

**CANBY FIRE DISTRICT
BOARD OF DIRECTORS MEETING
Wednesday, March 24, 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 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: Captain Quevedo and family, FF McDonald, FF Davis and family

CALL TO ORDER

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

PRESENTATIONS

Swearing in New Hire, Scott Davis: Scott Davis was accompanied by his wife, Krystal, and family and introduced by Chief Davis. Scott was sworn in by President Carroll.

Swearing in Promotion, Julio Quevedo: Julio Quevedo was accompanied by his wife, Vanessa, and introduced by Chief English. Julio was sworn in by President Carroll.

CITIZEN INPUT: AGENDA ITEMS

No input was received.

CONSENT AGENDA

A motion to approve the consent agenda from the February 24, 2021 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 0.75%
- LGIP General Account shows a total of \$4,789,943.19
- LGIP Bond Account shows a total of \$2,186,817.96
- Current Deposits & Earnings shows a total of \$423,187.36
- Current Expenses show a total of (\$906,596.80)
- Total available to the District is \$5,115,487.85
- Current Year Taxes show 99.32% received of Budget in FY21
- Prior Year Taxes shows 90.87% received of Budget in FY21
- URD Fund shows a total of \$8.06
- Ambulance Service has received 72.86% of Budget in FY21

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

- February 15, 2021 = \$134,250.08

- February 28, 2021 = \$149,459.47
 - Medical_ER via A/P = \$56,947.50

FY20 Audit: The audit went well but we did receive a finding in our radio fund and notations with property taxes and our bond debt service fund.

CORRESPONDENCE (FC Davis)

- Thank you to the crews from residents at Hope Village, who also brought a cake.
- Thank you from a resident for the generator loan during the ice storm.
- Thank you from Doc Davies and wife for letting them use the modular for laundry and such while their power was out.
- From Lorin Darst noting that he was told by a district resident, and member of the Macksburg Lutheran Church, that Canby crews were kind and gave great care.

LIAISON REPORT

None.

CHIEF'S REPORT

Conflagration Reimbursements (FC Davis)

Great job to Leanna, who has earned the respect of the Fire Marshal's Office for her accuracy and timeliness of information. Funds received and pending from all fires in 2021 were overviewed by Chief Davis.

Intern Interviews (DC English)

Interviews were completed today with five prospective Interns.

Awards Ceremony (FC Davis)

May 8th is the tentative date for the awards ceremony. We will send a calendar invite to everyone. The County levels will determine exactly what we do, but we will definitely honor our personnel. Submittals are happening now for the awards and will be reviewed by the committee. Clackamas County Fairgrounds will allow us to use their facility free of charge, depending on the County level.

Administrative Report (CFO Fawcett)

CFO Fawcett has been wrapping up the audit and prepping for budget season. Crews, specifically Derrick Clark, have worked very, very hard on their budget line items. Our crews have a great idea on how the budget works, and they take charge in the best way to get work done on these. Budget packets will go out April 14th. Our budget meeting will be held on the 28th and will start at 6pm with the regular meeting following at 7pm.

EMS Report (DC Dale)

- Our FY20 GEMT payment will go out soon. February transport data, which shows the most in the last three years, is contributed to the ice storm and was made possible because of upstaffing.
- County EMS Kits: This is happening now. Chief Dale will pick up the kits next week and begin training with a go live date of June 30th. All members within Clackamas County will be able to use the kits between districts with ease because of the uniformity of contents.
- May 1st is the go live date for ESO among the County. Chief Dale has been training other districts on this. Patient care data can be captured on the tablet and transferred to physicians, etc. ESO also gives interconnectivity and cost savings.
- EMTs are doing recertifications/renewals now.
- We are waiting for the IGA from Clackamas County to provide COVID vaccines in the community. The IGA would allow us to receive reimbursement for our time spent.

- The hiring process for firefighters on May 12th-13th is underway and will be hosted at Woodburn Fire. This process is being done through shared responsibilities among the districts.
- A nation-wide medical study to evaluate different airway devices and a patient's survivability is going to be done the Canby Fire will most likely participate in.

Community Risk Reduction and Training Report (DC English)

Building construction is moving along. We've done a lot of occupancies this month and a lot of construction site inspections with everything involving fire access and water flow. It has been very successful in the industrial area to go over the blueprints ahead of time and mark areas of concern or changes in red. We are all very happy with the Inspector position and surprisingly surprised at the amount and quality of work we are getting done. Chief English is still unsure what the large building by Columbia will be. Discussion on sprinkler requirements was had.

