

CANBY FIRE DISTRICT
BOARD OF DIRECTORS MEETING
Wednesday, November 18, 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 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: Frank Cutsforth and family and Doc Davies

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

- **Cutsforth Presentation to RDFRAF:** The Cutsforth family was introduced by Chief Davis, who presented the RDFRAF with a check in the amount of just over \$1,000.00. The Board and Doc Davies thanked Cutsforth for all that they do and for being such a vital asset to our community.

CONSENT AGENDA

A motion to approve the consent agenda from the October 28, 2020 Board of Directors meeting was made by Director Laura Green. The motion was seconded by Vice President Buner Ellis III and unanimously approved.

FINANCIAL REPORT (CFO Fawcett)

Financials: CFO Fawcett reported on the following:

The December report should show the trend for taxes. Lori continues to review the weekly reports that are sent to compare the pool to other avenues of investment and the pool continues to be the best option so far.

- State Pool Interest decreased to 0.91%
- LGIP General Account shows a total of \$1,304,682.03
- LGIP Bond Account shows a total of \$3,633,985.07
- Current Deposits & Earnings shows a total of \$764,777.76
- Current Expenses show a total of (\$809,142.69)
- Total available to the District is \$1,631.291.11
- Current Year Taxes show 0.00% received of Budget in FY21
- Prior Year Taxes shows 51.83% received of Budget in FY21
- URD Fund shows a total of \$1.85
- Ambulance Service has received 35.47% of Budget in FY21

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

- October 15, 2020 = \$141,457.56
- October 31, 2020 = \$140,677.63
 - Medical_ER via A/P = \$45,760.00

CORRESPONDENCE (FC Davis)

- Thank you from the Austen family for Canby Fire recognizing Wayne on his 50 years of service.
- Frank Cutsforth for thanking us for participating in the BBQ and supporting the community.
- Thank you to the Volunteers from Colton Fire, signed by all their members, for donating money to Colton during the fires for much-needed resources.
- Express of appreciation and gratitude for care given to a resident in a timely and professional manner. FF Ramos and Captain Wanner were specifically recognized. From the Chief of TVF&R
- VFW delivered dinners and treats and sent a thank you to us.

LIAISON REPORT

Council meeting tonight. No report. The new City Administrator Scott Archer has started and has already attended the park and recreation meeting via zoom and Chief Davis has meetings planned to talk about various City topics. Chief Davis has once again reached out to Jamie Stickle with the City regarding SIZ applications and she has confirmed again that no one has submitted anything. She will immediately notify Canby Fire of any applications that come through.

CHIEF'S REPORT

Levy Results (FC Davis)

Congratulations to everyone for passing the levy with close to 70%!

New City Councilors (FC Davis)

New members have been selected and three are returning/holding their positions. Hibbit and Bangs will be our new members. Mayor Hodson is staying for another 2-year term.

COVID Update (FC Davis)

Today is the first day of the 2-week freeze for Clackamas County and with that OSHA has released new requirements. Chief English and Chief Dale are doing an excellent job following these. Some changes have been implemented, including masks at all times when in the medic, plastic separation between the cab and back of the medic, and a few other protocol changes from our crews on scene. We've had about half a dozen exposures here at Canby Fire, but we are working closely with Dr. Stone as our physician advisor. He will be recognized when all of this is said and done. The safety committee is reviewing the requirements and we are having staff fill out questionnaires. Hospital beds are becoming a concern, according to Dr. Stone. Please stay careful and healthy.

EMister machines were put into service this week on the apparatus for immediate decontamination of clothing and equipment as well as for the modular to keep crews' quarters clean. These are able to be charged to the CARES act for reimbursement through the EOC.

Burn to Learn (FC Davis)

The burn house is across the street from Columbia Distribution, but the weather and exposures to our volunteers canceled it. This will be rescheduled until after the freeze when it feels right. Jerry Nelzen with City Public Works did an amazing job preparing the house for our crews. The house is being used for other training while we wait.

Administrative Report (CFO Fawcett)

Woodburn Fire's (WFD) audit was accepted so as soon as closing documents are received, they can submit to the State. Aurora Fire's (AFD) audit is much smoother than last year. Canby's audit is in the home stretch with just a few more deliverables. We are on target with this process. This process was remote this year with a lot of scanning, but it has gone well.

