

**CANBY FIRE DISTRICT**  
**BOARD OF DIRECTORS MEETING**  
Wednesday, December 16, 2020  
Regular Session 7:00PM (1900 hours)  
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 type="checkbox"/>	Director Steve Thoroughman	<input type="checkbox"/>	DC Todd Gary
<input 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:** None.

**CALL TO ORDER**

The Board of Directors Meeting was called to order by President Shawn Carroll at 1906 hours.

**CITIZEN INPUT: AGENDA ITEMS**

No input was received.

**CONSENT AGENDA**

**A motion to approve the consent agenda from the November 18, 2020 Board of Directors meeting was made by Vice President Buner Ellis III. 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 decreased to 0.75%
- LGIP General Account shows a total of \$5,127,826.05
- LGIP Bond Account shows a total of \$3,633,985.07
- Current Deposits & Earnings shows a total of \$887,364.00
- Current Expenses show a total of (\$1,125,079.03)
- Total available to the District is \$5,216,720.10
- Current Year Taxes show 82.66% received of Budget in FY21
- Prior Year Taxes shows 71.42% received of Budget in FY21
- URD Fund shows a total of \$8.06
- Ambulance Service has received 43.22% of Budget in FY21

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

- November 15, 2020 = \$149,111.46
- November 30, 2020 = \$162,767.79
  - Medical\_ER via A/P = \$49,368.50

## **CORRESPONDENCE (FC Davis)**

- Note from a citizen thanking the firefighters for their work

## **LIAISON REPORT**

Chief Davis attended the last meeting. We may be getting a new liaison representative for the Fire District.

## **CHIEF'S REPORT**

### **Status of the Clackamas County ASA (DC Dale)**

Chief Dale reminded the Board about the letter that was sent out. Several workshops have been attended with the Board of County Commissioners. The result of these letters by the Commissioners has been to delay the evergreen contract with AMR. They will be meeting tomorrow to delay this for twelve months by an amended contract. The EMS Council's work will go into an updated contract after about six to seven months.

### **Christmas Drive through at the Foursquare Church (Director Swor)**

This will be a drive through event about the journey through Bethlehem. Santa and Mrs. Clause, swag bags, the fire engine, lights, and lots of other fun things will be included in this event. The church is expecting about one thousand cars from the community. Canby Police and Canby Fire will both be there helping with safety as well as passing out swag bags to cars.

### **Chaplain Update / Bill Roberts Retirement (DC English)**

Bill Roberts is no longer responding to 9-1-1 calls as he works into retirement. We will work with Bill and all the jurisdictions he has served over the years to get together a nice retirement party. Bill has done an incredible job for this community and we will miss him.

### **COVID Update (FC Davis)**

Oregon is below Washington and Idaho but unfortunately our numbers are still high and setting new records daily for deaths. Oregon has received the vaccine and Chief Davis has been in contact with Dr. Stone. The first shots were given today but Dr. Stone is having a hard time tracking down vaccines through Providence. We are working on getting the vaccine for our firefighters and other emergency workers. We have had some exposures here but continue to update policies and such to make these situations the safest for everyone. Dr. Stone will be recognized at our awards ceremony for all the work he has done for us and neighboring agencies for exposures, illnesses, and vaccines. Off duty exposures were being assumed as COVID illness and charged to the CARES Act. This fund is running out at the end of this month so starting in 2021, off duty exposures will be coded as sick time and the responsibility of the person. We have not had any on duty exposures, which we attribute to our PPE use and decontamination procedures. Secretary/Treasurer Ron Swor did a shout out to Rite Aid in Canby for their testing for our community and the job they are doing.

### **Awards Ceremony (FC Davis)**

Some sort of ceremony will take place, but we are waiting to see what the COVID situation looks like first. We may combine this with the fireworks event in July, dependent on COVID guidelines and restrictions at the time. We have had a lot going on this year and with that, a lot of recognitions to give internally and externally. This is a very important event, and we want to make it happen in the safest way.

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

About \$200,000 will have been received through the CARES Act, with the last submission going out this week. The audits for the three districts have gone well. Woodburn is complete and waiting to submit to the State. Aurora's audit is being worked on by the auditors. Canby is complete on our side, but the

auditors are working further on this as well. We have an expected completion date of January 2021 with presentation to the Board in February. Budget season has begun!

Two conflagration billings have been submitted to the State. The final wildfire billings will be completed this week and turned in. The submission process is different this go around so we do not have a timeline but expect some delays. An update will be given as soon as more information is received.

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

Canby had 109 transports with 4 mutual aids this month, which is a little lower than our average. We have protocols and such in place for COVID that may have contributed to this due to hospital capacity. EMS Council meets weekly with the hospitals to review reports and statistics. Updated protocols will go out the first of the year. We will be working with the crews on this as well as Dr. Stone. Clackamas County EMS kits will arrive next month hopefully, which we will report at the next Board meeting. A contract to allow all agencies to move into the same medical charting platform, which Canby is already utilizing, is expected to be signed soon. The amended rules from the Drug Enforcement Agency (DEA) should be received soon, which highlights new procedures how narcotics are received and stored. With this, Chief Dale is updating our secure narcotic boxes. Oregon Health Authority is busy updating and creating rules for various procedures, including remounting ambulances to meet standards.

