

# CANBY FIRE DISTRICT

## BOARD OF DIRECTORS MEETING

Wednesday, January 22, 2025  
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 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 checked="" type="checkbox"/>	Director Steve Thoroughman	<input checked="" type="checkbox"/>	AAIII Susan Arterberry

### **Also, in Attendance**

***In Person:*** Tim Nichols, CPT. Jason Wanner, FF Brandon McFarland

***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

### CONSENT AGENDA

Minutes AAIH Arterberry

- December 18, 2024, Board Meeting

Bills CFO Fawcett

A motion to approve the consent agenda from the December 18, 2024, Board Meeting was made by Director Steve Thoroughman. The motion was seconded by Vice President Shawn Carroll and unanimously approved.

### FINANCIAL REPORT (CFO Fawcett)

**December 2024 Financials: CFO Fawcett reported on the following:**

- State Pool Interest dropped to 4.85%
- LGIP General Account shows a total of \$9,809,955.03
- LGIP Bond Account shows a total of \$10.27
- Current Deposits & Earnings shows a total of \$471,321.82
- Current Expenses show a total of (\$662,071.67)
- Total available to the District is \$10,157,874.57
- Current Year Taxes show \$362,056.43 received in December for FY25
- Prior Year Taxes show \$965.31 received in December for FY25
- Radio Fund shows a total of \$6,646.23
- Ambulance Service has received \$118,318.38 in December, 63.75% of budget for FY25
- Fire Inspection/Plans Review has received \$270.83 in December, 238% of budget for FY25

## **FINANCIAL REPORT cont.**

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

- December 15, 2024 = **\$272,868.27**
- December 31, 2024 = **\$217,873.65**
  - Monthly Life Insurance via A/P = **\$1,136.14**
  - Monthly Medical Insurance via A/P = **\$71,064.00**
- Total Payroll and Benefits Costs for December 2024: **\$562,942.06**

## **Conflagration Billing Summary:**

- CFO Fawcett reports the Service Fire billing was approved on 01/03/25 and we are awaiting payment of **\$21,603.75**. The total conflagration billing received thus far are **\$153,336.49**. These figures do not include the recent California conflagrations to which we have two crews, and two apparatus assigned. **\$76,000.00** is the direct cost projection for 18 days deployment in CA. Director Thoroughman expressed concern regarding reimbursement from CA, likening these wildfires to the Hurricane Katrina disaster where reimbursement was at 60%. Director Thoroughman suggested Chief Dale contact the OSFM for reassurance and reimbursement timeline. Chief Dale noted we will pull our equipment and crews if our budget prohibits deployment any longer than 21 days and will keep the board informed of any additional deployment requests from the OSFM or CA. We can decline requests if our budget prohibits as participation is not required. CFO Fawcett reports expected reimbursement for apparatus use of **\$49,680.00**.

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

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

Chief Dale reports receiving a drawing and thank you from Toby for a station tour, a thank you card from Wayne and Connie Austen for flowers, a thank you card to the board from Jim Davis for his retirement, a thank you card from Kim English for flowers, and a thank you on Canby Now Facebook page. A letter from the CPA was received confirming the audit findings presented at the December 2024 board meeting. Director Thoroughman pointed out an error in the letter as it referenced Banks Fire District #13 in a few paragraphs.

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

Chief Dale reports that he attended the city council meeting on 01/08/25. It was a routine meeting, they had no new employees, a recognition was held for outgoing city councilor Scott Sasse, they passed one ordinance on an annexation on the north side of town by Holly Street, reelected Traci Hensley as council president and appointed liaisons. There are 16 liaison roles, and each council member took two or three. Councilor Jim Davis was appointed as the Canby Fire Districts liaison.

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

Chief Dale reviewed the report included in the board packet. President Swor thanked Chief Dale for the concise and clear format. The report covers community highlights, Canby Fire District highlights, notable events/calls and upcoming events. The board did not have any questions.

### **Risk Reduction Report (DC English)**

Quarterly update on new construction will be reported in March. DC English is in CA on conflagration and will provide a report of the program next month.

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

DC Austen reports the volunteers are training in tender operation and completing the annual physical process. DC Austen expressed his appreciation and thanks to Chief Dale for having him assist with calls while DC English is deployed in CA.

### **OLD BUSINESS**

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

Chief Dale reports that the Fire Inspection Fee Program will stay on Old Business until the program restarts. We hope to coincide its relaunch with the announcement of the new Fire Inspector. The job announcement went out last week and closes on February 10, 2025. We hope to interview that week and are planning for a March 2, 2025, start date. The job announcement was placed with National Testing Network, Western Fire Chiefs Daily Dispatch, Chemeketa Community College and Portland Community College.

