



Canby Fire District
Board of Directors Meeting
Wednesday, February 24, 2021
Regular Meeting: 7:00PM (1900 hours)
Held via ZOOM
Revised

~ Agenda ~

I. CALL TO ORDER

- **Pledge of Allegiance**

II. CITIZEN INPUT: AGENDA ITEMS

(This is an opportunity for visitors to address the Board of Directors on items that appear on the agenda but not scheduled for a public hearing. Each citizen will be given 3 minutes to give testimony. Citizens are first required to fill out a testimony/comment card prior to speaking and hand it to the Fire Chief. These forms are available with the meeting sign-in sheet. Staff and the Board of Directors will make every effort to respond to questions raised during citizens input before tonight's meeting ends or as quickly as possible thereafter.)

III. PRESENTATIONS

- **Swearing in Chaplains**
- **Swearing in Fire Inspector Jim Walker**
- **Swearing in New Hire Ethan Dawson-Hurley**
- **SDAO Conference Awards**

IV. CONSENT AGENDA

- **Minutes (AAH Bursell)**
- **Bills (CFO Fawcett)**

V. FINANCIAL REPORT (CFO Fawcett)

- **Bond Status & Projection**

VI. CORRESPONDENCE (FC Davis)

VII. LIAISON REPORT (Shawn Varwig)

VIII. CHIEF'S REPORT

- **Ice Storm 2021 (FC Davis)**
- **COVID Vaccine Update (DC Dale)**
- **Firefighter and Company Officer Testing (FC Davis)**
- **Station Captain and Lieutenant Testing (FC Davis)**
- **Awards Ceremony (FC Davis)**
- **Administrative Report (CFO Fawcett)**
- **EMS Report (DC Dale)**
- **Community Risk Reduction and Training Report (DC English)**
 - **Building Construction**
 - **Inspector Position**

CFD FINANCIAL REPORT – JANUARY 2021

Cash Flow

During the month of January, the District received \$90,222.05 in current taxes and \$5,924.59 in prior year's taxes. In addition, the District received its first SIZ revenue in the amount of \$25,356.14, which was posted to "current years' taxes for FY21. These funds were transferred into Local Government Investment Pool by the Clackamas County Treasurer's Office. Contained in this report is a spreadsheet titled "General Fund – Total Revenue" that compares FY21 revenue to that of the prior two years (FY19 & FY20). Analysis indicates that the total amount of General Fund Revenue collected at the end of January is \$5,042,435 (91.17% of our Budget), which 1,773.00 lower than that of FY20 & \$207,111 higher than that of FY19 during the same time period. In addition to the General Fund Revenue, we have received \$539,679 in Bond Tax and Interest Revenue in FY21

General Fund

Cash Basis Accounting: The District finished the month of January with our Personnel Services category of the General Fund at 53.32% of our Budget expended at \$2,529,394 which is \$175,601 higher than that of FY20 and \$243,410 higher than that of FY19. The Material and Services category is at 50.55% expended at \$652,714 which is \$171,840 higher than that of FY20 and \$38,192 lower than FY19.

Investment Activity

The Oregon LGIP interest rate remained static at 0.75% by the end of January. As a comparison the table below demonstrates the yields for other local government investment pools to date.

State	Previous	Current	State	Previous	Current
Washington (LGIP)	0.14%	0.13%	Alaska (AMLIP)	0.01%	0.01%
Oregon (LGIP)	0.75%	0.75%	Idaho (LGIP)	0.45%	0.45%

Banking Summary

FOR PERIOD ENDING:	01/01/2021	TOTAL BALANCE:
Beginning Checking Balance	01/01/2021	\$ 287,767.13
Current Deposits & Earnings		\$ 1,042,103.53
Current Expenses		\$ -520,916.56
ENDING CHECKING BALANCE	01/31/2021	\$ 808,954.10
ENDING LGIP GENERAL	01/31/2021	\$ 4,938,067.89
TOTAL AVAILABLE BALANCE	01/31/2021	\$ 5,747,021.99
ENDING URD FUND BALANCE	01/31/2021	\$ 8.06
Beginning LGIP BOND Account	01/01/2021	\$ 2,678,721.19
Current Deposits & Earnings (Interest & Tax revenue)		\$ 1,574.38
Current Expenses (Bond A/P)		\$ -493,478.21
ENDING LGIP BOND Account	01/31/2021	\$ 2,186,817.96

Total interest earned in the LGIP BOND to date is \$175,328.24.

