

CANBY FIRE DISTRICT

BOARD OF DIRECTORS MEETING

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

ATTENDANCE

- | | | | |
|-------------------------------------|-----------------------------------|-------------------------------------|--------------------------|
| <input 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 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: AAI Sarah Classen, Captain Andrew Aamodt, FF Nikki Heitschmidt and husband, FF Joel Owens, FF Nathan Smith, FF Hayden Matlock, FF Jed Smith, FF Michael Hargitt, FF Travis Laloli, FF Adam Carter, FF Natalie Stetzel and husband, FF Chris Helbling, FF Colin Vian, Kaitlin Lamb, Victoria Scholes, Darina Albert, Caprice Killinger, Shelby Mancuso, Karey Stidham, Haley Johnson and family, Audrey Wojnarowisch, Cassandra Fish and family, Vanessa Johnson, and Tony Collins.

Via ZOOM: None.

Via ZOOM (without full names listed): None.

CALL TO ORDER

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

CITIZEN INPUT: AGENDA ITEMS

None.

PRESENTATIONS

Chain of Survival Recognitions

Chief Dale recognized the importance of the entire chain of survival and everyone involved. Four responses involving cardiac arrest that resulted in the saving of a life were summarized by Chief Dale. Each CCOM and Canby Fire District member involved in these incidents were recognized and awarded a certificate and a life saving coin. A sincere thank you to all that attended tonight and for the involvement during these crucial responses.

A recess was initiated by Vice President Shawn Carroll from 7:19 – 7:31PM

Welcome & Introduction of AAI Sarah Classen

CFO Fawcett introduced AAI Sarah Classen and read aloud a bio of her. She was part of our very competitive hiring process, one of seven applicants to be interviewed, and the one candidate that stood out to our hiring team as being the best fit. Sarah has proven herself over the last month and is doing an incredible job, adding nothing but strength to our team.

Swearing in Fireground Leader Nikki Heitschmidt

Chief Wayne Austen read a brief background on Nikki Heitschmidt. Nikki signed her Fireground Leader documents after being sworn in by Vice President Shawn Carroll.

2025 Data Presentation

Chief Dale overviewed the trifold “Canby Fire District Fact Sheet” for 2025. Some data was explained in further detail. Vice President Shawn Carroll thanked all the firefighters for what they do for our community.

CONSENT AGENDA

Minutes (AIII Arterberry)

- **February 18, 2026**

Bills (CFO Fawcett)

A motion to approve the consent agenda from February 18, 2026 Board Meeting was made by Director Steve Thoroughman. The motion was seconded by Secretary/Treasurer Connie Austen and unanimously approved.

- **President Ron Swor-Not present**
- **Vice President Shawn Carroll-Aye**
- **Secretary/Treasurer Connie Austen-Aye**
- **Director Steve Thoroughman-Aye**
- **Director Buner Ellis III-Not Present**

FINANCIAL REPORT (CFO Fawcett)

February 2026 Financials: CFO Fawcett reported on the following:

- State Pool Interest decreased to **4.04%**
- LGIP General Account shows a total of **\$10,154,243.44**
- LGIP Future Reserve Account (prior Bond) **\$.02**
- Current Deposits & Earnings shows a total of **\$422,391.74**
- Current Expenses show a total of **(\$693,129.16)**
- Total available to the District is **\$10,577,777.41**
- Current Year Taxes show **\$58,674.80** received in February for FY26
- Prior Year Taxes show **\$4,007.91** received in February for FY26
- Radio Fund shows a total of **\$6,866.97**
- Ambulance Service has received **\$68,833.18** in February, **81.90%** of budget for FY26

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

- February 15, 2026= **\$251,117.60**
- February 28, 2026= **\$232,043.75**
 - Monthly Life Insurance via A/P = **\$1,487.21**
 - Monthly Medical Insurance via A/P = **\$86,986.00**
- Total Payroll and Benefits Costs for February 2026: **\$571,634.56**

CFO Fawcett reached out to SDW regarding our dip in ambulance revenue over the past two months and was not given any substantial news. Kaiser and private payers have been trending less for payments overall, but otherwise there is nothing unusual. We will keep an eye on this and report back to the Board.

ADMINISTRATIVE REPORTS

Correspondence (FC Dale): Chief Dale reviewed ten correspondence with multiple of those being from high school interviews attended by Chief Dale and Secretary/Treasurer Connie Austen. A thank you from ZOAR Lutheran regarding our CERT trailer, a letter to Chief Dale for presenting at the Canby Coalition Prevention, and a gold star award from PERS to Leanna for 2025 reporting were also included.