### **NEW BUSINESS**

#### **Proposed Board Meeting Schedule Change to Third Wednesday (FC Dale)**

Chief Dale is proposing the CFD Board meet on the third Wednesday of the month at 7:00 PM. Chief Dale reviewed reasons for making the change including more favorable time for Director Ellis and the administrative staff, and the reason it was moved to the fourth Wednesday some years ago no longer exists.

President Ron Swor made a motion that we move our board meeting to the third Wednesday of every month beginning at 7:00 PM, starting in March 2025. Vice President Shawn Carroll seconded the motion. The motion was unanimously approved after some discussion.

#### **FY25 Budget Process (CFO Fawcett)**

CFO Fawcett welcomed Tim Nichols, a budget committee member in attendance, then reviewed the budget process. The budget process includes approval of a budget calendar, appointment of a budget officer and re-appointment of the budget committee members, who have all agreed to serve for another budget cycle. Chief Dale has proposed appointment of CFO Lori Fawcett as Budget Officer. With the passing of the motion to change the board meeting date, the proposed budget calendar board meeting date does change for the month of February from February 19<sup>th</sup> to February 26<sup>th</sup>. The budget workshop is optional.

Vice President Shawn Carroll made a motion to approve the FY2025 / 2026 Budget Calendar for the Canby Fire District Budget process as presented starting in March. The motion was seconded by Director Steve Thoroughman and unanimously approved.

Vice President Shawn Carroll made a motion to appoint CFO Lori Fawcett as the Budget Officer for the FY2025 / 2026 Budget process. The motion was seconded by Secretary/Treasurer Connie Austen and unanimously approved.

Vice President Shawn Carroll made a motion to re-appoint the following Budget Committee Members for FY2025 / 2026: Paula Brotherton, Jerry Burn, AJ Howard, Tim Nichols and John Zieg. The motion was seconded by Secretary/Treasurer Connie Austen and unanimously approved.

### **Apparatus Replacement Schedule Update (Staff)**

CFO Fawcett reviewed the Apparatus Replacement Schedule spreadsheet, noting the updated miles and the replacement cost increases. Since 2019 costs have increased and we now have another station as well as a fourth ambulance. Chief Dale reports that he will bring a surplus list to the February board meeting, along with two agenda bills to order a Type 6 (six) light brush and a Water Tender. Both will require payment on the next fiscal year. President Ron Swor asked if there are any grants available and Chief Dale stated he will be making a request in the next budget cycle for a professional grant writer.

### **NEW BUSINESS cont.**

#### **City Council Liaison Discussion (FC Dale)**

Director Thoroughman suggested the CFD Board appoint a city council liaison. All board members are in favor of the suggestion. Director Thoroughman volunteered to take the lead on the project. He will make sure one of the five board members will attend all city council meetings. The board asked that a calendar of city council meetings be emailed to them. Chief Dale noted the board members will be receiving jackets to wear at public events and meetings. Director Thoroughman asked if the board members can attend and serve lunch at the senior center on Monday's. The board expressed their desire to participate more in public events. Their presence in the community and at community events was encouraged by Chief Dale.

**SDAO Conference Reminder (FC Dale)** Secretary/Treasurer Connie Austen and DC Austen are attending the conference next month in Bend, Oregon.

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

Tim Nichols asked if wear and tear is reimbursed on apparatus that get deployed. Chief explained that we are reimbursed for the use in general. Chief Dale confirmed inspections at the CA border were not for emissions, it was a standard conflagration inspection. Tim also suggested Civil Service Commission meetings be held Wednesdays instead of Mondays to coordinate with CFD Board meeting nights and make it more convenient for attendees. Chief Dale will check with Chief Stafford and AA III Arterberry will send out a query to the Civil Service Commission members.

### **GOOD OF THE ORDER**

Chief Dale noted that he was asked to present at tonight's Canby City Council meeting to assure the community that we are prepared for any wildfire event similar to what is happening in CA. Director Thoroughman stated that special requests such as this are to go through the Canby Fire District Board of Directors prior to committing.

**NEXT MEETING:**

**REGULAR BOARD OF DIRECTORS MEETING**

Point of order was made by CFO Fawcett that a motion and vote is required to change the time of the next meeting.

A motion was made by Director Steve Thoroughman to change the time of the next meeting to 7:00 PM. The motion was seconded by Vice President Shawn Carroll and unanimously approved.

**Date:** February 26, 2025  
**Time:** 1900 hours (7pm)  
**Location:** Station 361 and ZOOM  
<https://us02web.zoom.us/j/86923965328>  
**Meeting ID: 869 2396 5328**

**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 7:07 PM.

**APPROVED:**

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Director Connie Austen  
Board Secretary/Treasurer