

CANBY FIRE DISTRICT
BOARD OF DIRECTORS MEETING
Wednesday, December 14, 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 checked="" type="checkbox"/> DC Matt Dale
<input checked="" type="checkbox"/> Secretary/Treasurer Buner Ellis III	<input checked="" type="checkbox"/> DC Matt English
<input checked="" 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 Shaw

Also in Attendance: John Campbell of Campbell DeLong Resources, Tim Nichols, and A-shift personnel

CALL TO ORDER

The Board of Directors Meeting was called to order by President Shawn Carroll at 1902 hours.

CITIZEN INPUT: AGENDA ITEMS

No input was received.

PRESENTATIONS

Strategic Plan Draft (John and Martha of Campbell DeLong)

John Campbell was introduced by Chief Davis and thanked for all the work compiling the large amount of input received by staff to put this document together. Board input that was received by staff were included in the plan. The final document of the plan was presented to the Board by John Campbell. Chief Davis stressed that the plan is very important to our organization, and that this plan belongs to Canby Fire and was put together by John and Martha. Lieutenant Holmes spoke on behalf of the Union and his personal belief to state he is in favor of the levy based on the need for staffing and the safety within our small community.

A motion to approve the Strategic Plan as presented was made by Secretary/Treasurer Buner Ellis III. The motion was seconded by Director Ron Swor and unanimously approved.

Life Saving Awards

Chief Dale overviewed a cardiac arrest call Canby Fire responded on, that resulted in the saving of a life. Each person involved in this chain of survival, from various agencies, were recognized and received a certificate and coin at the Canby City Council meeting. Five members from Canby Fire were recognized tonight: Andrew Aamodt, Josh Christenson, Scott Hertzog, and Brooke Davis.

CONSENT AGENDA

A motion to approve the consent agenda from the November 16, 2022 Board of Directors meeting was made by Director Ron Swor. The motion was seconded by Director Connie Austen and unanimously approved.

FINANCIAL REPORT (CFO Fawcett)

Financials: CFO Fawcett reported on the following:

- State Pool Interest increased to 2.68%
- LGIP General Account shows a total of \$5,964,725.48
- LGIP Bond Account shows a total of \$267,167.27
- Current Deposits & Earnings shows a total of \$729,827.92
- Current Expenses show a total of (\$493,958.57)
- Total available to the District is \$6,329,292.99
- Current Year Taxes show 77.89% received of Budget in FY23
- Prior Year Taxes shows 86.08% received of Budget in FY23
- Radio Fund shows a total of \$11,598.62
- Ambulance Service has received 51.36% of Budget in FY23

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

- November 15, 2022 = \$190,317.37
- November 30, 2022 = \$162,741.13
 - Monthly Life Insurance via A/P = \$814.42
 - Monthly Medical Insurance via A/P = \$55,752.00
- Total Payroll and Benefits Costs for November 2022: \$409,624.92

FY22 Audit Report: Lori spoke with the auditors, who are processing everything for our audit. The report should be received by the end of December for Lori to submit to the state. The Board will see and approve the audit at the January meeting.

Vice President Thoroughman brought up the idea of raising rates based on inflation and call volume. Discussion was had on our competitor's rates, collection rates, and costs. Chief Dale will track data on this topic at the Board's request.

CORRESPONDENCE (FC Davis)

- Chief Davis thanked everyone for the support during his recovery from surgery and the great work done while he was away. Chief Davis also recognized Chief English for filling in as Acting Chief.
- A family came into the station today to thank the firefighters and chaplain on scene specifically for the compassion and care given to them during an event that occurred in 2019 and resulted in a death.
- A nice thank you from a citizen who opened a non-profit in Canby, joined the Chamber, and for being welcomed at the Chamber meeting by Chief Davis.
- High school job shadows, ride alongs, and interviewees sent thank you letters in.
- A thank you note to crews for doing a station tour with young kids from a local school.
- A thank you letter from Eric Vanzandt for the flowers sent for the passing of his mother.

CITY COUNCIL

None.

CHIEF'S REPORT

Canby Fire District Rotary Presentation

This presentation went very well with many Rotary members present. It was great to see the engagement during the presentation.

Administrative Report (CFO Fawcett)

The audit is being wrapped up so it's time for budget work and the start of negotiation discussions on top of all the normal tasks we have.

