

CANBY FIRE DISTRICT
BOARD OF DIRECTORS MEETING
Wednesday, June 23, 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 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 Wayne Austen
<input checked="" type="checkbox"/>	Director Connie Austen	<input checked="" type="checkbox"/>	CFO Lori Fawcett
		<input checked="" type="checkbox"/>	AA Leanna Bursell

Also in Attendance:

Shawn Varwig, Captain Wanner, Captain Quevedo, and FF W.Ramos.

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

A motion to adjourn the regular board meeting and open the budget hearing for FY2021/2022 was made by Director Steve Thoroughman. The motion was seconded by President Shawn Carroll and unanimously approved.

Budget Hearing (Chief Davis):

- President Carroll read the Legislative Public Hearing Format aloud.
- CFO Fawcett read aloud the facts of the district.
- Changes to the budget previously approved by the Budget Committee were highlighted and brought to the Board's attention by CFO Fawcett.

A motion to adjourn from the budget hearing and reconvene the regular board meeting was made by Director Steve Thoroughman. The motion was seconded by Director Connie Austen and unanimously approved.

Chief Wayne Austen was presented his 50-year pin by Chief Jim Davis. Thank you, Wayne, for your many years of dedicated service. Chief Austen is a friend to the fire district and we wouldn't be where we are now without him.

CONSENT AGENDA

A motion to approve the consent agenda from the May 26, 2021 Board of Directors meeting was made by Director Steve Thoroughman. The motion was seconded by Director Connie Austen and unanimously approved.

FINANCIAL REPORT (CFO Fawcett)

Financials: CFO Fawcett reported on the following:

- State Pool Interest remained static at 0.60%
- LGIP General Account shows a total of \$3,502,683.70
- LGIP Bond Account shows a total of \$1,957,954.04
- Current Deposits & Earnings shows a total of \$953,728.92
- Current Expenses show a total of (\$428,678.90)
- Total available to the District is \$4,346,948.44
- Current Year Taxes show 103.10% received of Budget in FY21
- Prior Year Taxes shows 127.32% received of Budget in FY21
- URD Fund shows a total of \$8.06
- Ambulance Service has received 104.00% of Budget in FY21

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

- May 15, 2021 = \$157,493.60
- May 31, 2021 = \$140,993.48
 - Medical_ER via A/P = \$54,288.00

CORRESPONDENCE (FC Davis)

- Three letters thanking the crews for the outstanding job they are doing out on the field with our citizens and the level of service being provided.

LIAISON REPORT

Shawn Varwig reported that the city offices reopened on Monday and the splash pad opened last Friday, just in time for the hot weather. The City is keeping their eye on this due the safety hazard with children slipping and falling. Thank you to Chief Davis for the communication with the railroad about parking in town, blocking traffic.

CHIEF'S REPORT

Hot Weather (*added* – FC Davis)

Canby experienced a near drowning this week at Canby Community Park. Fortunately, the victim was saved and transported. This rescue required crews to walk across and up the river a ways. Access problems getting into the park was a huge issue, so the engine ended up being delayed due to double parked cars and such. Chief Davis wrote a letter to the City Administrator regarding some ideas and recommendations on keeping this park's access clear and safe for emergency response. Canby Police can afford one police officer on Saturday to monitor parking and such. Crews have been pre-planning response and access at this park in particular. Canby Fire's response procedure was modified to increase efficiencies and the order the personnel are heading to the victim across the river. We are staying on top of these issues and will continue to keep our eye on the park this weekend, including upstaffing both ST361 and ST365. A seasonal park employee to monitor the number of cars as well as fees for parking were both brought up by Chief Davis as potential solutions.

Director Thoroughman brought to our attention that some kids at the splash pad were slipping and getting injured. The City is on top of this issue and the designers and pool director have both been involved in these discussions as well.

Bond Update (FC Davis)

Early next Monday the building for the Northside station will arrive. Our plumbing permit is complete, and the building permit should be soon after the station arrives. The sign previously located on the

property was falling apart, so it was taken back to the manufacturer as defective. President Carroll brought up the rumor of a roundabout, which was confirmed to be just talk as of now.

Administrative Report (CFO Fawcett)

Cleaning up the fiscal year in preparation for the close. The LB forms have been properly published. The three fraudulent checks have been resolved and new processes (Positive Pay) are being put into place to avoid another issue like this. The auditors have sent us the list of deliverables we will begin working on soon. FEMA has sent the ice storm paperwork over to begin the process for that.

EMS Report (DC Dale)

EMTs have recertified with Oregon Health Authority, and we have successfully recertified Canby Ambulance and the ambulances themselves for another year.

Community Risk Reduction and Training Report (DC English)

Curuso Produce is up and going. Stanton is a few weeks out still with some work to complete. Everyone has been communicating and working really well together. We will begin having Canby Utility attend the construction meetings to make sure we are all on the same page. Company Inspections are about 70% done with Intterra pre-fire planning work being completed. Curuso and Foursquare Church are next on the list for Company Inspections for crews. Chaplains are running into Molalla to help them cover due to a lack of chaplaincy right now. Chaplain Karay responded twice recently and did follow-ups. June 26th and 27th is World Amateur Radio Day for our Radio Operators, so they are getting together to test equipment and communications. ST361, ST365, and the trailer will be locations for the operators. The main EOC at the Police Station has a few wrap up items still to complete. Chief English and Jim Walker have put in a ton of tremendous work staying on top of new construction plans, saving us time in the future by making sure the development of these sites is done right from the get-go. Relationships with everyone worked with are great as well.

