

CANBY FIRE DISTRICT

BOARD OF DIRECTORS MEETING

Wednesday, June 18, 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 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 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: Jack Smith, Jedediah Smith, Logan Barnum, Dan Drazan, Donald DeFrang, Joel Owens, William English, Colin Vian, Cody Newton, Will Stenberg, Robert Hedrick, Joseph Swan and families.

Via ZOOM: Family of Robert Hedrick

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 new Volunteers, Interns, Fire Ground Leaders and Assistant Fire Chief

President Swor introduced Chief Matt Dale who gave a brief history of Canby Fire District. Chief Dale introduced the new Volunteers and Interns, Fireground leaders and Assistant Fire Chief with a brief personal history. President Swor then performed the swearing in of FF Volunteers Cody Newton, Robert Hedrick Will Stenberg and Joseph Swan. Interns are Jack Smith, Jedediah Smith and Logan Barnum. Fireground Leaders Dan Drazan, Donald DeFrang, Joel Owens, William English and Colin Vian. Assistant Fire Chief Matt English was sworn in then a brief recess for refreshments and pictures was called for by President Swor at 7:45 PM, 1945 hours.

The meeting was reconvened at 7:54 PM, 1954 hours.

Budget Hearing

A motion to adjourn the regular board meeting and to open the budget hearing was made by Director Buner Ellis III, seconded by Director Steve Thoroughman and unanimously approved.

The Legislative Public Hearing Format was read by President Ron Swor. There were no questions regarding the procedure or format of the hearing. There were no guests attending the Budget Hearing via Zoom.

Facts regarding the budget process were reviewed and the FY 25/26 budget was presented by CFO Fawcett. Specifically, that:

- Canby Fire District has met the budgetary requirements as per the Oregon Department of Revenue.
- The Canby Fire District Budget Committee met on April 16, 2025, and was presented with a proposed balanced budget for FY25/26, which they unanimously approved.
- There are no ORS approved updates included within the FY25/26 Proposed Budget being presented to the Canby Fire District Board of Directors.
- The appropriate public notifications have been published via the Canby Herald during the week of June 4th, 2025, and the week of June 11th, 2025.
- The staff is pleased to make recommendations to our Board of Directors to approve the Canby Fire District FY 2025/2026 Budget, in the amounts categorized for the General Fund, Debt Service, and Reserve Fund appropriations, as was unanimously approved by the Budget Committee, and with ORS approved updates, and as is presented here tonight.

President Swor asked for public comment and there was none.

A motion to adjourn from the budget hearing and reconvene the regular board meeting was made by Director Steve Thoroughman, seconded by Secretary/Treasurer Connie Austen and unanimously approved.

CONSENT AGENDA

Minutes AIII Arterberry

- **May 21, 2025**

Bills CFO Fawcett

A motion to approve the consent agenda from May 21, 2025, Board meeting was made by Director Steve Thoroughman. The motion was seconded by Director Buner Ellis III and unanimously approved.

FINANCIAL REPORT (CFO Fawcett)

May 2025 Financials: CFO Fawcett reported on the following:

- State Pool Interest remained static **4.60%**
- LGIP General Account shows a total of **\$7,158,078.60**
- LGIP Bond Account shows a total of **\$10.47**
- Current Deposits & Earnings shows a total of **\$980,807.62**
- Current Expenses show a total of **(\$1,020,534.77)**
- Total available to the District is **\$7,436,801.82**
- Current Year Taxes show **\$40,133.00** received in May for FY25
- Prior Year Taxes show **\$3,902.74** received in May for FY25
- Radio Fund shows a total of **\$6,646.51**
- Ambulance Service has received **\$105,362.00** in May, **114%** of budget for FY25
- Fire Inspection has received **\$0.00** in May, **254%** of budget for FY25

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

- May 15, 2025= **\$208,605.13**
- May 31, 2025= **\$230,920.82 (final figure pending)**
 - Monthly Life Insurance via A/P = **\$1,366.91**
 - Monthly Medical Insurance via A/P = **\$77,516.64**
- Total Payroll and Benefits Costs for May 2025: **\$518,409.50**

Conflagration: Included in the financial board packet is a billing summary of the 2024 Conflagrations totaling \$174, 940.27, which have been fully paid. The 2025 California Conflagration billing has been approved for \$247,823.67 and is still pending payment.

A correction to the April 2025 financial graph and accompanying figures was reviewed by CFO Fawcett and shown corrected.