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

Another large building may be going in, but we do not have details as of right now. Chief English is pleased with the work that has been done between Canby Fire, the City, and the County on these types of projects. New housing developments have been a topic lately that Chief English is staying on top of with those companies, specifically for fire access. It is very important to get everything right and to code from the beginning. We have been working with the School District and Chief English attended the last bond meeting about the alarm and fire system upgrades they are planning to do. The representative there was very pleased to see someone from the fire district attend, which he had not seen before. The Fire Inspector position will be signing a conditional job offer tomorrow. He must complete his physical, background check, and psychological evaluation. This was a great process to go through with the other districts.

### **Bond Update (FC Davis)**

Chief Davis encourages the Board members to stop by and do a walkthrough of the remodel. We are ahead of schedule right now and finishing touches are going in. The plan is to take a week off for the holidays and then they will be ready for the punch list by the 15<sup>th</sup> at the latest. The crews will get a moving schedule put together, which will be critical for COVID separation. Individual bunk rooms will be available once they move back in.

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

Chief Austen is at home after a minor surgery. He wishes everyone a Merry Christmas and wishes he could be at the meeting. This has been difficult for the volunteers regarding working around COVID, but we are making do with responses and virtual meetings and trainings. The house burn has been put on hold for now as well.

## **OLD BUSINESS**

### **Direction from the Board Regarding the Joint Board Meeting (President Carroll)**

President Carroll appreciated the list provided during the joint meeting, but highlighted on joint training, joint maintenance facility, joint building of fire stations, company officer testing, and south county chaplain group for moving forward. A survey monkey for another joint meeting between the boards is desired. Secretary/Treasurer Ron Swor believes we can make a lot of headway with these items. Vice

President Buner Ellis III agrees with Shawn on these items. Chief Davis will take this input back to the other Fire Chiefs and we will look into a meeting with a couple representatives from each Board. Two representatives from each district would keep us compliant with the open meeting law as well.

## **NEW BUSINESS**

### **Draft 2021/2022 Budget Calendar (CFO Fawcett)**

The draft budget calendar was provided and reviewed by CFO Fawcett.

### **Presentation on 2020 Accomplishments (FC Davis)**

The presentation was done by Staff. Secretary/Treasurer Ron Swor requested a list of these accomplishments with names to appropriately congratulate and thank these individuals.

Thank you to the Board for authorizing the Strategic Plan and providing direction to Staff. Our budget is based off this plan and this accomplishment presentation shows our progress on this. Thank you!

### **FireMed Program (DC Dale)**

Chief Dale recapped on past conversation about FireMed losing money and our transition of administration. We have looked at statistics again recently after these changes and found that our enrollment numbers are lower than expected. This is information for thought that will be brought back next month for direction from the Board with options to continue assisting citizens but in a different manor. Some options may be to redesign the program, remove the program and instead implement a debt forgiveness program, or accept the program as is. More discussion and direction will come next month.

Social media and mailings have been the bulk of promotion this year. Life Flight was doing about the same amount of promotion, but they are a large company and had the option to bundle deals.

### **Authorization for Two New Hires (FC Davis)**

A position from last year was carried over to this year. We would like to hire that position and one of the two budgeted from this year. Six per shift is desired for when the Northside station is up and running. We may end up putting Captain Carter back on shift to help accomplish this instead of hiring a third firefighter due to the uncertainty of COVID.

**A motion to move forward with the hiring of two new firefighters beginning January 2021 was made by Secretary/Treasurer Ron Swor. The motion was seconded by Vice President Buner Ellis III and unanimously approved.**

### **Authorization to Present Conditional Job Offer for Fire Inspector (DC English)**

Chief English has done an amazing job on this process. Chief English reported that tomorrow the conditional job offer will be presented to our candidate if the Board approves. These expenses will be shared with Aurora and Woodburn Fire Districts. This has been a great working relationship through this process.

**A motion to authorize the presentation of a conditional job offer for the Fire Inspector position was made by President Shawn Carroll. The motion was seconded by Secretary/Treasurer Ron Swor and unanimously approved.**

### **Presentation on Station 363 Building Options (FC Davis and Todd Gary)**

Chief Davis would like all the Board members present when we discuss these options. The original budget was designed to use an existing building for the station. During the process, Jim Mickelson found land through the City, which we now lease. We have two proposals to recommend to the Board; move the modular home to the site and build a garage for the apparatus or build a pre-engineered building (very similar to Station 365) that acts as housing and a garage in one. Emerick would be able to act as the general contractor on a pre-engineered building because we put this clause into the Station 361 remodel contract.

Some discussion regarding the apparatus reserve funds was had. More to come at next month's meeting with a recommendation and dollar figures.

**Board Authorization to be the Clackamas County Fire Defense Board Chair 2021 (FC Davis)**

Chief Davis was nominated to be the Clackamas County Fire Defense Board Chair for 2021.

**A motion to authorize Jim Davis to be the Clackamas County Fire Defense Board Chair was made by Vice President Buner Ellis III. The motion was seconded by Secretary/Treasurer Ron Swor and unanimously approved.**

**CITIZEN INPUT: NON-AGENDA ITEMS**

None.

**GOOD OF THE ORDER**

- Shawn wishes everyone a safe, healthy, and Merry Christmas.
- Ron thanked Shawn for his wonderful job as President.
- Boe wishes everyone a Merry Christmas.

**ADJOURNMENT**

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

*The Regular Board of Directors meeting adjourned at 2040 hours.*

**NEXT REGULAR BOARD MEETING:**

**Date: Wednesday, January 27, 2021**  
**Time: 1900 hours (7pm)**  
**Location: ZOOM**

APPROVED

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Director Ron Swor  
Board Secretary/Treasurer