

**CANBY FIRE DISTRICT**  
**BOARD OF DIRECTORS MEETING**  
Wednesday, January 27, 2021  
Regular Session 7:00PM (1900 hours)  
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 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 checked="" 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:** Captain Heitschmidt, Captain Wanner, FF Dawson-Hurley, FF McDonald and family, FF W. Ramos, FF Nelzen and family, FF Boyd and family, FF B. Davis and family, FF Quevedo, Chaplain Giger, Chaplain Karay, and Shawn Varwig.

**CALL TO ORDER**

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

**PRESENTATIONS**

Swearing in Interns: Firefighter Interns Kyler Boyd, Brooke Davis, Nathan McDonald, Emma Nelzen, and Wyatt Ramos were introduced by Chief English and Chief Davis and sworn in by President Shawn Carroll. Their family and friends attended virtually in support with one person present to perform their badge pinning. Congratulations to our Interns!

**CITIZEN INPUT: AGENDA ITEMS**

No input was received.

**CONSENT AGENDA**

**A motion to approve the consent agenda from the December 16, 2020 Board of Directors meeting was made by Director Laura Green. The motion was seconded by Secretary/Treasurer Ron Swor and unanimously approved.**

**FINANCIAL REPORT (CFO Fawcett)**

CFO Fawcett wanted everyone to know that we did meet our budget in January.

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

- State Pool Interest decreased to 0.75%
- LGIP General Account shows a total of \$5,251,399.93
- LGIP Bond Account shows a total of \$2,971,843.21
- Current Deposits & Earnings shows a total of \$934,361.74
- Current Expenses show a total of (\$735,488.66)
- Total available to the District is \$5,216,399.93
- Current Year Taxes show 96.00% received of Budget in FY21
- Prior Year Taxes shows 77.00% received of Budget in FY21
- URD Fund shows a total of \$8.06
- Ambulance Service has received 53.34% of Budget in FY21

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

- December 15, 2020 = \$162,478.87
- December 31, 2020 = \$141,486.44
  - Medical\_ER via A/P = \$49,368.50

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

- A resident thanked the district for the kind and professional care given to his wife in October.
- A happy holiday card was sent to our crews that acknowledged the crazy times lately.
- The Canby Beautification Committee thanked the crews for their help.

### **LIAISON REPORT**

Shawn Varwig will continue being our liaison for this year. Lots have been going on this year including the start of the new City Administrator. Thank you, Shawn, for attending tonight.

### **CHIEF'S REPORT**

#### **Bill Roberts Retirement Recognition (FC Davis)**

Chaplain Roberts announced his official retirement from chaplaincy. Bill has served Canby, Aurora, portions of Woodburn, Molalla, and many more surrounding areas for many years. He will be very missed as a friend and colleague. A retirement celebration for Bill will be put together and announced for a later date. Bill's helmet is located at the main station and everyone is encouraged to sign.

Secretary/Treasurer Ron Swor and Canby Foursquare Church are honoring Bill on February 7<sup>th</sup> publicly through the church during normal services.

House Bill 303 will allow school districts to opt out of any strategic investment zones and other similar situations. A recommendation to include fire districts in this bill has been forwarded to President Carroll and Christine Drazan. All Board members have been sent this bill by Chief Davis and are encouraged to read up on it.

#### **COVID Vaccine Update (DC Dale)**

The enrollment process to become part of the State's vaccine program has been completed. Thank you to Dr. Stone for helping guide us with this process. COVID-19 vaccines were given out to Canby Fire, Molalla Fire, Colton Fire, Canby Police, and Molalla Police in January. The second dose for these participants in the organizations are at the station and ready to be administered early February.

The Canby School District and surrounding districts will be receiving the vaccine, which Canby Fire will be partnering with to make this happen. It is unknown when this vaccine will be received, so we are standing by ready to schedule a clinic at Ackerman Center in Canby when we get the go ahead.

Chief Dale was part of a vaccination clinic through Clackamas County Public Health last week. These were administered to healthcare workers, elderly living in communal housing, and people with developmental disabilities. This was a gratifying and unifying process, especially during our current situations. Special thank you to our three helpers during our vaccination clinics: Dr. Richard Davies, Jan Tatum, and Diane Bursell.

Great job to Chief Dale for all the hours and hard work put into this.

#### **Introduction of Chaplains (DC English)**

John Karay and Jerry Giger joined us tonight via ZOOM. Both have significant backgrounds in the fire service and chaplaincy. There is always great communication between the Chaplains that shows their

passion and hard work. We can rely on this group not only for chaplaincy duties but assisting with other needs as they are available. Below are quick words from our two Chaplains:

Jerry Giger: Jerry feels it is an honor to give back to emergency responders. Canby Fire and the community are exceptional to work with and he looks forward to many continued years serving the district.

John Karay: John served as a firefighter many years ago. Being ordained was an honor and privilege to do it for Canby Fire. John said we have a well-ran and competent organization.

### **Sale of SQ361 (DC English)**

Squirt 361 was sold to Creek Side Rural Protection District, who responded on it within 48 hours after receiving it. Crews did a great job prepping it for sale. We ended up with \$54k, which was more than average of \$30k they are selling for.

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

Both Lori and Leanna have moved back into their offices after working remotely on multiple occasions. Budget work has begun.