Director Steve Thoroughman made a motion to withdraw the approval of the consent agenda; the motion was seconded by Director Buner Ellis III and unanimously approved.

A motion was then made by Director Steve Thoroughman to approve the consent agenda with the corrected April 2025 financial graph/figures. The motion was seconded by Director Buner Ellis and unanimously approved.

ADMINISTRATIVE REPORT (FC Dale)

Correspondence (FC Dale) Thank you letters and cards were received from the Governor's office for our LA wildfire response, APT School for filling their dunk tank for a fundraiser at Wait Park, as well as Canby High School students for Chief Dale and Secretary/Treasurer Austen's mock interview participation.

City Council Report (Board) Director Steve Thoroughman attended the most recent City Council meeting and reports that the city finance department is claiming a loss of 3.5 million dollars, and they do not know where it went. Many people are unhappy with the City Administrator and the entire City Council. Per Chief Dale, since the council meeting Director Thoroughman attended, the City Administrator was let go and Police Chief Tro is the temporary administrator for one week. They are voting tonight on a new interim administrator and Chief Dale wants to attend. The council is doing work on parks and a proposed sports complex. The council reviewed the power issues the city is having with PGE. The PGE lines that bring power from Bonneville Power Administration are maxed out and the new OLCC building cannot get power. The city cannot expand until PGE can bring in more power. There was discussion about doubling street and business license fees. Lastly, Knights Bridge Rd is closed until October 14, 2025.

Risk Reduction Report (DC English) DC English reports Fire Inspector Mark Johnston has completed 139 inspections, 58 follow up inspections, and 927 compliance reports in Compliance Engine (duct work, hood systems, extinguishers, etc.) We have 1900+ fire sprinkler systems to track for compliance.

- **New Construction:** DC English reports four (4) hours in residential site plan review, general public contact at 14 hours, and six (6) hours in commercial site plan review. We have completed training CERT members in fire extinguisher use and plan to offer this training to community stakeholders. Canby South OLCC, Clackamas County Fairgrounds, and the Ace Glass remodel are all on a power study right now.

Volunteer Report (DC Austen) Chief Austen reports that MDA Fill-the-Boot will be held on Sat June 21st, 2025, starting at 8:00 AM. The volunteers have enough money for this year's fireworks display, and they are now working on the down payment for next year. Most of the sponsors have agreed to continue to donate as they want to keep the annual fireworks going. A 6:00 PM picnic is scheduled for the 4th of July for all CFD employees, board members and families. Thursday drills include wildland training and Julio is doing a great job.

Chief's Monthly Report (FC Dale)

FC Dale referenced the monthly report included in the board packet. Highlights include 2025 ambulance A/C repair, probationary FF N. Smith, Schwabauer, Helbling passing Phase II evaluations, ISO rating meeting with David Hyland, and swearing in of new Volunteers, Interns, Fireground leaders and Assistant Fire Chief Matt English. The crews were active in the community with a Red Cross blood drive, HOA presentation, Touch-a-Truck, Rotary presentation, Canby High School graduation stand-by medic, Canby High School Baseball team escort, Adult Center Fall Prevention class, Canby Civic Engagement presentation and hosted the Fire Defense Board and CCOM Users meetings. Notable events include evacuation of 406 NW 2nd and the State Conflagration to The Dalles. A busy June/July is anticipated with 4th of July, Bridging Cultures in the Park, a city Emergency Ops Plan exercise, hosting Good Morning Canby at Station 363, ongoing training in Salem at DPSST and a planned Oregon Health Authority Inspection. Long hose stretch training at the fairgrounds is scheduled. The Clackamas County Fair maintenance team will have jersey barriers placed to keep cars from being driven into the fairgrounds.

OLD BUSINESS

None

NEW BUSINESS

Resolution #2025-02: A Resolution Adopting the FY 2025/2026 Budget and Making Appropriations and Levying Taxes (CFO Fawcett) The resolution was reviewed by CFO Fawcett.

A motion to set and approve the ad valorem property taxes under Canby Fire District's permanent rate authority on all taxable property within the Fire District for tax year 2025/2026 at the rate of \$1.5456 per \$1,000 of assessed value was made by Director Buner Ellis III. The motion was seconded by Director Steve Thoroughman and unanimously approved.