City Council (Board Director): Director Thoroughman reported that Chief Jorge Tro retired with a letter of resignation. A letter was sent in for the URA money. The City budget is being lined up with input from all departments and URA projects are being finished with a little bit of talk back and forth regarding remaining funds being substantial or not. City personnel had concluded that there was a decrease in the influx of new residents to Canby.

Risk Reduction (AC English): Chief English reported that him and Fire Inspector Mark Johnston are working closely with OLCC and Canby South, there is high density housing on the South and North, and flag lots in other areas are being reviewed. The City is in compliance with high density needs and working with Fire for safety and access. Forty inspections have been completed this year so far with 88% of businesses in compliance. Inspector Johnston is working with businesses to ensure their vendors are performing accurately and charging for honest work. Kittyhawk is looking forward to getting things cleaned up. OSHA continues to use our training room for meetings regarding this business / incident.

Volunteer Report (DC Austen): DC Austen reported that they are working on ladders and ventilation. Tender Operators continue to work on training. Thursday night dinners and drills have been well attended. New volunteers and interns are being onboarded and ready for the start of academy in a couple of weeks. Nikki was sworn in tonight as a Fireground Leader. Summer is coming, and with it, Fair and high heat. Fireworks letters will begin to be sent out with the hope of raising \$20k for the show. We always thank last year's donors and then advertise for new donations. The Volunteers and the 1935 are members of the SPAAMFAA Clopton Classic Antique Fire Engine Show and have been invited to their annual picnic.

Chief's Update (FC Dale): None (*monthly notice enclosed in Board Packet*)

OLD BUSINESS

Critical Incident Communication Guidelines (FC Dale)

Director Steve Thoroughman reached out to the Sheriff's Officer and their notification policy regarding when to report up the chain. Their criteria is to make notifications when incidents will hit the news, personnel are injured, or there is a significant liability. Director Steve Thoroughman would like to propose that we adopt this notification guideline as well.

A motion to direct the Fire Chief to notify the Board during major incidents that would result in the news being notified, personnel being injured, or if the district will incur significant liability was made by Director Steve Thoroughman and seconded by Secretary/Treasurer Connie Austen. The motion was approved unanimously.

- **President Ron Swor-Not present**
- **Vice President Shawn Carroll-Aye**
- **Secretary/Treasurer Connie Austen-Aye**
- **Director Steve Thoroughman-Aye**

- **Director Buner Ellis III-Not present**

NEW BUSINESS

WT362 Surplus (AC English)*

A motion to authorize the surplus of the 1993 Freightliner Water Tender via Gov Deals was made by Director Steve Thoroughman and seconded by Secretary/Treasurer Connie Austen.

The reason for surplus is that the rig is no longer needed, we are getting a new rig already, it's worn out, and is costing more money to maintain than it is worth to keep running and response ready. It has approximately 20k miles and over 2k hours.

CITIZEN INPUT: NON-AGENDA ITEMS

None.

GOOD OF THE ORDER

- Budget Committee Details: Dinner 6:30, Budget at 7:00, Board to be held after Budget.
- The Adult Center is fundraising to move into a new location. A school district flyer was also put into Board mailboxes that talks about their May ballot information for \$1.50 / \$1,000. Chief Dale ordered two flyers from the SDAO conference for the Board, which are also located in the Board mailboxes along with a copy of the latest information we put out during the potential flooding we had.
- The PERS issue was summarized, which is a driving force for the school district's ballot. This pertains to the maturity of a large sum of PERS accounts.
- The Adult Center is looking to get money from the State or County but is so far unsuccessful. There is a money management company that meets with the Adult Center Board quarterly for guidance and updates. The current building is owned by the City and the land is owned by the school district.

ADJOURNMENT

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

- **President Ron Swor-Not present**
- **Vice President Shawn Carroll-Aye**
- **Secretary/Treasurer Connie Austen-Aye**
- **Director Steve Thoroughman-Aye**
- **Director Buner Ellis III-Not present**

The Regular Board of Directors meeting adjourned at 8:40 PM, 2040 hours.

NEXT MEETING:

BUDGET COMMITTEE MEETING

Date: April 15, 2026

Time: 1900 hours (7:00 PM)

Location: Station 361 and ZOOM

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

Meeting ID: 869 2396 532

REGULAR BOARD OF DIRECTORS MEETING

Date: April 15, 2026

Time: Immediately following the Budget Committee Meeting

Location: Station 361 and ZOOM

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

Meeting ID: 869 2396 5328

APPROVED

Director Connie Austen
Board Secretary/Treasurer