decision and CFO Fawcett will notify the Board of any alternatives that present themselves as favorable.

NEW BUSINESS

Surplus of Squirt (DC English)*

The agenda item was reviewed by Chief English.

A motion to surplus the Squirt was made by Director Laura Green. The motion was seconded by Director Steve Thoroughman and unanimously approved.

Surplus of Equipment (DC English)*

The agenda item was reviewed by Chief English.

A motion to surplus the equipment was made by Director Laura Green. The motion was seconded by Secretary/Treasurer Ron Swor and unanimously approved.

A motion to move into executive session from regular session was made by Director Steve Thoroughman. The motion was seconded by Secretary/Treasurer Ron Swor and unanimously approved.

The Board moved from regular session into executive session at 2017 hours

EXECUTIVE SESSION

- **Employment of Public Officers, Employees, and Agents: ORS 192.660(a)**

A motion to adjourn from executive session and reconvene regular session was made by Director Steve Thoroughman. The motion was seconded by Secretary/Treasurer Ron Swor and unanimously approved.

Executive session was adjourned, and regular session reconvened at 2030 hours

CITIZEN INPUT: NON-AGENDA ITEMS

None.

GOOD OF THE ORDER

- The new holiday schedule for board meetings is as follows:
 - November 18th
 - December 16th

ADJOURNMENT

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

The Regular Board of Directors meeting adjourned at 2040 hours.

NEXT REGULAR BOARD MEETING:

Date: Wednesday, November 18, 2020

Time: 1900 hours (7pm)

Location: CFD Station 361 Meeting Room / ZOOM

APPROVED

Director Ron Swor

Board Secretary/Treasurer