CANBY FIRE DISTRICT

BOARD OF DIRECTORS' MEETING

Wednesday, October 14, 2026
Regular Session 7:00 PM (1900 hours)
Held at ZOOM and Canby Fire Station #361

ATTENDANCE

☒	President Shawn Carroll	☒	FC Matt Dale
☐	Vice President Ron Swor	☒	AC Matt English
☒	Secretary/Treasurer Connie Austen	☒	DC Wayne Austen
☒	Director Buner Ellis III	☒	AAIV Susan Arterberry
☒	Director Tim Nichols	☒	AAII Sarah Classen

Also, in Attendance
In Person: Tim Nichol's wife Sally and family. Steve Thoroughman. Randy Ealy
Via ZOOM*:*
Via ZOOM (without full names listed): iPhone

CALL TO ORDER

The Board of Directors' Meeting was called to order by President Shawn Carroll at 7:00 PM, 1900 hours.

CITIZEN INPUT: AGENDA ITEMS

None

PRESENTATION:

- **Swearing in of Director Timothy Nichols (FC Dale)**

FC Dale welcomed Tim Nichols to the Canby Fire District Board of Directors. Director Nichols fills the vacancy created by the resignation of Board Member Steve Thoroughman. His appointment took effect on October 1, 2026. FC Dale provided a brief background on Director Nichols. President Shawn Carroll and FC Dale conducted the official swearing-in ceremony.

- **Introduction of interim Canby City Manager Randy Ealy (FC Dale)**

FC Dale introduced Interim City Manager Randy Ealy and provided a brief overview of his background.
Mr. Ealy began his role with the City of Canby in July 2026 with a contract extending through June 2028. He shared that the city is currently focused on long-term planning efforts and presented images demonstrating projected industrial-area growth over the next 30+ years. He noted that this is the first major growth-planning initiative the city has undertaken in many years.
President Shawn Carroll thanked Mr. Ealy for attending and presented him with a Canby Fire District coffee mug.

- **Recognition of outgoing Director Steve Thoroughman (FC Dale)**

FC Dale recognized Director Steve Thoroughman for his 13 years of service on the Canby Fire District Board of Directors. He highlighted Director Thoroughman's accomplishments, including helping to lower citizens' insurance premiums through improved fire protection and supporting financial stability, responsible spending, and efficient service delivery-goals that were successfully achieved during his tenure.
FC Dale expressed his appreciation for Director Thoroughman's leadership and contributions to

the community and the District.
Director Thoroughman addressed the Board, stating that this was the most exceptional board he has served on. He wished Director Nichols well and reflected on the Board's resiliency through many leadership transitions. He presented challenge coins to Assistant Chief Matt English and Fire Chief Matt Dale in recognition of their exceptional work.
President Shawn Carroll thanked Director Thoroughman for his knowledge and leadership in building a strong Board. Secretary/Treasurer Connie Austen also honored him, recognizing his leadership, wisdom, and legacy. She presented him with a Canby Fire District challenge coin and extended best wishes for his retirement.
FC Dale presented Director Thoroughman with a plaque in recognition of his years of dedicated service.
President Shawn Carroll called for a 15-minute recess for refreshments and photos.

CONSENT AGENDA

Minutes (AAII Sarah Classen)

- **September 16, 2026**
- **Bills (AAIV Arterberry)**

A motion to approve the consent agenda from September 16, 2026, Board meeting was made by Director Buner Ellis III. The motion was seconded by Secretary/Treasurer Connie Austen and unanimously approved.

