

CANBY FIRE DISTRICT

BOARD OF DIRECTORS MEETING

Wednesday, July 16, 2025
Regular Session 7:00 PM (1900 hours)
Held at ZOOM and Canby Fire Station #361

ATTENDANCE

- | | | | |
|-------------------------------------|-----------------------------------|-------------------------------------|------------------------|
| <input checked="" type="checkbox"/> | President Ron Swor | <input 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 Susan Arterberry |

Also, in Attendance

In Person: The Honorable Judge Rodney Grafe, FF/Paramedic Adam Carter

Via ZOOM:

Via ZOOM (without full names listed):

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

Swearing in of Board Directors Connie Austen and Steve Thoroughman

President Swor introduced The Honorable Judge Rodney Grafe to swear in recently re-elected directors Connie Austen and Steve Thoroughman. Judge Grafe proceeded with the swearing in ceremony and certificates were signed.

ELECTION OF BOARD OFFICERS

A motion was made by President Ron Swor to open the election proceeding for Board Officers.

(There was no second and no point of order was raised)

Nominations for Board President:

Director Steve Thoroughman nominated current President Ron Swor for Board President. The nomination was seconded by Vice President Shawn Carroll. A motion to close nominations was made by Vice President Shawn Carroll and seconded by Director Steve Thoroughman. A vote was called for and unanimously approved. President Swor thanked the Board and administration for their work, leadership, collaboration and support.

Nominations for Board Vice President:

Secretary/Treasurer Connie Austen nominated current Vice President Shawn Carroll for Board Vice President. The nomination was seconded by Director Steve Thoroughman and unanimously approved.

Nominations for Secretary/Treasurer:

Director Steve Thoroughman nominated current Secretary/Treasurer Connie Austen for Secretary/Treasurer. The motion was seconded by Director Buner Ellis III and unanimously approved.

A motion was made to close the election proceedings for Board Officers by Director Buner Ellis III, seconded by Director Steve Thoroughman and unanimously approved.

CONSENT AGENDA

Minutes AAIH Arterberry

- **June 18, 2025**

Bills CFO Fawcett

A motion to approve the consent agenda from June 18, 2025, Board meeting was made by Director Buner Ellis III. The motion was seconded by Vice President Shawn Carroll and unanimously approved.

FINANCIAL REPORT (CFO Fawcett)

June 2025 Financials: CFO Fawcett reported on the following:

- State Pool Interest remained static **4.60%**
- LGIP General Account shows a total of **\$6,878,416.90**
- LGIP Bond Account shows a total of **\$10.51**
- Current Deposits & Earnings shows a total of **\$619,119.86**
- Current Expenses show a total of **(\$723,671.29)**
- Total available to the District is **\$7,052,588.69**
- Current Year Taxes show **\$166,548.00** received in June for FY25
- Prior Year Taxes show **\$3,396.81** received in June for FY25
- Radio Fund shows a total of **\$6,646.56**
- Ambulance Service has received **\$121,870.00** in June, **125%** of budget for FY25
- Fire Inspection has received **\$0.00** in June, **254%** of budget for FY25

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

- June 15, 2025= **\$225,026.66**
- June 30, 2025= **\$212,848.47**
 - Monthly Life Insurance via A/P = **\$1,355.15**
 - Monthly Medical Insurance via A/P = **\$76,328.00**
- Total Payroll and Benefits Costs for June 2025: **\$515,558.28**

CFO Fawcett noted the total General Fund Revenue collected by the end of June was \$9,560,989 or 111% of our General budget. Concern was shared by both CFO Fawcett and Secretary/Treasurer Austen about upcoming changes to Medicare and Medicaid reimbursement. CFO Fawcett did take potential Medicare/Medicaid reimbursement reductions into account for the FY 25/26 revenue forecast. Director Thoroughman would like to work with CFO Fawcett on updating financial graphs.

ADMINISTRATIVE REPORT

Correspondence (AC English): A card to AC English and Fire Inspector Johnston from residents of The Meadows and Hope Village was received, thanking them for their time and discussion regarding fire drills.

