

CANBY FIRE DISTRICT
BOARD OF DIRECTORS MEETING
Wednesday, August 24, 2022
Regular Session 7:00PM (1900 hours)
Held at ZOOM and Canby Fire Station #361

ATTENDANCE

- | | | | |
|-------------------------------------|-------------------------------------|-------------------------------------|----------------------|
| <input checked="" type="checkbox"/> | President Shawn Carroll | <input checked="" type="checkbox"/> | FC Jim Davis |
| <input checked="" type="checkbox"/> | Vice President Steve Thoroughman | <input type="checkbox"/> | DC Matt Dale |
| <input checked="" type="checkbox"/> | Secretary/Treasurer Buner Ellis III | <input type="checkbox"/> | DC Matt English |
| <input type="checkbox"/> | Director Ron Swor | <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"/> | DC Jim Walker |
| | | <input checked="" type="checkbox"/> | AAIII Leanna Bursell |

Also in Attendance: Tim Nichols, Captain Heitschmidt, FF Ramos, and FF/Intern Imes

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

None.

CONSENT AGENDA

A motion to approve the consent agenda from the July 27, 2022 Board of Directors meeting with the change presented was made by Secretary / Treasurer Buner Ellis III. The motion was seconded by Director Connie Austen and unanimously approved.

The change presented to the minutes was to reflect a correction in attendance, showing Secretary / Treasurer Buner Ellis as absent and Vice President Steve Thoroughman as present.

FINANCIAL REPORT (CFO Fawcett)

Financials: CFO Fawcett reported on the following:

- State Pool Interest increased to 1.25%
- LGIP General Account shows a total of \$3,347,807.06
- LGIP Bond Account shows a total of \$373,940.48
- Current Deposits & Earnings shows a total of \$335,696.57
- Current Expenses show a total of (\$604,225.09)
- Total available to the District is \$3,629,293.66
- Current Year Taxes show 0.00% received of Budget in FY23
- Prior Year Taxes shows 19.00% received of Budget in FY23
- Radio Fund shows a total of \$11,598.12
- Ambulance Service has received 9.00% of Budget in FY23

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

- July 15, 2022 = \$171,130.64
- July 31, 2022 = \$191,437.69

- Monthly Life Insurance via A/P = \$992.57
- Monthly Medical Insurance via A/P = \$55,752.00
- Total Payroll and Benefits Costs for July 2022: \$419,312.90

CFO Fawcett provided copies of bond documents showing the need to increase an expense in the bond budget for an internal error made regarding the Type 1/3 apparatus as well as the last Emerick payment not being paid in FY22 as anticipated. Chief Davis explained the change orders listed on the Emerick invoice that caused a slight increase in the costs. The Board unanimously agreed to wait until May for the supplemental budget to include these two items.

CORRESPONDENCE (FC Davis)

- Thank you from past Executive Chamber Director for support
- Resident thanking crews for response to their husband and care given to them both
- Thank you from a resident for always assisting her husband at night to get back into bed
- A resident thanking crews for assistance
- Brooke Davis thanking the District for flowers after her stepdad's passing

CITY COUNCIL / URA REPORT

URA: President Carroll met with Mayor Hodson regarding the sunseting of the URA in 2025/2026. A mural application was approved for \$50k. Mayor Hodson stated that him and the Council President want to make sure the URA sunsets in 2026, but the entire group must make this decision. The other four council members want to continue spending money instead of making a payoff, so we will have to see what the sunseting looks like in the future. The Mayor mentioned that the population is growing faster than anticipated and in a few years the City will go out for a Levy to upgrade sewer and water to sustain the population.

Chief Davis met with the City Administrator today and it sounds like he and the CFO of the City have the sunseting penciled in for 2025/2026. This was a very positive meeting. Some questions to be answered:

- Allowed to use \$375k for the economic development?
- 100% of public safety contracts was changed to 20% with a law two years back.
- Demonstrate that murals on buildings will improve financial situation of urban renewal area or they don't qualify.
- Do park improvements qualify because it's a public endeavor, so should it be 20%.
- Include in letter from Blackmore that if the sunseting will go passed 2026, the money forfeited by the Fire District originally to be included.

Consensus by the Board to move forward with Bob Blackmore looking into the above questions and actions by City Council regarding the URA was had. Bob Blackmore will be asked to draft a letter to the City Council stating the Fire Districts opposition to extend the URA sunseting.

City Council: None.

CHIEF'S REPORT

Additional Chief's Report Items:

9/11 Ceremony (FC Davis)

The ceremony will be held on Sunday, September 11. More information to come.

Fair Update (FC Davis)

Chief Davis complimented Chief Austen for his long hours volunteering at the fair in many capacities. Thank you to the paid crew for staffing the first aid booth and our Volunteers for assisting in the staffing.

