

CANBY FIRE DISTRICT
BOARD OF DIRECTORS MEETING
Wednesday, July 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 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:

Honorable Judge Grafe, Austen Family members, and FF Nelzen.

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

Swearing in Fire Board Members (Honorable Judge Grafe)

Steve Thoroughman was sworn in by the Honorable Judge Grafe.

Connie Austen was sworn in by the Honorable Judge Grafe.

Board Elections*

A motion to open elections of board positions pursuant to Board Policy #1013 was made by Vice President Buner Ellis III. The motion was seconded by Secretary/Treasurer Ron Swor and unanimously approved.

Board President

A motion to nominate Shawn Carroll as Board President was made by Ron Swor. The motion was seconded by Connie Austen and unanimously approved.

A motion to close nominations for Board President was made by Steve Thoroughman. The motion was seconded by Ron Swor and unanimously approved.

*Shawn Carroll was nominated Board President with a 5/5 vote.

Board Vice President

A motion to nominate Buner Ellis III as Board Vice President was made by Steve Thoroughman. The motion was seconded by Ron Swor and unanimously approved.

A motion to close nominations for Board Vice President was made by Steve Thoroughman. The motion was seconded by Ron Swor and unanimously approved.

*Buner Ellis III was nominated Board Vice President with a 5/5 vote.

Board Secretary/Treasurer

A motion to nominate Ron Swor as Board Secretary/Treasurer was made by Steve Thoroughman. The motion was seconded by Buner Ellis III and unanimously approved.

A motion to close nominations for Board Secretary/Treasurer was made by Steve Thoroughman. The motion was seconded by Buner Ellis III and unanimously approved.

*Ron Swor was nominated Board Secretary/Treasurer with a 5/5 vote.

CONSENT AGENDA

A motion to approve the consent agenda from the June 23, 2021 Board of Directors meeting was made by Vice President Buner Ellis III. The motion was seconded by Director Steve Thoroughman 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 \$3,352,340.89
- LGIP Bond Account shows a total of \$1,918,915.66
- Current Deposits & Earnings shows a total of \$458,593.70
- Current Expenses show a total of (\$954,091.00)
- Total available to the District is \$3,701,108.33
- Current Year Taxes show 105.55% received of Budget in FY21
- Prior Year Taxes shows 132.29% received of Budget in FY21
- URD Fund shows a total of \$0.00
- Ambulance Service has received 115.00% of Budget in FY21

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

- June 15, 2021 = \$159,066.78
- June 30, 2021 = \$144,275.18
 - Medical_ER via A/P = \$54,403.00

CORRESPONDENCE (FC Davis)

- We received a lot of thank you cards from children in the community as well as treats and cards from families.

LIAISON REPORT

Chief Davis: Chief Davis attended the last City Council meeting, which began with the presentation of the Hometown Hero award. The room was the most packed it has ever been due to Mike Zagya winning the award. A lot of people spoke about Mike and told fun stories. The City Council is the most cohesive now out of all the meeting lately based on the agenda items being discussed. Discussion on the park master plan, CAPARD, fire district updates, etc. was all spoken on. It was a great meeting.

CHIEF'S REPORT

Life Jackets (added): Coastal Farm and Ranch donated one hundred life jackets to the fire district for our public parks. Chief Davis would like to ask the Board to sign a thank you letter written up by Staff to send to Coastal Farm and Ranch.

American Relief Act (added): Chief Davis checked on these funds today and we got notification that the money is guaranteed, we are just waiting on the Governor's signature and money distribution. These funds will go toward COVID, which Chief Davis targeted as a new medic unit.

Wildfire Preparedness Town Halls (FC Davis)

Staff will be organizing two town hall meetings (rural and city) with the goal to educate people on last year's fires and preparation for this year, such as go bags, evacuation levels, and what the public can expect from the fire district. These will happen around mid-August. We are working with CTV5 to get it recorded and posted on social media for those unable to attend. There is a heightened awareness of wildland fires right now with anticipation of extreme conditions starting in August. We have been staffing ST365 with volunteers during the high heat and paying them at the firefighter conflagration rate. This has been very helpful to have the extra assistance. Voluntary six per shift for our career staff has also been approved during these times. Chief Davis appreciates the paid and volunteer members for helping staff our stations. Vice President Buner Ellis III expressed his appreciation to Canby Fire for being proactive during this weather with the potential for wildland fire season starting up in Clackamas County.

A flier is being worked up with information on cooling centers, tips for staying cool, and informational websites and phone numbers as resources. This will be posted to social media, our website, and available as handouts as needed. Canby Fire responded to multiple calls and deaths due to the heat when we had temperatures over one hundred degrees, so we are trying our best to prevent further fatalities or issues during the next heat wave(s). We want to educate people, use the DRFRAF as needed, and provide cooling shelters for those in need.