FY21 interest earned in the LGIP BOND is \$19,560.64

Payroll Summary

Date:	Net Pay:	Benefits & Deductions:	Total Payroll:
01/15/2021	\$ 63,870.46	\$ 71,727.57	\$ 135,598.03
01/31/2021	\$ 69,793.28	\$ 78,114.42	\$ 147,907.70
Medical ER via A/P		\$	\$ 49,764.00
TOTAL PAYROLL COSTS for JANUARY 2021			\$ 333,269.73

Ambulance Report

Our FY21 ambulance revenue Budget is \$840,000.00 or \$70,000 per month. The net ambulance revenue received in the month of January was \$97,246.42. The average monthly ambulance revenue to date is \$78,145.38 Total ambulance revenue received is \$547,017.69 or 65.12% of our Budget.



Canby Fire District

DATE: February 23, 2021
TO: FC Davis
FROM: CFO Fawcett
RE: Bond Status & Projection

2/23/2020 CURRENT BALANCE

2,164,909	Pool
14,632	Bank (after all cleared)
2,179,541	TOTAL

March - June PROJECTED REVENUE

4,000	Interest (1000 per month)
4,000	TOTAL
\$2,183,541	REVENUE

Remaining Bond Life PROJECTED EXPENSES

6,428	Station 361 (Final Mackenzie)	
270,134	Station 361 (Final Emerick)	
802,541	Station 363	
0	Station 361 M&S	
67,428	Station 363 M&S	
0	Station 365 M&S	
350,000	Heavy Brush	(\$69,180 from Reserves in FY22)
250,000	Water Tender	(\$25,941 from Reserves in FY22)
180,000	Monitors	
257,010	New Medic	
\$2,183,541	BOND EXPENSE	\$95,121
		RESERVE EXPENSE
\$0.00	REMAINING	



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- **Volunteer Report (DC Austen)**

IX. OLD BUSINESS

- **Administrative IGA with Aurora Fire (FC Davis)**
- **Joint Board SDAO Study Meeting (FC Davis)**
- **Presentation of Station 363 Building Options (FC Davis and Todd Gary)***

IX. NEW BUSINESS

- **Fireworks Display (FC Davis)**
- **Safer Grant (FC Davis)**
- **Apparatus Purchases (FC Davis)***
- **FireMed Program (DC Dale)**

X. CITIZEN INPUT: NON-AGENDA ITEMS

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XII. GOOD OF THE ORDER

XIII. NEXT REGULAR BOARD MEETING:

Date: Wednesday, March 24, 2021

Time: 1900 hours (7pm)

Location: ZOOM

XIV. ADJOURNMENT

AGENDA ITEM

Canby Fire District
Canby, OR
REVISED

SUBJECT: Approval of the Building Contract with Emerick Construction for the Northside Station	FOR AGENDA OF:	Board of Directors
	APPROVED FOR AGENDA:	Chief Davis
	DEPARTMENT OF ORIGIN:	Fire Chief
	DATE SUBMITTED:	02/24/2021
	CLEARANCES:	
PROCEEDING:	EXHIBITS:	

BUDGET IMPACT

EXPENDITURE REQUIRED: \$802,541.00	AMOUNT BUDGETED:	APPROPRIATION REQUIRED: \$802,541.00
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BACKGROUND:

The Canby Fire District Fire Board previously revised the 2018 Bond Budget in 2020. The budget was updated as approved by the Board in a supplemental budget in the 2020 budget process.

Now that Station 361 has been completed, staff is ready to move forward with Station 363; the Northside Station. In order to move the project forward staff has prepared a recommendation for the Board's consideration. Staff has also prepared a bond status update to reflect the recommended changes. Board President Carroll and Board Member Thoroughman met with staff to review the apparatus replacement schedule, which was sent with your Board packets.

The recommendation is to build a pre-engineered building with living quarters with room for the medic crew and three Interns, which will meet what the Board had told the citizens of Canby Fire District in the 2018 bond issue. As was instructed by the Fire Board to secure the 50-year lease on the property with the City, no cost will be incurred for the land other than the annual amount for the lease. The City has agreed not to charge for the planning permits for Station 363 as we prepare for the public hearing. The City Public Works has agreed to help prepare the land by cutting down the trees at no expense.

