

CANBY FIRE DISTRICT

BOARD OF DIRECTORS MEETING

Wednesday, August 20, 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 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 Susan Arterberry

Also, in Attendance

In Person: FF Intern Colin Vian, FF Paramedics Jack Shunn, Alan Schwabauer, Cpt. Andrew Aamodt and FF EMT Chris Helbling

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 7:00 PM, 1900 hours.

CITIZEN INPUT: AGENDA ITEMS

None

PRESENTATIONS

Mid-Year Data Review

Chief Matt Dale shared a power point presentation that he has been using over the past several months at civic and community speaking engagements. The goal of his presentation is to share information about the Canby Fire District as well as Community Emergency Preparedness. Chief Dale went on to review Fire and EMS data from the first six (6) months of 2025.

CONSENT AGENDA

Minutes AAIII Arterberry

- July 16, 2025

Bills CFO Fawcett

A motion to approve the consent agenda from July 16, 2025, Board meeting was made by Director Steve Thoroughman. The motion was seconded by Vice President Shawn Carroll and unanimously approved.

FINANCIAL REPORT (CFO Fawcett)

July 2025 Financials: CFO Fawcett reported on the following:

- State Pool Interest remained static **4.60%**
- LGIP General Account shows a total of **\$5,912,994.16**
- LGIP Future Reserve Account (prior Bond) **\$.02**

- Current Deposits & Earnings shows a total of **\$293,995.64**
- Current Expenses show a total of **(\$1,017,702.16)**
- Total available to the District is **\$6,206,989.80**
- Current Year Taxes show **\$1,847** received in July for FY26
- Prior Year Taxes show **\$34,544** received in July for FY26
- Radio Fund shows a total of **\$6,646.62**
- Ambulance Service has received **\$102,043.00** in July, **8.9%** of budget for FY26
- Fire Inspection has received **\$0.00** in July, **0%** of budget for FY26

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

- July 15, 2025= **\$235,327.23**
- July 31, 2025= **\$262,622.92**
 - Monthly Life Insurance via A/P = **\$1,355.15**
 - Monthly Medical Insurance via A/P = **\$75,762.00**
- Total Payroll and Benefits Costs for July 2025: **\$575,067.30**

CFO Fawcett noted some descriptions and figures are red to point out a rather large figure for our revenue. We did pull in the \$555,000 from our Apparatus Reserve shown as revenue in our general fund. Also noted, the July personnel expense is higher than normal due to two (2) annual payments that went out, VEBA and Workers Comp.

CFO Fawcett reviewed new line and bar graphs at the request of Director Thoroughman. Two reports, one reflecting dollars and one percentages. Director Thoroughman prefers the larger expanded view percentage line graph as one can see trends at a glance. The rest of the board agreed and prefers the new format.

Conflagration Summary: CFO Fawcett reviewed the conflagration billing summary. She noted the California Conflagration FY26 budget line item was higher than what was actually billed. Adjustments may need to be made to the supplemental budget. Vice President Shawn Carroll requested the report be emailed in landscape format.

ADMINISTRATIVE REPORT

Correspondence (FC Dale): Cards, videos and in-person thank you's were reviewed.

City Council Report (Director Thoroughman) Director Thoroughman was in attendance and reports a lite agenda. The Urban Renewal was not discussed and is on the agenda for tonight's council meeting. A moratorium on all new commercial building was discussed. \$2,000,000.00 is going into a new city park on property that was donated. Director Thoroughman suggests unless there is an important topic and Canby Fire District needs to be represented; online attendance would be adequate as the council meetings seem to lack brevity or urgency. Additionally, the meetings tend to start 45 min to 1 hour late. Administration will send the board the city council agenda ahead of time.

Richard Davies Fund Report (Vice President Carroll): Vice President Carroll reports the annual budget for the fund was approved, officers were elected, and a new member was approved. They discussed fund raising options that include a First Responder booth at community functions and updating their brochure. They would like to raise the fund to \$50,000.00 and currently have no new projects.

Risk Reduction Report (AC English): AC English reports 221 inspections have been completed to date. OSFM Deputy Ron Parkman and Fire Inspector Mark Johnston have completed five (5) school inspections with additional scheduled next week. Fire Inspector Johnston spent 30 hours at the Clackamas County Fair completing inspections, reviewing compliance and learning a great deal. He is a great collaborator, and the District has received positive feedback. We are offering Fire Extinguisher training for the community. An interest form is available on our website and recent class videos have been posted to our Facebook page. The Radio Operators group are working towards bringing Everbridge to Canby so we can activate alerts ourselves and not through CCOM. They are also looking at FM transmitters with pre-recorded messages for the community. Canby Public Works was helpful on both drowning calls. They have put up new signs in English and Spanish. Canby Police helped with clearing vehicles for access. Canby Fire plans to start addressing drowning deaths as part of community outreach. CERT will be helping with Dahlia Run as well as the 9/11 Memorial.