Hwy 99E Fire (FC Davis)

Chief English, as Incident Command, did an outstanding job on this fire. This fire started in Clackamas Fire's area, but Canby Fire took command right away. The fire moved very quickly in all directions and spread to the top of the hill. Multiple agencies, including a dozer, helicopter, and PGE, were involved on this fire. Great teamwork was displayed. Livestock and structures were all factors during this fire, but conflagrations have prepared Canby Fire and all the crews involved, so that played a big part in the synchronicity of teamwork and the familiarity of the situation at hand. Rehab showed up and was very organized and helpful with taking care of the crews as usual. The fairgrounds were accepting people and livestock and that is also where Red Cross and our Chaplains came to stage. There was a lot of community involvement during this fire. Secretary/Treasurer Ron Swor was very appreciative of the speed of response and work by all agencies.

Conflagration Updates (FC Davis)

Communication with the State Fire Marshal and AOC has been very busy. The first taskforce with Jason Wanner as Engine Boss went with Marion County to the Bootleg Fire then a Clackamas taskforce was requested, which we sent a rig and three personnel. Canby Fire responded to Klamath County for a pre-positioning during Fourth of July for 72 hours. One day after the 72 hours and crews were back home, the Bootleg Fire broke out. Crews were then again requested to the Bootleg Fire where Canby sent another crew down for deployment. There are 15 task forces available in the state currently. Lightning strikes in the area of Detroit are a potential for tonight and tomorrow. More heat is coming to Canby, which increases our awareness for the cooling centers and communication between agencies for resource availability.

School District Superintendent Meeting (FC Davis)

Chief Davis had a great meeting with Dr. Downs and was very impressed. Dr. Downs mentioned to Chief that he wants to blend in with Canby as much as possible. He has a lot of experience from Wilsonville/West Linn as a superintendent that he can bring to Canby.

CAPARD (Canby Park and Recreation District) Information (FC Davis)

The County is being asked if CAPARD can use an already existing boundary line (city growth boundary line). Elected official groups are sending support for shrinking this boundary. This can potentially turn

into a funding mechanism for future parks and ball fields based on the park's masterplan, which is underway for Canby.

Administrative Report (CFO Fawcett)

Our office has been focusing on the change in fiscal year items such as updating and improving processes. Positive Pay is going well and hasn't caused as much additional work as we anticipated originally. We are preparing for audit and are ahead of the game this year, with hopes of having an in-person audit this go around. Social media and website maintenance continues to happen in order to educate the public on various issues arising recently. Leanna covered for Korrin with Woodburn Fire during their Board meeting last week while she was on vacation and might also assist Aurora and Colton Fire with their conflagration billings. Our office helped a citizen fulfill her volunteer/community service hours by helping in the office on various projects. With our new Board member, we will need to update our check signers with Columbia Bank once again.

EMS Report (DC Dale)

Chief Dale attended the GEMT meeting with PCG and is getting ready for this year's submittal. The fee for service portion is new and is still coming from OHA so we don't have all the information on this yet. As soon as more information comes, we will hear about it and move forward as necessary. We have ordered the new life packs, which were approved by the Board. EMS kits were purchased by County and are being put together and put into service. Multi-agency training occurs every year to help agencies coordinate together on mutual aid/joint calls. This will be in person this fall, opposed to last year's virtual training. This will be the first training that we use the common EMS kits with, which will be very helpful. Canby provides kits for the first aid fairground booth, as we do every year. Pediatric guides from the County for quick reference were received as well. ESO is housed by WACCA, and an error occurred that slowed the functionality of the program. Thankfully the county is all on the same software, so it was resolved rather quickly. The RFP is out by the EMS Council after it was updated for the AMR/Clackamas ASA. This will hopefully be done by the end of the year due to the evergreen contract extension that was approved last year. Hospital capacity has increased, which affects Canby by having ambulances wait long periods of time, be diverted, and reroute patients to hospitals that can't accommodate their needs appropriately. Some causes of this issue include primary care doctors not being as available, which leads to increasing ER visits, growth of population but not number of facilities, the ER is seeing a lot of drug overdoses and mental health patients that take bed space for up to days due to waiting for the correct people to come, and loss of ER staff due to contract disagreements. This loss in staff means current staff are being overworked and maxed out on the number of patients they can attend to. Some actions we are taking is Chief Davis being in contact with Christine Drazan and the EMS Council sending a letter of concern. There is a lot of friction right now, so we are delivering a picture, signed by our staff, with a thank you basket to Willamette Falls and Meridian Park emergency rooms to help keep our bond, thank them for their hard work, and stand out among the crowd. Annual physicals are being completed that were missed due to COVID and such. We signed a new contract with Kintech to get unlimited hours, which was great because we had a mapping issue that took three days to resolve. This also includes an update on our firewall that regularly occurs to protect us. DHS communications continue regarding Medicaid patients that are high utilizers of the 911 system. Firefighter testing work is underway in preparation for the spring.