A motion to set and approve the ad valorem property taxes under Canby Fire District's local option levy rate authority on all taxable property within the Fire District for tax year 2025/2026 at the rate of \$0.95 per \$1,000 of assessed value for local option tax was made by Director Steve Thoroughman. The motion was seconded by Director Buner Ellis III and unanimously approved.

A motion to set and approve the ad valorem property taxes under Canby Fire District's G.O. Bond authority on all taxable property within the Fire District for tax year 2025/2026 at the amount of \$632,994.27, which is calculated to be sufficient to fulfill the G.O. Bond Debt Service requirements for tax year 2025/2026, after taking into account discounts and delinquencies that may occur in the payment of taxes was made by Director Buner Ellis III. The motion was seconded by Director Steve Thoroughman and unanimously approved.

A motion was made to approve Resolution 2025-02, adopting the FY 2025/2026 budget and make appropriation, and levy taxes was made by Director Steve Thoroughman. The motion was seconded by Secretary/Treasurer Connie Austen and unanimously approved.

Resolution #2025-03: A Resolution Extending Canby Fire District Worker's Compensation Coverage to Volunteer Members (CFO Fawcett) The resolution was reviewed by CFO Fawcett.

A motion was made by Director Steve Thoroughman to approve Resolution 2025-03, extending Canby Fire District Worker's Compensation coverage to volunteer members. The motion was seconded by Director Buner Ellis III and unanimously approved.

Non-Represented Compensation Update (FC Dale) Chief Dale presented an updated compensation plan for non-represented employees with a four percent (4%) wage increase, just under the bargaining unit increase. No questions from the board.

Fire Chief Contract (President Swor)

EXECUTIVE SESSION

ORS 192.660(2)(a) Employment of an Officer, Employee, Staff Member or Agent

A motion was made to move into Executive Session was made by Director Steve Thoroughman, seconded by Director Buner Ellis III and unanimously approved. The accompanying script was briefly reviewed. Regular session adjourned into executive session at approximately 8:36 PM, 2036 hours.

Script to Announce Start of Executive Session

The Canby Fire District # 62 Fire Board of Directors will now meet in executive session pursuant to ORS 192.660(2)(a), Employment of an Officer, Employee, Staff Member or Agent. Representatives of the news media and designated staff shall be allowed to attend the executive session. All other members of the audience are asked to leave the room. Representatives of the news media are specifically directed not to report on or otherwise disclose any of the deliberations or anything said about these subjects during the executive session, except to state the general subject of the session as previously announced. No decision may be made in executive session. At the end of the executive session, we will return to the open session and welcome the audience back into the room.

Executive Session Takes Place. The Recording is stopped at this time.

A motion was made by President Ron Swor to exit the Executive Session and reconvene the Regular Session. The motion was seconded by Director Buner Ellis III and unanimously approved. Regular session was reconvened at approximately 8:45 PM, 2045 hours.

President Swor asked for a motion regarding the Fire Chief's contract.

A motion was made by Director Steve Thoroughman to approve the revised Fire Chief Contract. The motion was seconded by Secretary/Treasurer Connie Austen and unanimously approved.

A motion was then made by Director Steve Thoroughman that the administration processes any underpaid salary per Chief Dale's prior Deputy Chief position and current Fire Chief Contract, and that the differing amount be made in a one-time deposit to Chief Dale's VEBA medical account. The motion was seconded by Director Buner Ellis III and unanimously approved.

CITIZEN INPUT: NON-AGENDA ITEMS

None

GOOD OF THE ORDER

Chief Dale presented the new Board Challenge Coins. The Board discussed when and how the coins are given out. Director Steve Thoroughman thought each director can give out two (2) a year and any additional by vote from the board. Director Steve Thoroughman will draft some guidelines to follow.

Chief Dale noted the official paperwork has been submitted regarding the re-election to the Canby Fire Board of Directors of Connie Austen and Steve Thoroughman. They will be sworn in at the next board meeting by Judge Grafe. Chief Dale noted he will be gone for the August meeting and Assistant Chief English will represent the administration. We will review medical insurance comps and liability insurance as it relates to the fireworks show.

ADJOURNMENT

A motion to adjourn from the regular Board of Directors meeting was made by Director Buner Ellis III. The motion was seconded by Director Steve Thoroughman and unanimously approved.

The Regular Board of Directors meeting adjourned at 8:51 PM, 2051 hours.

NEXT MEETING:

REGULAR BOARD OF DIRECTORS MEETING and BUDGET HEARING

Date: July 16, 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