

# CANBY FIRE DISTRICT

## BOARD OF DIRECTORS MEETING

Wednesday, December 18, 2024  
Regular Session 6:00PM (1800 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"/> | DC 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 type="checkbox"/>            | Director Steve Thoroughman        | <input checked="" type="checkbox"/> | AAIII Susan Arterberry |

### **Also, in Attendance**

***In Person:*** Russell T. Ries, Scott Hertzog, Leighton Imes, Nate Smith, Jason Wanner, Adam Carter

***Via ZOOM:*** None

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

### CALL TO ORDER

The Board of Directors Meeting was called to order by President Ron Swor at 6:00 PM.

### CITIZEN INPUT: AGENDA ITEMS

None

### PRESENTATIONS

The FY24 Audit Report was presented by Russell T. Ries, partner with Jarrard, Seibert, Pollard & Company, LLC. From West Linn, OR. He reviewed results of the audit via a draft report that was provided to the board. The Independent Auditors Reports contains the opinion section, which was all positive. Records were organized, and reconciliations were timely and accurate. The Minimum Standards Report contains compliance areas required by the state. Everything reviewed appeared to comply, as did internal control findings. He did not have any findings that required state involvement or management corrective action. No audit adjustments proposed. No new footnote disclosures when compared to last years audit report. Vice President Shawn Carroll asked Mr. Reis to explain custodial credit risks and deposits footnote. His response: ordinarily a depositor has insurance with any one institution up to \$250,000. Financial institutions who hold public funds are required to meet certain collateral requirements. The State of Oregon website has a section under the treasurer listing participating institutions. As of June 30, 2024, CFD had \$275,500 in excess of the FDIC \$250,000. Umpqua Bank is part of that sate program. It was noted that it does not include LGIP accounts. Vice President Shawn Carroll, President Ron Swor and CFO Lori Fawcett thanked Mr. Ries for presenting in person. If any questions arise after tonight, he welcomed a call or email. We will have the final bound copies next week and final report to the state by 12/31/24. Thanks was given to CFO Fawcett from the board for her outstanding work.

## **CONSENT AGENDA**

### **Minutes AAIH Arterberry**

- **November 20, 2024, Board Meeting**

### **Bills CFO Fawcett**

A motion to approve the consent agenda from the November 20, 2024, Board Meeting was made by Vice President Shawn Carroll. The motion was seconded by Secretary/Treasurer Connie Austen and unanimously approved.

## **FINANCIAL REPORT (CFO Fawcett)**

### **November Financials: CFO Fawcett reported on the following:**

- State Pool Interest dropped to 4.99%
- LGIP General Account shows a total of \$9,681,876.51
- LGIP Bond Account shows a total of \$10.23
- Current Deposits & Earnings shows a total of \$935,344.98
- Current Expenses show a total of (\$702,007.08)
- Total available to the District is \$10,220,545.90
- Current Year Taxes show \$6,201,348.00 received in November for FY25
- Prior Year Taxes show \$12,886.00 received in November for FY25
- Radio Fund shows a total of \$6,646.18
- Ambulance Service has received \$123,788.12 in November, 52.55% of budget for FY25
- Fire Inspection has received \$100.00 in November, 238% of budget for FY25

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

- November 15, 2024 = \$233,336.78
- November 30, 2024 = \$256,364.77
  - Monthly Life Insurance via A/P = \$1,136.14
  - Monthly Medical Insurance via A/P = \$71,064.00
- Total Payroll and Benefits Costs for November 2024: \$561,901.69

### **Conflagration Billing Summary:**

- We have received two checks since the last board meeting, Battle and Shoe Fly Fires have been submitted and are pending, Service Fire has not been submitted yet. Received to date \$105,189.13 and pending \$69,751.13.

## **CHIEF'S REPORT(FC Dale)**

### **Correspondence (FC Dale)**

Numerous cards, emails, as well as a banner were received the past month. Students from Canby High School thanked Chief Dale for his participation in mock interviews. Canby Community Preschool thanked the district for coming to the school as well as hosting a field trip to the Pine Street Station. A special thanks was sent via Facebook message for the care a patient received, stating the crew was kind, caring and professional.

### **City Council Report (FC Dale)**

Chief Dale reports that he attended the first of two (2) monthly council meetings on 12/04/24. They had the first reading of a resolution to transfer \$500,000 to the Canby Adult Center. The second reading will be at tonight city council meeting. It was also noted that the city did extend Canby Police Chief Tro's contract for two (2) additional years.

### **Monthly Report (FC Dale)**

Chief Dale reviewed the new format and Chief's Report for November/December. The report will be included in board packets moving forward. The report covered community highlights, Canby Fire District highlights, notable events/calls and upcoming events.

### **Volunteer Report (DC Austen)**

DC Austen reports that Light Up the Night had over 2900 people in attendance. Breakfast with Santa was a light crowd this year with 100 people served. The District Annual Christmas Dinner saw 80 in attendance, thank you to Vice President Shawn Carroll for performing as Santa this year. Jingle Jam at the Foursquare Church was well attended. The Volunteers offered their congratulations to new Fire Chief Dale.

### **OLD BUSINESS**

#### **Fire Inspection Fees Program Update (DC English)**

DC English reports there is still a hold on charging fees however we are still performing inspections. From February 12, 2024, to October 31, 2024, we performed 12 new construction reviews, 171 fire inspections, 165 reinspection's, 11 state fire marshal inspections for schools, two (2) operational permits, and 59 mobile food cart inspections. For the month of November there were 10 inspection, 19 reinspections, and two (2) construction reviews. President Swor asked for this report to be provided to the board on a quarterly basis.

### **NEW BUSINESS**

#### **MOU #2024-02 (FC Dale)**

MOU #2024-02 is proposed to adjust the current labor contract, moving to equal or standardized pay. It was noted the union did change some wording from the MOU sent in the board packet. CFO Fawcett reviewed MOU specifics, noting overtime and incentive pay are added over and above regular hours in equal pay.

[A motion was made by Vice President Shawn Carroll to approve MOU #2024-02 as written. The motion was seconded by Secretary/Treasurer Connie Austen and unanimously approved.](#)

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

None

### **GOOD OF THE ORDER**

Congratulations from the board to Chief Dale. Welcome to FF/P Nate Smith previously with Aurora Fire District.

## **ADJOURNMENT**

A motion to adjourn from the regular Board of Directors meeting was made by Vice President Shawn Carroll. The motion was seconded by Secretary/Treasurer Connie Austen and unanimously approved.

The Regular Board of Directors meeting adjourned at 6:58 PM hours.

## **NEXT MEETING:**

## **REGULAR BOARD OF DIRECTORS MEETING**

**Date:** January 22, 2025  
**Time:** 1800 hours (6pm)  
**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