Canby Big Night Out (FC Davis)

This event will be held this weekend with Canby Fire posting the colors with the ladder truck.

Car Show (FC Davis)

This event is Saturday with Wayne and Chief Davis helping direct cars.

School District Training (DC Dale)

Chief Dale did a great job training school district employees to administer medications to students.

EMT Interviews (FC Davis)

EMT Interviews are tomorrow with two of our current interns. We are very proud of our Interns and Volunteers.

Canby and Molalla have applications open for the EMT and Paramedic testing, which some current Volunteers and Interns are applying. This testing will take place in mid-September.

Administrative Report (CFO Fawcett)

The Admin Social Security referendum is underway, the GEMT renewal was approved, Lori is working to remove Hubbard Fire from our ADP, we are tracking fire prevention fees and money receivables, working on C800 reconciliation/auditing, performance appraisals kicked off (CFO Fawcett will send this to President Carroll), and Lori is working on finishing up the census for the IRS.

EMS Report (DC Dale)

None.

Training / Operations Report (DC English)

None.

Community Risk Reduction (DC Walker)

A bond was passed to upgrade the schools, including fire systems that Chief Walker has been working on diligently to complete prior to school starting up again. Lampros Steel is moving forward with cement work with anticipated completion in February. Dragon Berry is working on their addition. Marks Place is now dirt with a roadway in progress. Hope Village is putting in ten cabins as their first phase for additions.

Chief Walker made an offer on a house in Canby in the same neighborhood as Chief English.

Volunteer Report (DC Austen)

The Volunteers had a very busy August with the fair and other events. Thank you to those that helped at the fair and rodeo. The first aid booth seems to be the go-to area at the fair for a variety of problems, even unrelated to first aid and health. The car show this year is going to be huge, with over three hundred preregisters. Taskbook completions have been a hot topic this month, with Fire Ground Leaders taking charge of their shifts. Jack Shunn graduated this month from Chemeketa.

OLD BUSINESS

Second Reading and Approval of Updated Board Policy 3 & 4 (President Carroll)*

A motion to approve the second reading of updated Board Policy 3 and 4 was made by Vice President Steve Thoroughman. The motion was seconded by Secretary/Treasurer Buner Ellis III and unanimously approved.

A motion to approve Board Policy 3 and 4 was made by Vice President Steve Thoroughman. The motion was seconded by Secretary/Treasurer Buner Ellis III and unanimously approved.

NEW BUSINESS

First Reading of Updated Board Policy 5 & 6 (President Carroll)*

A motion to approve the first reading of Board Policy 5 and 6 was made by Vice President Steve Thoroughman. The motion was seconded by Director Connie Austen and unanimously approved.

Appoint New Civil Service Commissioner (FC Davis)*

A motion to appoint Tim Nichols as the new Civil Service Commissioner for Canby and Molalla was made by Vice President Steve Thoroughman. The motion was seconded by Secretary/Treasurer Buner Ellis III and unanimously approved.

Urban Renewal Agency (FC Davis)*

See "City Council / URA Report" above.

CITIZEN INPUT: NON-AGENDA ITEMS

Tim Nichols: Tim Nichols recommended we do Board meetings at the new Northside Station every now and again. This station is always moving and is busier than anticipated.

A motion to hold the October Board meeting out at the Northside Station was made by Secretary/Treasurer Buner Ellis III. The motion was seconded by Vice President Steve Thoroughman and unanimously approved.

**EXECUTIVE SESSION: ORS 192.660(s)(a): Employment of Public Officers, Employees and Agents
A motion to move into executive session from regular session was made by Secretary/Treasurer Buner Ellis III. The motion was seconded by Director Connie Austen and unanimously approved.**

Executive session began at 2009 hours.

A motion to end executive session and reconvene regular session was made by Vice President Steve Thoroughman. The motion was seconded by Secretary/Treasurer Buner Ellis III and unanimously approved.

Executive session ended at 2035 hours.

President Carroll posed the question, "do our turnouts have PFAs in it's material?" to which Chief Davis said they do not, and Captain Heitschmidt confirmed that to be true. There are some foams that can cause cancer, so we have changed our foam to a safe brand.

GOOD OF THE ORDER

None.

ADJOURNMENT

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

The Regular Board of Directors meeting adjourned at 2040 hours.

NEXT MEETINGS:

REGULAR BOARD OF DIRECTORS

Date: Wednesday, September 28, 2022

Time: 1900 hours (7pm)

Location: Station 361 and ZOOM

<https://us02web.zoom.us/j/86923965328>

Meeting ID: 869 2396 5328

APPROVED

Director Buner Ellis III
Board Secretary/Treasurer