

**CANBY FIRE DISTRICT
BOARD OF DIRECTORS MEETING**
Wednesday, April 28, 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 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: Connie Austen

CALL TO ORDER

The Board of Directors Meeting was called to order by President Shawn Carroll at 1925 hours.

CITIZEN INPUT: AGENDA ITEMS

No input was received.

INTRODUCTION OF CITY ADMINISTRATOR SCOTT ARCHER

City Administrator Scott Archer was introduced by Chief Davis. Chief and Scott have met multiple times and Chief is very appreciative of his cooperation thus far. Scott thanked us for being able to attend tonight and gave a quick introduction. Scott is happy to be working in Canby and is thankful for the great partnerships that are already established. Quick introductions around the room for Scott were had after he completed the liaison report (see below).

CONSENT AGENDA

A motion to approve the consent agenda from the March 24, 2021 Board of Directors meeting was made by Vice President Buner Ellis III. The motion was seconded by Secretary/Treasurer Ron Swor and unanimously approved.

FIRE DIRECTOR RESIGNATION FROM BOARD POSITION FOUR

Everyone received Laura's resignation. Her term expires the end of June, but she has filed for early resignation due to Connie Austen running for her appointment and able to take over the remainder of her term. A plaque was ordered for Laura, recognizing her time on the Board with Canby Fire.

A motion to accept Laura Green's resignation was made by Vice President Buner Ellis III. The motion was seconded by Secretary/Treasurer Ron Swor and unanimously approved.

FIRE DIRECTOR APPOINTMENT FOR BOARD POSITION FOUR

Connie Austen is on the ballot for Laura's position and is present at tonight's meeting.

A motion to appoint Connie Austen to the Board of Directors 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 0.60%
- LGIP General Account shows a total of \$4,569,920.35
- LGIP Bond Account shows a total of \$2,189,191.10
- Current Deposits & Earnings shows a total of \$597,394.33
- Current Expenses show a total of (\$535,407.46)
- Total available to the District is \$4,957,451.88
- 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 83.71% of Budget in FY21

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

- February 15, 2021 = \$121,345.47
- February 28, 2021 = \$138,115.94
 - Medical_ER via A/P = \$54,288.00

CORRESPONDENCE (FC Davis)

President Carroll showed appreciation toward Laura Green again for her years on the Board and the many contributions she made to impact Canby Fire and the citizens in a positive way. He also congratulated Connie on her appointment and extended the Board as a resource for her. Chief Davis spoke with Laura on the phone earlier and thanked her for her time. Chief suggested a future Board meeting where we can honor Laura with her plaque and a signed helmet. He will meet with Connie again to go over binders, SDAO, etc. to prepare her.

- Thank you from retired Police Chief Bret Smith for us attending his small ceremony and his gifts. Jorge Tro is taking over this role and we look forward to our continued partnership.
- Thank you from Scout Pack 502 for keeping Canby safe.
- Thank you from an elementary school.
- Thank you from Leona Hart to Chief Davis for helping clean up her property.
- Thank you from Steve Dunlap for personnel attending a pilot class over Alzheimer's and dementia that he hosted at the fire station.

LIAISON REPORT

Reported during the introduction of Scott Archer.

The City is working on their budget as well. There are a lot of projects moving forward recently and we are in a period of figuring out a plan for the City, including the Parks and Recreation Master Plan update. The quiet zone, Canby Arch Project, the connection zone between HWY 99e and the industrial park, as well as street maintenance projects are some of the items on agendas during this particularly busy time right now.

CHIEF'S REPORT

Fire Season (FC Davis)

Fire season has started. The lowest moisture in this area is predicted for this season, with extreme conditions anticipated. We have had two brush fires within our fire district, as well as fires in Molalla and Clackamas. Crews have worked very hard to get prepared for state mobilizations. Burning was shut down for some time but has been opened to try and decrease the amount of debris leftover from the

storm. We will follow ODF and the State Fire Marshal, as well as the other district chiefs in the county and surrounding counties before posting a burn ban.

Shred Day (FC Davis)

This was one of the busiest Shred Days we have seen, which we think is due to COVID and people being at home. Computers were wiped, eyeglasses and cellphones were collected, and prescriptions were collected as well.

Awards Ceremony (FC Davis)

We planned for the fairgrounds, but extreme levels have caused some changes in plans. We will host at Canby Fire with all the bay doors open to treat this as an outside event. Secretary/Treasurer Swor will not be available to attend but offered up the patio at the church if it is available that date.

Park Clean Up (DC Austen)

Thank you to everyone who helped from the city, Canby Fire, and the community. A lot of work was accomplished, and the progress can be easily seen.

Final Conflagration Reimbursements (AA Bursell)

The summary was included in the Board packet. All six fires were billed for and reimbursed. We received a little less than half of what we submitted for on one billing that encompassed all the miscellaneous fires that did not have an official name, which we expected, and one billing was corrected to lessen the total received slightly. Otherwise, all went smoothly, and we are all glad they are closed.

Administrative Report (CFO Fawcett)

The budget has been the main focus. Lori and Leanna are still settling in a little bit, but everything is going well. Audit season is coming up again, so work on that will begin shortly. Woodburn and Aurora Fire are doing well too. The flow is there with both agencies. Quarterly billings went out to both districts recently. We are hoping to get a working lunch together with the admins of agencies around us once COVID restrictions are lessened.

