

# CANBY FIRE DISTRICT

## BOARD OF DIRECTORS MEETING

Wednesday, February 18, 2026  
Regular Session 7:00 PM (1900 hours)  
Held at ZOOM and Canby Fire Station #361

### ATTENDANCE

<input checked="" type="checkbox"/>	President Ron Swor	<input checked="" type="checkbox"/>	FC Matt Dale
<input checked="" type="checkbox"/>	Vice President Shawn Carroll	<input checked="" type="checkbox"/>	AC Matt English
<input checked="" type="checkbox"/>	Secretary/Treasurer Connie Austen	<input checked="" type="checkbox"/>	DC Wayne Austen
<input checked="" type="checkbox"/>	Director Buner Ellis III	<input checked="" type="checkbox"/>	CFO Lori Fawcett
<input checked="" type="checkbox"/>	Director Steve Thoroughman	<input checked="" type="checkbox"/>	AAIII Leanna Shaw (Zoom)

### **Also, in Attendance**

***In Person:*** Lt. Hertzog, FF W. English, FF J. Baretich, FF C. Helbling, and Tim Nichols

***Via ZOOM:*** Russell Ries

***Via ZOOM (without full names listed):*** None

### CALL TO ORDER

The Board of Directors meeting was called to order by President Ron Swor at 7:00 PM, 1900 hours.

### CITIZEN INPUT: AGENDA ITEMS

None

### PRESENTATIONS

#### **FY 25 Audit Review (Russell Ries, from Jarrard, Seibert, Pollard & Co.)**

CFO Fawcett introduced Rus, who Canby Fire has used for two years now. He was praised as being such a great auditor and we are thankful to have him.

Russell made comment that moving forward, he is now working under a new firm name, but the FY25 audit was done under Jarrard, Sibert, Pollard & Co. The results of the audit were outlined by Rus, stating there are no findings, the opinion of the audit is that all financials are found to be appropriate and everything is in compliance with GAP, records were reconciled correctly and timely, and there are clean controls in place. Net position is \$11,739,238. Specific statements and figures were read aloud directly from the audit, which was provided to the Board of Directors via email and printed copies.

Director Ellis gave special thanks to CFO Fawcett. The continuous audits and reporting show all the great work by her and the team. Director Ellis is relieved to attend these meetings, knowing that all supports are in place and there is confidence in the team.

Director Thoroughman shared a throwback to when Lori began with Canby Fire and how far behind all the audits were and what a great job has been had getting Canby Fire caught up and improved on.

President Swor stated, "It takes a few to steady the ship." This is a team effort by all. President Swor appreciates everyone, past and present, for getting Canby Fire to such a healthy position.

## CONSENT AGENDA

### Minutes (AAMI Arterberry)

- **January 21, 2026**

### Bills (CFO Fawcett)

**A motion to approve the consent agenda from January 21, 2026 Board Meeting was made by Shawn Carroll. The motion was seconded by Director Buner Ellis III and unanimously approved.**

- **President Ron Swor-Aye**
- **Vice President Shawn Carroll-Aye**
- **Secretary/Treasurer Connie Austen-Aye**
- **Director Steve Thoroughman-Aye**
- **Director Buner Ellis III-Aye**

## FINANCIAL REPORT (CFO Fawcett)

**January 2026 Financials:** CFO Fawcett reported on the following:

- State Pool Interest decreased to **4.16%**
- LGIP General Account shows a total of **\$10,404,545.57**
- LGIP Future Reserve Account (prior Bond) **\$.02**
- Current Deposits & Earnings shows a total of **\$1,092,328.45**
- Current Expenses show a total of **(\$880,477.33)**
- Total available to the District is **\$10,828,079.54**
- Current Year Taxes show **\$136,945.39** received in January for FY26
- Prior Year Taxes show **\$6,349.18** received in January for FY26
- Radio Fund shows a total of **\$6,866.97**
- Ambulance Service has received **\$86,745** in January, **75.86%** of budget for FY26

CFO Fawcett added comment that the Medicare add-ons will continue to be received.

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

- January 15, 2026= **\$270,110.28**
- January 30, 2026= **\$229,710.53**
  - Monthly Life Insurance via A/P = **\$1,476.45**
  - Monthly Medical Insurance via A/P = **\$86,986.00**
- Total Payroll and Benefits Costs for January 2026: **\$588,283.26**

## ADMINISTRATIVE REPORTS

**Correspondence (FC Dale):** FC Dale reviewed three correspondence; Kiwanis for hosting a toy drive barrel, Kim English for the flowers we sent her during recover, and a sisterhood which we put together a basket for a raffle for.

**City Council (Board Director):** Director Thoroughman attended the Urban Renewal Meeting, where there was discussion about ending the Urban Renewal. Director Thoroughman reminded all during his time to speak that the fire district was part of the agreement to close this down early. Chief Dale shared that the URA made an approved motion to write a letter stating the end of the URD. The letter has been confirmed to be sent via the tax assessor, which indicates taxes

will be received this fall. No objections were voiced for Director Thoroughman to be the official City Council Liaison.