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

COVID vaccine planning and delivery has been a large part of his workload. Chief Dale has been working with crews on deploying an upgraded narcotic control system as required by the DEA because we carry and deliver narcotics. The EMS Council continues to meet as they try and advance the efforts for the ASA 1 (Clackamas). An RFP for scope of work to lead the work group through the rest of the document has been complete. Chief Dale was notified that the Director of Health Housing and Human Services has put in his resignation for February. The Deputy Director will continue work on this document after the resignation. Chief Dale is on another committee to train employees with agencies on ESO that are not currently using ESO. This will make data collection between agencies streamline and allow for sharing of information as needed.

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

Construction has picked up again. There is a lot happening in Canby. Chief English has not heard anything else about the building larger than Columbia. The Inspector position has been filled by Jim Walker, who will be coming in Friday to sign his letter and receive his preliminary introduction list. He will start work on February 1<sup>st</sup> and begin work with the inspection program.

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

Crews are back in the station but are still settling in and getting organized. Everything is going well. Crews worked hard this last week making this happen. Furniture was delivered this week as well. Thank you to everyone for getting everything ready.

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

Mandatory compliance training for the volunteers this month. Volunteer drills and meetings have been via ZOOM. We will be starting fireworks discussions soon for this summer. Rehab has been activated a couple times this month and are always ready to respond. Chief Austen personally thanked both John and Jerry for what they do down here at the station and in the community and said they are appreciated.

### **Additional Business**

Canby Fire conducted Chief Interviews today for the two positions we want to fill. Two candidates will be presented with conditional job offers. This has been a good process. The Training Captain position currently on days will be moved to shift after initial training is complete.

Chief Davis was elected as the Fire Defense Board Chair of Clackamas County. Nick Brown and Phil Schneider are alternates. Leanna and Chief Davis attended a transition meeting and will have the first official meeting as representatives next month.

## **OLD BUSINESS**

### **Administrative IGA with Aurora Fire (FC Davis)**

The current IGA with Aurora Fire has some items listed that are not being performed so we are needing to make revisions. Chief Davis and Chief Williams are communicating back and forth on revisiting this document. A draft will be sent to the Board in preparation for the next meeting. We are recommending substantial changes that will include only performing payroll duties. This will remove multiple items including auditing that are based on the IGA layout we have been working from so far.

### **Joint Board SDAO Study Meeting (FC Davis)**

The Board asked staff to move forward with a joint board meeting, consisting of two members from each district. We have not heard anything from Aurora Fire and Chief Budge is going to speak to his Board this month. We will keep the Board updated.

## **NEW BUSINESS**

### **FY22 Budget Process (CFO Fawcett)**

**A motion to approve the 2021 / 2022 Budget Calendar for the Canby Fire District Budget process as presented was made by Director Laura Green. The motion was seconded by Director Steve Thoroughman and unanimously approved.**

**A motion to appoint Chief James X. Davis as the Budget Officer for the FY2021 / 2022 Budget process was made by Secretary/Treasurer Ron Swor. The motion was seconded by Director Steve Thoroughman and unanimously approved.**

Lori asked the Board if they would like us to advertise for the open position on the budget committee. After some discussion, it was decided to keep the Budget Committee at four members to remain at an odd number of members total, including the Board. *See the below motion.*

**A motion to re-appoint the following Budget Committee Members for FY 2021/2022 was made by Director Steve Thoroughman. The motion was seconded by Secretary/Treasurer Ron Swor and unanimously approved.**

**A motion to leave the Budget Committee at four for this budget season was made by Director Steve Thoroughman. The motion was seconded by Director Laura Green and unanimously approved.**

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

Everyone is excited to move forward with this station. Thank you, Todd, who has been working on this project and thank you, Lori, for sitting down about the budget on this. We looked at various location options early on, starting with an existing building we could use for space, then we found the land we now lease through the City, so we began looking at building options. One option is to move the modular located at ST361 and build a separate garage for apparatus. Another option is to put a prefabricated building on the land that has both a garage and living facilities. The agenda item and attachments were reviewed.

A comparison in pricing between options as a side by side is requested for the next meeting along with an updated depreciation schedule to see the impact. Official Board direction will come at the next meeting after documents are reviewed.

### **Fit Test Machine Recommendation (FC Davis)**

Compliments to Julio Quevedo who handles all our SCBA and respiratory work. Julio put this recommendation together on how to do a better job with fit testing for masks and N95's. Fit testing is normally done by a gentleman that comes to the station which costs about \$57/person. He does this about four days for volunteers. It is very difficult to get everyone done within these four days. Plan B is to rent a machine which costs \$600/week when this gentleman is unavailable. New N95 masks have come in for 2021 so we need to be able to test these for fit. This will help us fit test SCBA's annually as well as complete this process for any new personnel at random times during the year. Julio presented a recommendation to purchase our own machine. Four machines were looked at for cost. The recommended machine is the second quote, which is directly from the manufacturer and includes all necessary components. These machines last ten years or more with regular maintenance, costing approximately \$1,000/year.

The Board directed staff to reach out to Molalla and Woodburn Fire to see if they would like to share the machine or pay us to do their fit testing. The Board agrees to do more investigating into other departments and possible partnerships before giving official recommendations.

### **Board Re-election Documents (FC Davis)**

Steve and Laura are up for re-election. The deadline for these documents is the beginning of March. Laura is confident she will not be running again. Steve is most likely going to run again, but he also has an option to run for the school board.

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

None.

### **GOOD OF THE ORDER**

None.

### **ADJOURNMENT**

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

*The Regular Board of Directors meeting adjourned at 2041 hours.*

### **NEXT REGULAR BOARD MEETING:**

**Date: Wednesday, February 24, 2021**  
**Time: 1900 hours (7pm)**  
**Location: ZOOM**

APPROVED

---

Director Ron Swor  
Board Secretary/Treasurer