

**CANBY FIRE DISTRICT**  
**BOARD OF DIRECTORS MEETING**  
Wednesday, January 25, 2023  
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 type="checkbox"/>            | AAIII Leanna Shaw |

**Also in Attendance:** Lieutenant Holmes, Tim Nichols

**CALL TO ORDER**

The Board of Directors Meeting was called to order by President Shawn Carroll at 1900 hours.

**CITIZEN INPUT: AGENDA ITEMS**

No input was received.

**CONSENT AGENDA**

**A motion to approve the consent agenda from the December 14, 2022 Board of Directors meeting was made by Steve. The motion was seconded by Bo and unanimously approved.**

**FINANCIAL REPORT (CFO Fawcett)**

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

- State Pool Interest increased to 3.04%
- LGIP General Account shows a total of \$6,328,410.42
- LGIP Bond Account shows a total of \$267,857.88
- Current Deposits & Earnings shows a total of \$675,895.50
- Current Expenses show a total of (\$642,015.84)
- Total available to the District is \$6,726,857.59
- Current Year Taxes show 103.00% received of Budget in FY23
- Prior Year Taxes shows 98.00% received of Budget in FY23
- Radio Fund shows a total of \$11,598.72
- Ambulance Service has received 58.69% of Budget in FY23

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

- December 15, 2022 = \$204,081.12
- December 31, 2022 = \$172,704.20
  - Monthly Life Insurance via A/P = \$861.50
  - Monthly Medical Insurance via A/P = \$58,075.00
- Total Payroll and Benefits Costs for December 2022: \$435,721.82

**FY22 Audit Status Update:**

None.

## **CORRESPONDENCE (FC Davis)**

- An email from Eric Vanzandt thanking Canby Fire for the flowers we sent him for the passing of his mother.
- A thank you card from the Eccles third grade team for attending their salmon release.
- A thank you note from Zane, who was given a tour by our crews.

## **CITY COUNCIL**

Councilor Davis shared that City Council has been going very well. The existing location for the projected dog park has been stopped. The dog park is in the Parks and Rec Master Plan and so that committee will be seeking an alternative location. They are also focusing on a work out area near Legacy Park. It's a padded area with a track and fitness locations. They are also going to be turfing the Maple Street Park fields.

The Park Maintenance Fee is going to be re-visited. The recommendation from the Park and Rec Committee was for a vote by the citizens every 5 years.

The bridge project is stopped and will be revisited.

## **CHIEF'S REPORT**

### **Recognitions (FC Davis)**

- Appreciation to the crews for the job they've been doing with community service around the City.
- Emergency Response – the crews have been doing an excellent job of prioritizing incidents among the two stations and utilizing the best resources for each call.
- Matt English in charge of Training and has been doing an excellent job getting our mandatory training up and ready for the year ahead.
- Ice Storm – to the paid crews and volunteers and their response throughout. Exceptionally long transport times during that time. Appreciated those who upstuffed.
- Board members up for re-election. Reminder about completing and submitting your packet.

### **Administrative Report (CFO Fawcett)**

CFO Fawcett has been working on budget and with a large focus on the 30-year look at the District's finances. We have experienced Paid Family Leave issues for 2023 payrolls. Leanna has done an excellent job of working with ADP to ensure that will be correct.

### **EMS Report (DC Dale)**

Chief Dale has been working on the station artwork, which Captains and crews has begun to hang. CPR was performed at Fred Meyers during a cardiac arrest, to which Chief Dale reported all who were involved in this incident. To be included in the budget process next year is a better microphone and camera system for meetings since this is a regular occurrence.

### **Training / Operations Report (DC English)**

Chief English has worked on DPSST Training as well as CERT and Rehab training.

### **Community Risk Reduction (DC Walker)**

Chief Walker has been fulltime with Canby since July, and it's become very apparent how active Canby is not only in the City and District but also at the County level. This gives us a real opportunity to provide input and represent the fire service at the County level. There are a number of grants out there and it's a lot easier to get a grant in submitting as a group of participants and/or agencies. We are in the

second round of the process for the tender grant from the State and are hopeful optimistically of a good outcome. Discussion was had of future grant opportunities.

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

Chief English has done an excellent job of getting the volunteers through their taskbooks for tender operator, FFI, and FFII. Mandatory training is starting up this month.

### **OLD BUSINESS**

#### **Second Reading and Approval of Updated Board Policy 9 (President Carroll)**

**A motion to approve the second reading of Board Policy 9 was made by Vice President Steve Thoroughman. The motion was seconded by Director Ron Swor and unanimously approved.**

Chief thanked Shawn and Connie for taking the time to do the review of the Board policies.