**Risk Reduction (AC English):** AC English reported that Inspector Johnston has completed nearly 400 inspections. Inspector Johnston is coming up on his one-year anniversary and is doing a great job. Canby South is pouring slab with approximately 620,000 sq. ft. Oregon OLCC is getting temp occupancy now, with operations starting in about a year. FI Johnston is working with a few facilities on becoming compliant. Hope Village is having a hard time finding vendors for various projects / inspections, so he is working on that with them, including finding some issues from past inspections. Hope Village, with the help of Canby Fire, will conduct an interview process to decide on vendors. Working with Clackamas County Building Division and OSHA on the Kittyhawk incident.

**Volunteer Report (DC Austen):** DC Austen reports ST365 is being cleaned up by AC English. The Volunteers are going out there on Thursdays as well. The ten new members are doing physicals and background checks, with an anticipated start date of March 1, with an academy for Firefighter I starting April 1. Chief Austen joined Director Austen at the SDAO conference a couple of weeks ago and attended multiple seminars. Our rating at Canby Fire would be just about a ten in Chief Austen's book according to all the rules and regulations to follow, and just how well we take care of our obligations.

**Chief's Update (FC Dale):**

- **Kittyhawk Explosion Update:** The written report is included in the Board Packet. On February 3, 2026, all crews were in quarters when a loud noise was heard. Responders saw smoke from the direction of Kittyhawk and arrived on scene. Chief English took command on scene. Chief English confirmed that no one remained in the building, performed a size up, assumed command officially, and called in the hazmat team and other resources. Chief Dale performed safety and PIO work. Chief Dale completed a 360 of the building and found the argon gas storage. Utilities were identified as needing to be addressed and crews were instructed to remain out of the building. Power was shut down to the building and NW Natural plugged their meter. In conjunction with this, all city partners were notified via group text of the situation, and PulsePoint was updated as time allowed. It was learned that there was a second system that was in an unknown state. Because of this, a blast zone was determined, and personnel were moved outside that zone. An evacuation area was started because of the unknown temperature of that system and for safety precautions. Many people were involved in this process and all remained in communication with each other. After discussions with HazMat and the system manufacturer, the evacuation zone was determined to be 600ft, which some residents were evacuated. This zone lasted for 16 hours, which was the recommended time to determine if the system's temperature had decreased enough to no longer be a threat. Kittyhawk personnel were an excellent Canby business to work with, along with our partners. As of now, the building is not secured to enter. Drone footage of this incident will be used for future training and was an integral part of determining temperature of the system and providing an aerial view of the scene.
- **Critical Incident Communications:** During a major incident, Director Thoroughman would like to find a way for the Board to be notified and updated on what is going on. Establishing a standard for this is desired. Chief Dale will start a Board of Director's GroupMe to use strictly for notifications during critical incidents. It was stressed that no

replies should be sent, as that would violate the public meetings law. More discussion was had on determining guidelines at the next meeting.

- **URA:** See City Council report above.

### **OLD BUSINESS**

#### **Updated Board Policy Handbook (FC Dale)**

The Board updated the policy from previous meetings, and we are looking for an official signature on that tonight.

### **NEW BUSINESS**

#### **SDAO Conference Update (Secretary/Treasurer Austen)**

Director Austen thanked Chief Dale for allowing the opportunity to attend, Chief English for helping decide on what classes to attend, and CFO Fawcett and AIII Shaw for setting up the reservations and hotel stays. Highlights from Director Austen's recap on the conference are as follow:

- Over 800 participants with the average age being 55.
- The Fire Chief is the main target for media and the public during incidents. They are looking for answers, watching body language, and paying attention to mannerisms. Keep only one speaker for the media per incident.
- Keep it simple and keep it focused, when it comes to mission statements.
- The public relies more on printed material than social media.
- Urge voters to use drop boxes vs post office to ensure votes are counted due to a postmark date no longer being taken into account.
- The 2026 fire season is predicted to be early and extreme due to drought and snowpacks being lower than normal.
- Cross training and succession planning are important tools for every district to be working on.

Thank you to Director Austen for the SDAO conference presence and the wealth of knowledge shared from the trainings.

#### **Appointment of City Council Liaison from CFD (FC Dale)**

See recording.

### **CITIZEN INPUT: NON-AGENDA ITEMS**

None.

### **GOOD OF THE ORDER**

Director Ellis directed to all first responders the following: On February 4 a coworker was run over by a dump truck. Director Ellis was able to call 9-1-1. The coworker is currently at OHSU. The career path and choices made by first responders lead you to see others on their worst day but can, and did, make the biggest difference to all involved in those terrible moments. Director Ellis is extremely thankful for the response and because of that, his coworker is thankfully still with us.

## **ADJOURNMENT**

A motion to adjourn from the regular Board of Directors meeting was made by Director Buner Ellis III. The motion was seconded by Vice President Shawn Carroll and unanimously approved.

- President Ron Swor-Aye
- Vice President Shawn Carroll-Aye
- Secretary/Treasurer Connie Austen-Aye
- Director Steve Thoroughman-Aye
- Director Buner Ellis III-Aye

The Regular Board of Directors meeting adjourned at 9:10 PM, 2110 hours.

## **NEXT MEETING:**

### **REGULAR BOARD OF DIRECTORS MEETING**

**Date:** March 18, 2026

**Time:** 1900 hours (7:00 PM)

**Location:** Station 361 and ZOOM

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

**Meeting ID:** 869 2396 5328

APPROVED

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Director Connie Austen  
Board Secretary/Treasurer