Volunteer Report (DC Austen): DC Austen reports volunteers, water tenders, radio operators, and chaplains are all doing great. Radio Operators have weekly check-ins, and the water tenders go out on all big calls. Thursday Drills are going well. MDA Fill-the-Boot was completed and raised about \$20,000.00. The Canby Car Show is coming up this weekend. We will have an engine with the US Flag as well as volunteers with another rig. Canby Big Night Out will also have an engine and US Flag. DC Austen reports he clocked 75 hours at the fair. The first day of the fair we had many heat exhaustion calls. He received at least 100 thank you's from the public. Volunteers did sponsor some 4-H sheep. Thanks to Chief Dale for always checking in during the fair and thanks for all the help from our chiefs, paid staff and volunteers. Secretary-Treasurer Connie Austen reports the new Canby Fire District pop-up canopy was a hit and she appreciated the stainless steel water bottles instead of plastic.

Chief's Monthly Report (FC Dale)

FC Dale reviewed the monthly report highlights, upcoming events and notable calls.

OLD BUSINESS

Board Challenge Coin Guidelines (Director Thoroughman) Director Thoroughman is recommending the board not be too restrictive but award coins for extraordinary work, don't cheapen them by awarding the coins for someone doing their job. Each board member can award two (2) each fiscal year at their discretion and must notify the board by bring up in good of the order.

NEW BUSINESS

Medical Insurance Comparables (CFO Fawcett) CFO Fawcett provided the board with medical insurance comps from other fire agencies as well as other insurance carriers. Canby Fire District employees have traditionally passed on raises to keep the top tier insurance coverage. City County Insurance has dropped their top tier plans. Director Thoroughman feels we are still in the ballpark with our current premiums. CFO Fawcett reports the rate increase was eight percent (8%) this fiscal year. Director Thoroughman asked that the IAFF Local 1660 Trust come to a board meeting to brief them on the health of the trust. CFO Fawcett reports the comp information was shared with the other districts.

Fireworks Show Liability Insurance (FC Dale) Chief Dale provided the board with the Western Display Contract; the Canby School District use agreement and Oregon State Fire Marshal information pertaining to public fireworks displays that states:

“In Oregon, a fire district hosting a public fireworks display could be held liable for damages, injuries, or costs incurred due to non-compliance with state or local laws, regulations or permit requirements. They could also be liable for damages caused by the display itself, even if not directly negligent, if they were responsible for organizing or supervising it.”

Chief Dale goes on to report that Gustafson Insurance reviewed the contract and school agreement and concluded that we could be liable for damages and injuries above the Western Display \$5,000,000.00 liability coverage. Of concern is if an accident exceeded the \$5 Million and if damages or accident resulted in lawsuit we would be named. According to the OSFM, we are required to have monitors for the crowd to enforce the stipulations of the Canby School District use agreement. The City of Canby and The Canby Chamber were asked to collaborate on the fireworks, and neither were interested in taking it on. Given this information does the board wish to continue the tradition and assume the risk or discontinue? It is the board’s opinion that firefighters should not be crowd monitors and agree that the event is a big deal and we don’t have that much exposure. AC English reports the big issue is people setting off their own fireworks. This year we had a couple of grass fires. Director Thoroughman recommends closing off the entire school property, so we do not have to have monitors, and put up no alcohol and no fireworks signs. We do get a ton of positive exposure; it’s Americana and bring the community together. We should also consider additional liability coverage for the event itself. The board suggests additional liability insurance, and to look for ways to mitigate exposure including blocking off the school property. The Board is in favor of having the fire district continue to sponsor the fireworks display.

CITIZEN INPUT: NON-AGENDA ITEMS

None

GOOD OF THE ORDER

9/11 Ceremony (FC Dale) Chief Dale reports Canby Fire will host this year’s ceremony starting at 8:00 AM. State Representative Christine Drazan, Canby Mayor Brian Hodson and Canby Police Chief Jorge Tro are scheduled to speak. The Knights of Columbus and The American Legion will present the flags. It will be an abbreviated ceremony, and we hope to announce that the artifact at Ackerman School will be relocated to the police station. Moving forward the vision is to hold moments of silence at both memorials on the 9/11 anniversary rather than a large ceremony.

Director Austen presented a Board Challenge Coin to Chief Matt Dale stating she wanted to recognize his outstanding leadership, dedication, service and contributions to Canby Fire and the Canby community. Director Austen has witnessed his communication skills with staff and firefighters, his team-building skills, his willingness to take on any task and the care taken when having to make decisive and difficult decisions. She goes on to say Chief Dale has gone above and beyond what is expected and has heard firsthand from the community, firefighters and staff of the exceptional job he is doing.

AAIII Arterberry was wished a happy birthday as her birthday is tomorrow.

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 Steve Thoroughman and unanimously approved.

The Regular Board of Directors meeting adjourned at 08:42 PM, 2042 hours.

NEXT MEETING:

REGULAR BOARD OF DIRECTORS MEETING

Date: September 17, 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