Bond Update (FC Davis)

Trees were removed and the burn piles taken care of at ST363, which has cleaned it up and made it look pretty good. Thank you to Jerry Nelzen and the City for their cooperation. Our biggest issue during the ice storm was fuel levels. Because of this, Scott Archer, the new City Administrator, asked Jerry Nelzen to put in the budget a cardlock fuel station through Pacific Pride at Public Works right by ST363, which we will partner with the City to use. Emergency power at public works site went out of service during the storm so we are looking at grants to secure a large generator on site to power both public works and ST363. We are working with Emerick Construction on the actual building of the station, but a company is challenging us about not going out to bid. Emerick is familiar with the company and is going to speak with them. If they want to challenge it, we will go out to bid, but Emerick was much less than the company bringing up the challenge. More to come. The three apparatus approved by the Board have been ordered. All supplies were inventoried by FF Clark and crew to save money as well.

Volunteer Report (DC Austen)

All volunteers have been busy this month. President Carroll joined the house burn to see what it's all about. Thank you, Shawn, for being involved in this. More house burns are coming up that Chief Austen recommends the Board members attend to be able to experience this. We will let the Board know of upcoming dates as soon as they are released. Chief Austen and Chief Davis are working on volunteer recruitment and have been meeting with some volunteers on this. Two meetings have been held so far and we will begin meeting quarterly with Fire Ground Leaders. We received a lot of good information and suggested changes from the meetings and will be working to advertise a multitude of volunteer positions that are not only combat volunteers, such as our chaplain group. Debris cleaning from the ice storm has happened on multiple occasions by volunteers and families this month. Thank you, Chief Davis, for organizing this. New signs will be going up soon at all three stations for volunteer recruitment. Three volunteers are on the list waiting to be interviewed in the near future. It is increasingly hard to find volunteers that only want to volunteer and not have a career.

OLD BUSINESS

Administrative IGA with Aurora Fire (FC Davis)

Move to executive session.

Joint Board SDAO Study Meeting (FC Davis)

We have the representatives from each district selected. More will come of this after our executive session.

Fireworks Display (FC Davis)

As County levels are lowered, we feel positive about having the display. Chief Davis reached out to Trip Goodall with the School District, but we have not heard back. More work moving forward on the school district land use will be attempted. Canby Foursquare Church was granted access to Trost Elementary for Easter Sunday, so Ron can provide that contact information if needed. Liability issues are another topic depending on the County levels. More to come.

NEW BUSINESS

FireMed Program (DC Dale)

Chief Dale reported last meeting about the FireMed program health and direction he saw it going. The Board asked Staff to take another look at the statistics and the program and look at other options. Since the last meeting, Chief Dale reached out to the billing company regarding debt forgiveness. Chief Dale is asking the Board to continue the program for another year and see if we can improve memberships by forty people with increased advertising and/or increase the price of the subscription. We will investigate having a rolling enrollment period again at the request of Director Thoroughman.

Emergency Preparedness (Vice President Buner Ellis III)

Vice President Ellis appreciates the job that everyone did during all the disasters with clear information posted online and such. The concern is helping the community find outlets of availability for emergency services and having a better plan in place. The fuel station discussed early is one example of this. The Chiefs agree with these issues and want to facilitate discussions with the City on a full-time emergency manager. We will continue to work with County Emergency Management and our internal after-action reviews in the meantime. The City is looking at a grant for fire operations and emergency operations clean up through a consultant. Issues include training and emergency power among others. This was a wonderful learning experience for a larger disaster in the future. Districts with emergency operators ran much more smoothly than those without, so we think this would be very beneficial. All agencies and various entities experienced issues that opened eyes for improvement. Canby's emergency communications trailer is being worked on now, but this trailer will supplement communications if towers go down, etc. Staff will continue to work on improvements and upgrades as we are able in order to be better prepared when the next disaster or emergency strikes.

CITIZEN INPUT: NON-AGENDA ITEMS

None.

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

Executive session began at 2047 hours

EXECUTIVE SESSION: ORS 192.660(s)(a): Employment of Public Officers, Employees and Agents

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 adjourned at 2130 hours

A motion to direct Fire Chief to negotiate with the union the Captain and Lieutenant positions as discussed was made by Director Steve Thoroughman. The motion was seconded by Vice President Buner Ellis III and unanimously approved.

A motion to extend the current IGA with Aurora Fire for existing services to next year with a COLA increase of 3% was made by Secretary/Treasurer Ron Swor. The motion was seconded by Director Steve Thoroughman and unanimously approved.

GOOD OF THE ORDER

- Chief Davis thanked Director Laura Green personally, for her time and service. He shared his appreciation of her being a valuable part of the team and thanked her for the positive relationship, not only as a Fire District Board of Director, but also as a valuable representative of SDAO.
- Chief Davis shared that Steve Thoroughman has refiled for his Board of Director position and that Connie Austen has filed unchallenged for Laura Green's position.

ADJOURNMENT

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

The Regular Board of Directors meeting adjourned at 2135 hours.

NEXT REGULAR BOARD MEETING:

Date: Wednesday, April 28, 2021
Time: 1900 hours (7pm)
Location: Canby Fire Station #361 and ZOOM

APPROVED

Director Ron Swor
Board Secretary/Treasurer