Staff has prepared an updated bond budget status for the Board's consideration. The update reflects the dollar amount remaining in the Bond measure including interest. We are recommending the changes in order to build Station 363 as presented. The Station 363 budget has been increased to approximately \$800,000 for the project. This would also include having Emerick as the general contractor to manage the project. The Fire District can use Emerick as the general contractor based on the bid that was approved for Station 361 without going out to bid by accepting the added scope of work in the existing contract.

If the Board approves the allocation changes for the bond, a supplemental budget will be prepared in May as part of the 2020/2021 FY close out.

Future Station 363 Options:

Option 1: 60'x 60' pre engineered steel building with living quarters (same size as Station 365)

Pros:

1. Permanent building with adequate size for future
2. Male and female quarters
3. Room for student program; 3 students and 2 career staff (5 bedrooms)
4. Room for engine and medic response with students
5. Construction costs continue to rise, we can build at todays cost
6. Room for future career firefighters

Cons:

1. This is an increase to the budgeted amount

Option 2: Move the existing modular home to the site for use as living quarters and add a 40'x45" pre engineered building for use as a garage.

Pros:

1. Less total cost today
2. Already have manufactured home

Cons:

1. No male / female separation
2. Only 3 bedrooms, no student program
3. Medic Only response
4. Living quarters and apparatus in separate buildings (causes response delays)
5. Separate buildings to maintain
6. Older manufactured home will need increased maintenance
7. Building will have to be added onto in the future, will have increased costs

RECOMMENDED ACTION:

Staff recommends that the Board approve the added scope of work with Emerick construction, and authorize the Fire Chief to sign the updated contract..

Proposed motion: I make a motion to approve the building contract with Emerick construction for \$802,541.00, and authorize the Fire Chief to sign the agreement.

PROJECT: Canby EMS 363

Base Bid Headsheet

Bid Date/Time:



Section	Description	Contractor	Budget	Total \$\$\$
DIV 1	GENERAL REQUIREMENTS			
007200	General Conditions	Emerick	\$ 75,000	\$ 75,000
014126	Permits	By Owner		\$ -
017123.16	Construction Surveying	Budget	\$ 5,000	\$ 5,000
017423	Final Cleaning	Emerick	\$ 3,500	\$ 3,500
DIV 3	CONCRETE			
	Cast in Place Concrete	Emerick	\$ 39,600	\$ 39,600
DIV 5	METALS			
	Misc. Metals	Budget	\$ 2,500	\$ 2,500
DIV 6	WOOD & PLASTICS			
	Rough Carpentry	Emerick	\$ 6,339	\$ 6,339
	Finish Carpentry	Budget	\$ 9,225	\$ 9,225
DIV 7	THERMAL & MOISTURE PROTECTION			
	Thermal and Moisture Protection	Budget	\$ 5,000	\$ 5,000
DIV 8	DOORS & WINDOWS			
	Doors / Frames / Hardware	Budget	\$ 10,400	\$ 10,400
	Aluminum Storefront	Budget	\$ 13,075	\$ 13,075
	Overhead Doors	Budget	\$ 16,000	\$ 16,000
DIV 9	FINISHES			
	Drywall / MS Framing	Harlans	\$ 66,283	\$ 66,283
	Tile	Budget	\$ 4,000	\$ 4,000
	FRP	Budget	\$ 2,280	\$ 2,280
	Polished Concrete	Budget	\$ 10,000	\$ 10,000
	Carpeting / Base	Budget	\$ 1,998	\$ 1,998
	Painting	Budget	\$ 8,193	\$ 8,193
DIV 10	SPECIALTIES			
	Toilet Accessories	Emerick	\$ 715	\$ 715
DIV 11	EQUIPMENT			
	Appliances	Emerick	\$ 650	\$ 650
DIV 12	FURNISHINGS			
	Window Coverings	Budget	\$ 1,000	\$ 1,000
DIV 13	SPECIAL CONSTRUCTION			
	PEMB - Furnish	Nucor	\$ 46,633	\$ 46,633
	PEMB - Install	Budget	\$ 34,200	\$ 34,200
DIV 21	FIRE SUPPRESSION			
	Sprinklers	Budget	\$ -	\$ -
DIV 22 / 23	MECHANICAL - Plumbing & HVAC			
	Plumbing	HydroTemp	\$ 50,900	\$ 50,900
	HVAC	HydroTemp	\$ 31,350	\$ 31,350
DIV 26 / 27 / 28	ELECTRICAL - Elect., Comm., Safety & Security			
	Electrical / Low Voltage	Blue Heron	\$ 111,100	\$ 111,100
DIV 31 / 33	EARTHWORK			
	Excavation and Utilities	Jonas	\$ 157,720	\$ 157,720
DIV 32	EXTERIOR IMPROVEMENTS			
	AC Paving	Budget	\$ 6,475	\$ 6,475
	Site Concrete / Curbs	Emerick	\$ 31,899	\$ 31,899
	Wheelstops / Pavement Markings	Budget	\$ 835	\$ 835
	Unspecified Items			\$ -