City Council Report (Director Austen) Director Austen was in attendance and reports a short 45-minute meeting. The new Interim City Administrator Randy Ealy was introduced, and new Canby Police Officer Quinn was sworn in. The upcoming 4th of July city-wide celebration was discussed as were several ordinances, two regarding insurance payments and one regarding a collective bargaining agreement. Under new business Administrator Ealy reported on the challenging transition and thanked Fire Chief Matt Dale for purposefully welcoming him and offering support. An upcoming council retreat was also discussed.

Risk Reduction Report (AC English): AC English reports Harefest is coming up this weekend at the fairgrounds. It will be a high-density saturated area and Inspector Johnston and AC English have been working with the event planners. School inspection work continues as does preparation for the 4th of July fireworks. We have been working with Eagle Eisner regarding the construction and street closures on Ivy. The closures have not adversely impacted EMS and Fire response. Work continues with food truck compliance. Fire extinguisher training has been held and will be held monthly for any interested city residents or business owners. As we continue with building inspections, a spec warehouse was found to have a base fire system that now has floor to ceiling commodities stored. We are working with the warehouse to bring it into compliance. Thank you to Chief Austen for helping keep the grass level down at ST365. Secretary/Treasurer Austen complimented the administrative staff on the increased social media posts/presence, the community appreciates it.

Volunteer Report (DC Austen): ST365 is looking great, thanks to AC English. The 4th of July events, fireworks, parade, and picnic were a big success. We are uncertain what next year will look like given the tariffs, but we will still want a \$20,000.00 show. Fill-the Boot day was postponed due to rain for next Saturday. All the new volunteers recently brought on are doing a great job and the new interns are on shifts. One intern is on Crew 30 fighting wildland fires. The volunteers have been coming down for calls. The Rehab group has gone out on several fires. We have a robust group of water tender drivers doing a great job. Training Officer Quevedo is doing a great job on Thursday drills. It is a great time to be at Canby Fire District.

Chief's Monthly Report (AC English)

AC English reviewed the monthly report highlights, upcoming events and notable calls. It should be noted that Rehab, combat volunteers and water tender operators have been responsive when called or needed, it's the most we have seen show up on calls. Tender operators, Todd Call and Jeff Barrow came in for water supply during the recent water main break. AC English also thanked the board for their support and fiscal stewardship. It was noted that other fire districts are currently in difficult financial situations, and he is proud to serve Canby Fire District.

Type 6 brush update: Our current type 6 brush rig is a 1999 vintage, has had a lot of work done on it and needs to be replaced. We are looking for a four door with a 400-gallon tank and skid unit in the back. We are currently putting together specs and working on an RFP. AC English will bring an update to a future board meeting. Orders are currently taking 10 months to 18 months to fulfill.

OLD BUSINESS

None

NEW BUSINESS

Board Challenge Coin Guidelines (Director Thoroughman)

Director Thoroughman asked for input from rest of board and will present guidelines at next board meeting. He is proposing two (2) coins can be given to each board member and any additional would be a board decision. AAMI Susan Arterberry was awarded the first Board Challenge Coin for her work with Canby Fire District.

CITIZEN INPUT: NON-AGENDA ITEMS

Secretary/Treasurer Austen asked about CFD's role at Harefest. AC English reports that they have their own EMS so CFD will be available for transport as needed. 500 campers are expected according to Chief Austen. Additionally, AC English reports the Clackamas County Fair contract for EMS coverage has been signed.

GOOD OF THE ORDER

None

ADJOURNMENT

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

The Regular Board of Directors meeting adjourned at 07:47 PM, 1947 hours.

NEXT MEETING:

REGULAR BOARD OF DIRECTORS MEETING and BUDGET HEARING

Date: August 20, 2025

Time: 1900 hours (7 pm)

Location: Station 361 and ZOOM

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

Meeting ID: 869 2396 5328

APPROVED

Director Connie Austen
Board Secretary/Treasurer