EMS Report (DC Dale)

Ambulance transports are moving along with the adjustments from OHA that were mentioned earlier. Canby Fire is doing everything as safely as we can and staying in line with agencies in the tri-county area. Quality assurance practices are also being followed as usual.

A recap of the ASA zones and contract, as talked about at last month's meeting, was done by Chief Dale. The strategic plan implementation has been in process by the council for some time now to include multiple different aspects for EMS and service delivery to customers. Part of this will help prioritize calls based on the information collected from dispatch. This will help increase the priority for cardiac arrests, strokes, etc. and help distribute resources appropriately to make them more available for those high priority calls. When it was brought up that the AMR contract was going to become evergreen, the council started working hard on a proposal to implement parameters. These parameters will help better serve our patients by not only focusing on response times, but also quality assurance measures such as times to initiate various parts of treatment. This document will be ready to submit no later than Tuesday of this next week to County staff.

The ASA strategic plan update will continue to be worked on regardless of the outcome of the mentioned contract. The Fire Defense Board, EMS Council, and the Labor Unions have all asked for more time on this issue.

Community Risk Reduction and Training Report (DC English)

Inspector testing process for interviews have been completed. On December 8th we will conduct mock scenario testing at Canby Foursquare Church.

More large buildings are projected in Canby, our Chaplains and Interns are doing good work, company inspections are continuing on, and the truck process with training continues and is doing well with our crews.

Bond Update (FC Davis)

Crews' quarters are about one and a half weeks ahead of schedule. The Board is welcome one at a time to walkthrough if they'd like. Please do this after hours due to the construction workers and the amount of work they are doing. Luke and Emerick Construction are doing a fantastic job. We are planning a meeting date coming up for ST363. The City Administrator (Joe Lindsey) waived our fee for some of the processes due to the building being vacant and so forth. Todd and Chief Davis are working hard to get this done by mid-July. Jerry Nelzen has offered to help with digging of trenches and such.

The fitness room is complete. Derrick Clark and Travis Laloli have done a wonderful job back there placing the floor, tv, equipment, etc. The Board is welcomed to use any of the equipment we have in there at any time.

Volunteer Report (DC Austen)

No activations have come through for Rehab lately, but they are always ready to go. Volunteer drills have been going well. We are trying to work on a drive-through Christmas event for our Volunteers and their families. It has been slow lately and having some exposures does not help that. Chief Austen will

be out for quarantine until next week. Chief Austen thanked Chief Davis, the Board, and all our Staff and Volunteers that had anything to do with his 50-year plaque.

OLD BUSINESS

None.

NEW BUSINESS

Clackamas County Health and Human Services Letter (FC Davis)

A letter was delivered to Swift today via email and will be mailed as well. Shawn signed this letter on behalf of the Board. The letter expands on what Chief Dale mentioned in his report. It is asking for more time with this process. It goes to the County, County Commissioners, Council, Mayor, City Admin, and Tootie Smith to make sure everyone receives it and knows what we are asking for. Other Board of Directors have submitted letters to the Commissioners to ask for more time as well. President Carroll's goal is to follow up with each recipient of the letters to ask for their indulgence for more time.

A motion to move to have the Clackamas County Health and Human Services letter signed by our Board President and any others needed then sent to the County Commissioners was made by Director Steve Thoroughman. The motion was seconded by secretary/treasurer Ron Swor and unanimously approved.

CITIZEN INPUT: NON-AGENDA ITEMS

None.

GOOD OF THE ORDER

- President Carroll: Thank you to the Levy committee and staff for putting the levy together and passing it.
- President Carroll: Wishing everyone a happy and safe Thanksgiving.
- The City is trying to make the park bigger this year for Light up the Night. They are in the process of choosing the person to flip the switch. There will be a virtual Light up the Night as well. Chief English is in contact with Calvin on this. The Fairgrounds will be doing a drive through Christmas event as well.
- Foursquare is opening their campus for the Christmas holiday for Journey through Bethlehem for the community, which will be aired on the radio as well.

ADJOURNMENT

A motion to adjourn from the regular Board of Director's meeting was made by Director Laura Green. The motion was seconded by Director Buner Ellis III and unanimously approved.

The Regular Board of Directors meeting adjourned at 1955 hours.

NEXT REGULAR BOARD MEETING:

Date: Wednesday, December 16, 2020

Time: 1900 hours (7pm)

Location: CFD Station 361 Meeting Room / ZOOM

APPROVED

Director Ron Swor

Board Secretary/Treasurer