Volunteer Report (DC Austen)

Thank you, Chief for the 50-year pin. Rehab are always ready to respond where needed. A few false alarms came through this month. Volunteer wildland training was completed, and physicals were completed at the last drill. About half the volunteers volunteered to cover ST365 this weekend. Interviewed six volunteers today and we will be taking on a couple of them. Two new Interns will be starting July 1, 2021, filling the vacancies at ST361 and ST365. Thank you to Wayne and Connie for cleaning up ST365 so nicely in preparation for the radio group this weekend.

Fireworks (*added* – FC Davis)

Planning on doing these on Canby's Big Night Out event on August 28th in lieu of the Fourth of July. Our first meeting is tomorrow afternoon.

OLD BUSINESS

Fire Code Enforcement Ordinance (DC English)

This is still being worked on by Aurora, Canby, and Woodburn. We will make sure not to double charge food carts. We are looking at the verbiage and amount for charges as well. Canby does more review than the other districts so we may be charging by the hour for situations like these. By the next Board meeting, Chief English will have a cost presentation. This is still on the agenda for the Board while work is done and a decision is made. Another cost may come from business licenses signed off by the fire district because of the inspection we are required to perform. Jim Walker has mentioned that everyone in Canby he has worked with has been kind, welcoming, and receptive to feedback and requests.

NEW BUSINESS

Resolution #2021-02: A Resolution Adopting the FY 21/22 Budget and Making Appropriations and Levying Taxes (CFO Fawcett)

A motion to approve Resolution #2021-02: A Resolution Adopting the FY 2021/2022 Budget and Making Appropriations and Levying Taxes was made by Director Steve Thoroughman. The motion was seconded by Director Connie Austen and unanimously approved.

Resolution #2021-03: A Resolution Extending Canby Fire District Worker's Compensation Coverage to Volunteer Members (CFO Fawcett)

A motion to approve Resolution #2021-03: A Resolution Extending Canby Fire District Worker's Compensation Coverage to Volunteer Members was made by Director Steve Thoroughman. The motion was seconded by Director Connie Austen and unanimously approved.

Resolution #2021-04: A Resolution Authorizing the Transfer of Funds from Radio Fund Capital to General Fund Capital (CFO Fawcett)

A motion to approve Resolution #2021-04: A Resolution Authorizing the Transfer of Funds from Radio Fund Capital to General Fund Capital was made by Director Steve Thoroughman. The motion was seconded by Director Connie Austen and unanimously approved.

Resolution #2021-05: Adopting FY2020/2021 Supplemental Budget and Making Appropriations (CFO Fawcett)

A motion to approve Resolution #2021-05: Adopting FY2020/2021 Supplemental Budget and Making Appropriations was made by President Shawn Carroll. The motion was seconded by Director Steve Thoroughman and unanimously approved.

Stryker LP15 Cardiac Monitors (DC Dale)*

Our current monitors are used all the time and were purchased 10 years ago. About 6 years ago, Philips released that they were discontinuing maintenance and parts for these devices. Chief Dale registered this complaint with the County numerous times over the last few years. Due to this issue and the lack of parts (or used parts if they can be found) we put in the bond budget #7303 line item to replace these units. LifePack 15 is the decided on cardiac monitor by the majority of Clackamas County and Washington County. Cross platform integration with other agencies, just like the EMS kits and charting platform, is a huge bonus to choosing LifePack 15. All the data collected by the LifePack 15 devices will automatically be uploaded to our charts, unlike now where we can't access the data. It will take about one month to receive and one month to train before rolling these out into the field.

A motion to authorize the Fire Chief to sign a contract with Stryker Medical for the replacement of Canby Fire cardiac monitor/defibrillators per attached quote was made by Director Steve Thoroughman. The motion was seconded by Director Connie Austen and unanimously approved.

Thank you to the Board for this approval. Thank you to Chief Dale for all the hard work put into this.

ST361 Emergency Power (FC Davis)

A meeting with Mackenzie and Emerick was had and Mackenzie took full responsibility for the issue with emergency power in the station. All bills incurred to that point will be paid for by Mackenzie as well as the engineering firm to come back through and get the plan corrected. Canby Fire will pay for the physical parts and equipment only during this correction, which would have been costs incurred by the district either way. Emergency power is very important to our station, so we were very pleased by the outcome of this meeting.

Parking Lot Paving at ST361 (FC Davis)*

Captain Wanner was complimented for getting three bids on the paving and striping of the parking lot at ST361. The agenda item provided was presented to the Board by Captain Wanner. Great work to Captain Wanner on this.

A motion to approve the Fire Chief to negotiate and sign the contract with S-2 Contractors Inc., not the exceed \$52,406.00 was made by Director Steve Thoroughman. The motion was seconded by Director Connie Austen and unanimously approved.

Fire Board Boundaries (FC Davis)

For a future Board meeting, we would like to look at the census tracks of the boundaries of the district so the Board can talk about the current boundaries for the positions and talk about the changes that have happened within the district.

Director Thoroughman proposed an agenda item for next meeting regarding an approved road by a second access point for emergency personnel. Inspections and testing on roads should be complete and passed before being considered an access point. We will add looking at the definition of approved access to the next agenda.

CITIZEN INPUT: NON-AGENDA ITEMS

None.

GOOD OF THE ORDER

- Be safe this weekend. Cooling shelters are in place at Zoar Lutheran Church and Denny’s and Ray at the Canby Center has used the DRDFRAF to purchase food and water for those in need. The modular is available for a special situation that may come up for our public.
- Steve is excited about fireworks in August.

ADJOURNMENT

A motion to adjourn from the regular Board of Director’s meeting was made by Director Connie Austen. The motion was seconded by Director Steve Thoroughman and unanimously approved.

The Regular Board of Directors meeting adjourned at 2015 hours.

NEXT REGULAR BOARD MEETING:

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

APPROVED

Director Ron Swor
Board Secretary/Treasurer