EMS Report (DC Dale)

Chief Dale met with PCG since the last Board meeting about doing a data survey for the Center for Medicare, which Staff at Canby Fire think we can accomplish in house to save money. STEMI quality improvement meetings are held and attended each month, the common EMS kits will be looked at again across the County with this subcommittee, ESO will go live with Aurora Fire January 1, 2023, and Chief Dale attended the DPSST training last week with crews. The chain of survival presentation, at which our recognized individuals received a standing ovation, went very at the Chamber meeting and the AMR to Meds integration program is still being worked on. The historic photos have been copied and restored into prints that will be hung in each station. The deadline continued to be delayed by SP&B Printing on this project, so they ended up donating the prints to us. February will comprise of wellness testing for all firefighters along with blood draws. Zero Trust is a new software that will be downloaded through Kintech onto all district devices to perform real-time scanning of viruses and phishing.

Chief Davis acknowledged the great work that our crews do and how we take pride in recognizing the various entities, specifically dispatch, that assist us in events.

Training / Operations Report (DC English)

Probationary FF Imes passed his BLS level orientation and FF S.Davis passed his Paramedic exam. Three shifts went down to DPSST for training of live fire and stokes. There were multiple occurrences last week where we tripled or quadrupled up on calls with Chiefs responding. Chief English and Austen interviewed prospective interns, of which one potential volunteer was identified. DPSST recertifications were complete. Chief English will fly to Spokane tomorrow to view and test the engine before it comes to Canby. Director Austen voiced her appreciation from Rehab to Chief English regarding the fire they assisted on.

Community Risk Reduction (DC Walker)

Chief Walker is working with the City and County to update their emergency plans. Last month a lot of work was done on the many grants that have now closed and Canby Fire submitted for. A lot of applications for these grants were received, which will be awarded in February. Another grant for community wildfire risk reduction has just now been released that would really benefit Canby Fire and our neighboring partners. Lampros Steel put up their steel supports on the front of the building. Chief Walker appreciates the crews taking the time to do company inspections on various buildings in town. Food cart pods by the beer library are being looked at. Backstop is undergoing some work, which Chief Walker is part of the planning process for.

Volunteer Report (DC Austen)

The Volunteers had a very busy first start of December from all the holiday activities, with five Santa's in the parade. Breakfast with Santa went very well. The annual Christmas Dinner was a really good time with a lot of people. Thank you to those that came. Thank you to Lori and her family for the craft table. Last week some Rehab people joined Director Swor at Foursquare for the Journey Through Bethlehem. Thank you, Ron, for the invite. Chief English and Austen have been working hard getting all the volunteers signed off on taskbooks for rigs, so they are able to respond. The tender drivers are doing great and had a response last month. Rehab got to respond on three fires in the area last month and our Chaplains are always busy assisting everyone. \$250.00 was received from Oliver Insurance for the 2023 fireworks.

OLD BUSINESS

None.

NEW BUSINESS

First Reading of Updated Board Policy 9 (President Carroll)

A motion to approve the first reading of Board Policy 9 was made by Secretary / Treasurer Buner Ellis III. The motion was seconded by Vice President Steve Thoroughman and unanimously approved.

Adoption of the 2023 Strategic Plan (FC Davis)*

See above under “presentations”

EXECUTIVE SESSION

A motion to move into executive session from regular was made by Vice President Steve Thoroughman. The motion was seconded by Director Ron Swor and unanimously approved.

Executive session began at 2027 hours

- **ORS 192.660 (2)(e): *To conduct deliberations with persons designated by the governing body to negotiate real property transactions.***
- **ORS 192.660 (2)(d): *To conduct deliberations with persons designated by the governing body to carry on labor negotiations.***

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

Executive session ended at 2115 hours

CITIZEN INPUT: NON-AGENDA ITEMS

None.

GOOD OF THE ORDER

- Thank you to Connie and Wayne and Chief Davis and Staff for the Christmas Cheer.
- The Chaplains were recognized for all that they do and gratitude was expressed for their excellence.
- Chief English was thanked for his help and good will in taking care of little Eric, the 6-year old who was walking on the street unaccompanied.
- Chief Dale provided the ambulance service rates from a June agenda item for the Board to review. He further shared a few brief talking points for Board members to be able to utilize to help answer questions to their constituents regarding the cost of ambulance service.
- Chief Davis wished all a very Merry Christmas.

ADJOURNMENT

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

The Regular Board of Directors meeting adjourned at 2121 hours.

NEXT MEETINGS:

REGULAR BOARD OF DIRECTORS

Date: Wednesday, January 25, 2023

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