Community Risk Reduction and Training Report (DC English)

Curuso Produce is up and running. Jim Walker will be talking with the owner of Stanton because they are deciding to build another building in Canby. Stanton paid us for repeaters in their building and on our apparatus as well. C-Shift did an inspection on FourSquare Church and the majority of downtown is done as far as company inspections go. Chaplains met with Chief English today for a while and spoke about the potential new chaplain that will be interviewed from Gladstone to help our current chaplains in their rotation. We will be getting back into the schools for training of Stop the Bleed and hands-only

CPR. We hope to get all the kids signed up for the Everbridge app as well for public alerts, like we did for texting 911. NERT is a topic again, so we are looking for interested people to represent the North side of town.

Volunteer Report (DC Austen)

Again, Rehab did an excellent job on the fire, and we appreciate them. We have been trying to staff ST365 as much as we can during high temperature days and holidays, like Fourth of July. We had part of a crew last weekend and plan to get people this coming weekend. August will be busy with fair and rodeo coverage as well, so we are working on getting those days covered by volunteers. The Interns are helping out a lot consistently and we are bringing on two new volunteers soon as well. Our two new Interns are up and running and doing great so far.

Chief Davis mentioned that Canby Fire staff are remarkable and keep plugging away at the strategic plan as directed by the Board. We all back each other up.

There are no changes with COVID yet, just recommendations so far, but we are watching it closely and will follow any of the Governor's or OHA rules and regulations that come about.

OLD BUSINESS

Fire Code Enforcement Ordinance (DC English - *at the request of Director Thoroughman*)

Canby Fire will be proposing a \$75 fee for business license review, which was found to be the average we have seen among districts. Hourly rate charges for reviews done by the fire district are recommended in addition to the business license fee. We will have a cost analysis put together to vote on by the next meeting with our recommendations on fees and process.

Bond Update (FC Davis)

Building cost by Emerick (who is only charging us 2.5% to begin with) has increased \$250-300k over our budgeted amount. With this, Chief and Lori looked at areas for cuts with the building and areas in the budget. The main building costs that can be cut are found in the drainage plans. Chief Davis is taking over this project and will be meeting with all the personnel involved to talk about a game plan. Jerry Nelzen has offered up his generator system for emergency power if we cover the additional line to reach the building. Chief Davis is working on deals with the city like this as well as other cost saving areas. A bond budget breakdown was provided to the Board with options to find some cost saving areas. More information will be provided at the next meeting on the American Relief fund money and what comes from the meeting with all the personnel involved.

Fire Board Boundaries (FC Davis)

This agenda topic will be put on hold until the census is complete. The idea behind this item is for the Board to possibly discuss the reorganization of the boundaries to better represent the population and rural/urban zones that have changed so much since the last review. The Board mentioned dividing the district into equal populations, with one at large and one rural after the census comes out. Staff will collect data and present an option when available.

NEW BUSINESS

Secondary Access Points for Apparatus (DC English - *at the request of Director Thoroughman*)

The logging road is the main road we are speaking on for an example. Since the logging road was designated a secondary access point, an ordinance with the City was issued stating all secondary access points must be approved roads. This should eliminate further issues.

Parking Lot Seal Coating (FC Davis)*

As seen today, the high traffic driving areas were ground down and filled with new asphalt. The agenda item was provided to the Board and briefed by Chief Davis.

A motion to approve the Fire Chief to negotiate a sign the contract with S-2 Contractors Inc. for asphalt crack filling and two coats of sealant, not to exceed \$11,572.96 was made by Director Steve Thoroughman. The motion was seconded by Secretary/Treasurer Ron Swor and unanimously approved.

CITIZEN INPUT: NON-AGENDA ITEMS

None.

GOOD OF THE ORDER

- Chief Jim Davis: Two trees were removed from ST361 that had been damaged due to the ice storm.

ADJOURNMENT

A motion to adjourn from the regular Board of Director’s meeting was made by Director Steve Thoroughman. The motion was seconded by Vice President Buner Ellis III and unanimously approved.

The Regular Board of Directors meeting adjourned at 2114 hours.

NEXT REGULAR BOARD MEETING:

Date: Wednesday, August 25th, 2021
Time: 1900 hours (7pm)
Location: Canby Fire Station #361

APPROVED

Director Ron Swor
Board Secretary/Treasurer