### **NEW BUSINESS**

#### **Levy (FC Davis)\***

Chief Davis thanked the Board members who took the time to reach out to him for more information and to ask questions. Chief Davis reviewed the history of our current levy and the impact of the URA upon the district property tax revenue. He noted that the Levy does not get impacted in the same way.

Chief reminded the Board they have set a goal of 6-month of cash carry over for operating during the dry spell. He also reminded about the Board direction of setting aside \$318K annually for the apparatus reserve fund. Costs have continued to increase in M&S and he noted the importance of keeping up with labor costs. The board approved the 2023 Strategic Plan.

Chief shared about the ISO rating of the Fire District in both the urban and rural areas.

Chief Davis overviewed the agenda bill presented to the Board.

Simultaneous calls have increased, and many factors go into play. The factors are highly dependent on staffing and volunteer response. Out of service times can be lengthy, but it was not as impactful as we had feared based on the data.

CFO Fawcett reviewed the 30-year analysis of the fire district financial impacts and historical look-back. Chief Dale reviewed the 2022 response and call-volume data. Discussions regarding growth, sustainability, apparatus responses, and staffing were had.

#### *Levy on May Ballot*

**A motion to direct Staff to move forward with the necessary documentation and submittals to prepare for a levy increase proposal on the ballot for the May 2023 Clackamas County Election was made by Director Ron Swor. The motion was seconded by Director Connie Austen and unanimously approved.**

#### *Resolution 2023-01*

**A motion to approve Resolution 2023-01: A Resolution to place a Local Option Replacement Tax Measure on the May 2023 ballot for \$0.95 per thousand of assessed value was made by President Shawn Carroll. The motion was seconded by Secretary / Treasurer Buner Ellis III and unanimously approved.**

*Campbell DeLong Contract*

**A motion to approve the contract with Campbell DeLong as presented was made by Secretary / Treasurer Buner Ellis III. The motion was seconded by Director Ron Swor and unanimously approved.**

**MOU Approval (FC Davis)**

Chief complimented Shop Steward Austin Holmes and IAFF President Mark Corless for their work and collaboration with Canby Fire District to develop the MOU Contract Extension. Chief reviewed the MOU with the Board.

Austin provided further clarification regarding the MERP program.

**A motion to approve MOU 2023-01 was made by Director Ron Swor. The motion was seconded by Secretary / Treasurer Buner Ellis III and unanimously approved.**

**FY24 Budget Process (CFO Fawcett)**

*Budget Calendar*

**A motion to approve the 2023/2024 Budget Calendar for the Canby Fire District Budget process as presented was made by Vice President Steve Thoroughman. The motion was seconded by Secretary / Treasurer Buner Ellis III and unanimously approved.**

*Budget Officer*

**A motion to appoint CFO Lori Fawcett as the Budget Officer for the FY2023/2024 Budget Process was made by Steve. The motion was seconded by Connie and unanimously approved.**

*Re-Appoint Budget Committee Members*

**A motion to re-appoint the following Budget Committee Members for FY2023/2024 and advertise to fill the 5<sup>th</sup> position was made by Vice President Steve Thoroughman. The motion was seconded by Director Ron Swor and unanimously approved.**

- **Paula Brotherton**
- **AJ Howard**
- **Tim Nichols**
- **John Zieg**

**Board Meeting Schedule Change Proposal (President Carroll)\***

Shawn shared that he spoke with the Board of Directors about the meeting schedule change.

**A motion to move the meeting dates to 6 pm on the 4<sup>th</sup> Wednesday beginning on February 22<sup>nd</sup> was made by President Shawn Carroll. The motion was seconded by Secretary / Treasurer Buner Ellis III and unanimously approved.**

**CITIZEN INPUT: NON-AGENDA ITEMS**

- President Carroll brought up re-districting the Board positions and having two at large and a north, south, and rural was brought up by Vice President Thoroughman. Secretary/Treasurer Ellis III recommended putting the subject on the agenda for a future meeting. Chief shared that we would provide the map of the current districts for Board review. This will go on next month's agenda.
- Chief Dale shared data regarding mutual aid showing Canby Fire received aid 144 times and gave out aid 179 times. The mutual aid numbers will be added to the regular data report by Chief Dale.

- Tim Nichols brought up a comment in support of the new Levy as a concerned citizen. He also mentioned that the traffic change on territorial is a very appreciated change that makes that intersection much safer and easier.

### **GOOD OF THE ORDER**

- Happy Birthday to Jim Walker!

### **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 2118 hours.*

### **NEXT MEETINGS:**

#### **REGULAR BOARD OF DIRECTORS**

**Date: Wednesday, February 22, 2023**

**Time: 1800 hours (6pm)**

**Location: Station 361 and ZOOM**

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

**Meeting ID: 869 2396 5328**

APPROVED

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Director Buner Ellis III  
Board Secretary/Treasurer