PROJECT: Canby EMS 363

Base Bid Headsheet

Bid Date/Time:

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Section	Description	Contractor	Budget	Total \$\$\$
		Totals	\$ 751,870	\$ 751,870
		Contractor's Fee	5.00%	\$ 37,594
			SUB TOTAL	\$ 789,464
		Liability Insurance	0.65%	\$ 5,132
		BOLI Fee	0.000%	\$ -
			SUB TOTAL	\$ 794,595
		ECCO Risk		
			SUB TOTAL	\$ 794,595
		Builders Risk	0.00%	
			SUB TOTAL	\$ 794,595
		P&P Bond	1.000%	\$ 7,946
			TOTAL	\$ 802,541
		Design Contingency	0.000%	\$ -
			TOTAL	\$ 802,541

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IX. OLD BUSINESS

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XII. GOOD OF THE ORDER

XIII. NEXT REGULAR BOARD MEETING:

Date: Wednesday, March 24, 2021

Time: 1900 hours (7pm)

Location: ZOOM

XIV. ADJOURNMENT

AGENDA ITEM

Canby Fire District
Canby, OR
REVISED

SUBJECT:	Purchase of One (1) Braun Northwest Ambulance	FOR AGENDA OF: APPROVED FOR AGENDA: DEPARTMENT OF ORIGIN: DATE SUBMITTED: CLEARANCES:	CFD Board meeting Chief Davis Administration 2/18/2021
PROCEEDING:	CFD Board meeting	EXHIBITS:	HGAC

BUDGET IMPACT

EXPENDITURE REQUIRED: \$257,010	BOND AMOUNT BUDGETED IN FY21: \$172,000 ANTICIPATED BOND AMOUNT BUDGETED IN FY22: \$257,010	APPROPRIATION REQUIRED IN FY22: \$257,010
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BACKGROUND:

As part of the approved apparatus replacement schedule in 2018, Canby Fire is requesting the purchase of a Braun Northwest Ambulance. Call volume is steadily increasing every year and the need for additional ambulances are increasing. This ambulance will give us the needed amount for the current call volume and needed reserves for when another ambulance is down for maintenance. The original plan was to re-box the 2015 medic unit. Before we can do that, we need to have the 4th medic unit in service. If we re-box, the 2015 that would only have two medic units available. The third medic unit is put into service mainly when daytime staffing Chiefs are available. This apparatus has been identified and scheduled on the apparatus replacement plan for fiscal year 2022.

RECOMMENDED ACTION:

Therefore, staff is recommending to the Board authorize the purchase of a new Braun Northwest Ambulance through HGAC for the amount of \$257,010 which is the cost of the ambulance and the power cot system.

Proposed motion:

I move to authorize Canby Fire to purchase a 2020 Ford F450 Braun Northwest Ambulance thru HGAC, the power load system and the power cot for the purchase price of \$257,010.