EMS Report (DC Dale)

FireMed was mentioned at the last meeting, and after reaching out to SDW, we have determined that we need to keep our open enrollment period for ease of memberships, but we are able to allow the website to stay open for those that miss the open enrollment timeframe but still want to sign up. The catch with this will be that the membership for late comers will cost the same and have the same expiration date, but the coverage time will be less due to late enrollment. Thank you to Leanna for being Chief Dale's partner with FireMed and helping. The joint firefighter entry testing is coming up next month at Woodburn Fire. Tomorrow, all the county's fire agencies will get their ESO records wiped to go live with the same charting platform. EMS kits have been paid for by the Clackamas County System Enhancement Funds and have been put together and distributed. A software platform containing all details for statistics will be coming, allowing real time data to be accessed. Purchasing of cardiac monitors will come before the Board at some point in the future, which was spoken about during Lori's portion of the budget report. The State of Oregon has reached an agreement with the coordinated care organizations of Oregon for GEMT, which will allow us to seek reimbursement, the same as GEMT, for patients covered under the coordinated care organizations. This will help encompass Medicaid patients and others that do not fall under GEMT. Costs will increase but so will reimbursement. There is an opportunity to apply for a grant to bring \$1.1 million dollars to bring a nurse triage system into dispatch. This would help streamline and prioritize patient care. Chief Dale is preparing to submit reimbursement documents to the County for vaccination clinics Canby Fire has participated in.

Community Risk Reduction and Training Report (DC English)

Kuruso Produce will be getting their C of O soon. Stanton Furniture is getting close too, with a lot of hours put into inspections. The new image trend software will be very handy to have to keep track of these records and make sharing easy. Housing is going in and a lot of lots on third street will become apartments. The new truck we have has been useful for access standards and such. Jim Walker is doing great, and he is learning a lot about each district that he can share. Each county and district do things a little differently when it comes to inspections and billings. Chief English reached out to multiple agencies to see what they do and came back with some good information. More to come on this after brainstorming and research.

Bond Update (FC Davis)

None.

Volunteer Report (DC Austen)

We have been doing a lot of practice with everyone. The signs for volunteer recruitment have been placed at each station and brochures were made. There are multiple prospective volunteers and interns to interview and hopefully move forward in the process. The rehab group attended all the fires mentioned in Chief's report for fire season and continue to do a great job. Our chaplains continue working hard and communicating as well. More volunteer opportunities are available outside of combat volunteers, including HAM radios, tender operators, office help, chaplains, and rehab.

OLD BUSINESS

Administrative IGA with Aurora Fire (FC Davis)

A signed copy from Aurora was received. The existing contract with minor revisions, including cost of living increases to Lori and Leanna's time, was signed due to Chief Williams not wanting to move forward with Springbrook yet. Some discussion was had.

A motion to renew the IGA with Aurora Fire District was made by Secretary/Treasurer Ron Swor. The motion was seconded by Vice President Buner Ellis III. Director Thoroughman voted against the motion, but the motion carried with four approvals.

NEW BUSINESS

MOU #2021-01 Between Canby Fire District 62 and IAFF Local 1159 (FC Davis)

Moved to Executive Session per the request of Chief Davis.

Fire Chief's Contract Extension (FC Davis)

Moved to Executive Session per the request of Chief Davis.

ST363 Resolution #2021-01 (FC Davis)*

The agenda item was reviewed by Chief Davis.

A motion to approve Resolution #2021-01, a resolution authorizing the approval and recommendation of exhibit A findings and exempting certain public improvement contracts from competitive bidding requirements, effective May 5, 2021, pending any public challenges, was made by Director Steve Thoroughman. The motion was seconded by Vice President Buner Ellis III and unanimously approved.

CITIZEN INPUT: NON-AGENDA ITEMS

None.

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

A motion to move into executive session was made by Secretary/Treasurer Ron Swor. The motion was seconded by Vice President Buner Ellis III and unanimously approved.

Executive session began at 2039 hours

A motion to adjourn from executive session and reconvene regular session was made by Director Steve Thoroughman. The motion was seconded by Vice President Buner Ellis III and unanimously approved.

Executive session adjourned at 2052 hours

A motion to approve MOU #2021-01 and management compensation plan as presented was made by Director Steve Thoroughman. The motion was seconded by Buner Ellis III and unanimously approved.

A motion to approve the Chief's separation agreement as presented was made by Director Steve Thoroughman. The motion was seconded by Buner Ellis III and unanimously approved.

GOOD OF THE ORDER

- Vice President Buner Ellis III reported that his daughter is doing great after ten stitches from a large cut. He appreciated knowing Canby Fire would be taking great care of her while Boe was away.
- Welcome again to Connie!

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 Secretary/Treasurer Ron Swor and unanimously approved.

The Regular Board of Directors meeting adjourned at 2100 hours.

NEXT REGULAR BOARD MEETING:

**Date: Wednesday, May 26, 2021
Time: 1900 hours (7pm)
Location: Canby Fire Station #361 and ZOOM**

APPROVED

Director Ron Swor
Board Secretary/Treasurer