AGENDA ITEM

Canby Fire District
Canby, OR
REVISED

SUBJECT:	Purchase of One (1) Rosenbauer Type 1/3 Heavy Brush Unit	FOR AGENDA OF: APPROVED FOR AGENDA: DEPARTMENT OF ORIGIN: DATE SUBMITTED: CLEARANCES:	CFD Board meeting Chief Davis Administration 2/18/2021
PROCEEDING:	CFD Board meeting	EXHIBITS:	Sourcewell

BUDGET IMPACT

BOND EXPENDITURE REQUIRED: \$419,180.00	BOND AMOUNT BUDGETED: \$350,000.00	APPROPRIATION REQUIRED: \$69,180.00 (From Apparatus Reserve Fund in FY22)
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BACKGROUND:

In conjunction with the approved fire replacement schedule in 2018 and the current bond agreement, staff is requesting to purchase a Heavy Brush Truck Type 1/3 to staff as the first out structural engine at the future Station 363 and for a backup Heavy Brush unit for wildland fires.

Canby Fire has purchased and put into service a used truck.

This recommendation is for utilizing the abilities of both a Type 1 structural pumper, with the required NFPA equipment, during the majority of the year, and also having the capabilities of a Type 3 Wildland truck for off road wildland fires. Since Pierce does not even offer a Type 1/3 option as a standard comparison cost, we compared a base model Rosenbauer Type 3 truck which is \$360,000, and a Pierce for a base model Type 3 only truck comes in at \$370,000. Neither of these brands come with extras such as a radio system, scene lighting, booster line for small fires and cleanup. The additional price is for the larger body for the extra tools, and the extras listed above that we feel are necessary for safe and efficient response to both urban structure fires and rural wildland fires. As wild land fires continue to increase every year, this apparatus will provide the district with two Type 3 wild land apparatus. The Fire district if dispatched on state mobilizations does receive re-imburement from state and federal when this apparatus is deployed. This apparatus will be placed at the northside fire station for the firefighters and interns to staff.

RECOMMENDED ACTION:

Staff is recommending that the Canby Board authorize staff to enter into a contract for purchase for one Rosenbauer Heavy Brush Truck Type 1/3 with Firecom System thru Sourcewell in the amount of

419,180.00. The purchase for this type of apparatus combines the class 1 and class 3 unit. The apparatus replacement is scheduled at 25 years.

Proposed motion:

I move to authorize the Fire Chief enter into an agreement with Sourcewell IGA to purchase one Rosenbauer Heavy Brush Truck Type 1/3 for the amount of 419,180.00.

AGENDA ITEM

Canby Fire District
Canby, OR
REVISED

SUBJECT:	Purchase of one (1) Rosenbauer Water Tender	FOR AGENDA OF: APPROVED FOR AGENDA: DEPARTMENT OF ORIGIN: DATE SUBMITTED: CLEARANCES:	CFD Board meeting Chief Davis Administration 2/18/2021
PROCEEDING:	CFD Board meeting	EXHIBITS:	Sourcewell

BUDGET IMPACT

BOND EXPENDITURE REQUIRED: \$275,941.00	BOND AMOUNT BUDGETED: \$250,000.00	ADDITIONAL APPROPRIATION REQUIRED: \$25,941.00 (From Apparatus Reserve Fund in FY22)
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BACKGROUND:

In conjunction with the approved fire replacement schedule in 2018 and the current bond agreement, Canby Fire staff is requesting to purchase of one Rosenbauer Water Tender. This tender is intended to ultimately replace the current WT362. The increase of wildland fires over the years has resulted in greater demand for these smaller tenders. This new tender will make it possible to have tenders at Station 361, Station 365, and Station 363 which will greatly improve response by having the crews in each station available to cross-staff the tenders.

RECOMMENDED ACTION:

Staff is recommending that the Board authorize the Fire Chief to enter into a contract with Sourcewell IGA for the purchase of one Rosenbauer Water Tender.

Proposed motion:

I move to authorize the Fire Chief to enter into a contract for the purchase of one water tender with Sourcewell IGA for the amount of 275,941.00

Heavy Brush Type 1/3

Base price: \$423,748.00 thru Sourcewell

If chassis payment of \$119,268.00 is made in FY21, reduce price by \$4,568.00

Reduced price: \$419,180.00

Tender

Base price: \$279,553.00 thru Sourcewell

If chassis payment of \$94,412.00 is made in FY21, reduce price by \$3,612.00

Reduced price: \$275,941.00 before Feb 26, 2021. Price will increase after this date.

Medic Unit

Base price: \$215,380.00 thru HGAC

Power cot: \$41,630.00

Total cost: \$257,010.00

Total cost: \$952,131.00

(\$857,010.00 from Bond / \$95,121.00 from Reserve)

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