- **President Shawn Carroll-Aye**
- **Secretary/Treasurer Connie Austen-Aye**
- **Director Buner Ellis III-Aye**
- **Director Tim Nichols-Aye**

FINANCIAL REPORT (AAIV Arterberry)

September 2026 Financials: AAIV Arterberry reported on the following:

- State Pool Interest remained static **4.02%**
- LGIP General Account shows a total of **$5,688,099.17**
- LGIP Bond Account shows a total of **$0.02**
- Current Deposits & Earnings shows a total of **$733,882.49**
- Current Expenses show a total of **($777,842.73) Should this number be red? Good question….the ( ) indicate a debit or negative so no, it does not need to be red. Either would be correct though.**
- Total available to the District is **$6,165,212.39**
- Current Year Taxes show **$78,143** received in September for FY27
- Prior Year Taxes show **$19,593** received in September for FY27
- Radio Fund shows a total of **$6,867.42**
- Ambulance Service has received **$108,817.00** in September, **29%** of budget for FY27

Payroll: Payroll costs for the month of September are as follows:

- September 15, 2026= **$261,796.59**
- September 30, 2026= **$250,270.50**
  - Monthly Life Insurance via A/P = **$1,510.85**
  - Monthly Medical Insurance via A/P = **$93,056.00**
- Total Payroll and Benefits Costs for September 2026: **$606,633.94**

AAIV Arterberry reported that the District's financials remain steady and noted a slight rise in interest rates. She confirmed that all ten Conflagration deployments have been billed to the Oregon State Fire Marshal's Office.
President Shawn Carroll inquired whether the District is on track to meet the budgeted ambulance revenue. Susan affirmed that as of September 30, 2026, the District is expected to meet budget projections.

ADMINISTRATIVE REPORT

Correspondence (FC Dale): FC Dale reported on four (4) letters of correspondence received by the District:
• A thank-you letter to the Volunteers Association for their support of the Canby High School graduation party.
• A thank-you from the Crook County Fire Board for the District's participation in the Rowe Creek Wildfire.
• A thank-you from a citizen for assistance provided during an EMS call.
• A thank-you from the Adult Center recognizing a seminar presented by Assistant Chief Matt English and Fire Inspector Mark Johnston.

City Council (Director): No report.

Volunteer (DC Austin): DC Austen reported that the annual Christmas/Awards Dinner will be held on December 5, 2026, and extended a welcome to all Board Members to attend.
He provided an update on the ongoing improvements at Station 365, noting that the project is progressing well. He encouraged Board Members to visit the station if they are in the area and expressed his appreciation to Assistant Chief Matt English and Volunteer Todd Call for their significant contributions to the work being done there.
DC Austen reported that two intern students have now moved into Station 365 as part of the District's internship program.
He also noted that the Canby/Aurora VFW will host its annual Chili Feed this Thursday at Station 361.

Assistant Chief's Update (AC English): AC English reported that Fire Inspector Mark Johnston has completed 450 business inspections, with Canby businesses achieving a 95 percent compliance rate.
He announced that the District is bringing on a CERT Coordinator Volunteer, who also works part-time as a registered nurse and is expected to be a valuable asset to the program.
AC English provided an update on the District's new partnership with Clarios Batteries. Through this partnership, Clarios will be donating all batteries for District apparatus. He noted that Clarios' corporate office was seeking opportunities to give back to the community, and the District is fortunate to benefit from this initiative.
He reported that the medic unit remount project is scheduled to begin on January 15, 2027, with an anticipated 90-day build timeline.
Director Tim Nichols inquired about inspections for the new building on Sequoia. AC English responded that Fire Inspector Johnston is working closely with the project team. He also noted that Clackamas County has been actively hiring additional inspectors to support new construction, and the District collaborates with them throughout the inspection process.

Chief's Update (FC Dale): FC Dale reported that his full Chief's Update is included in the Board packet for review. He highlighted that Canby Fire District was awarded the Community Partner of the Year Award by the Canby Kiwanis Club.

OLD BUSINESS

- **Board Policy Changes – Second reading (FC Dale):** FC Dale shared the proposed changes and completed a second reading of the following sections: 1.3(B5), 1.4(B5d), 1.5(F, G), 2.1(A), 2.10(A), 2.1(3D), 3.6(C), 4.4(E), 10.1(2C), 10.8(C). The Board of Directors had no other questions or revisions.

A motion was made to approve and adopt the second reading of Board Policy Sections listed above as Board policy by Secretary/Treasurer Connie Austen. The motion was seconded by Director Buner Ellis III and unanimously approved.

- **President Shawn Carroll-Aye**
- **Secretary/Treasurer Connie Austen-Aye**
- **Director Buner Ellis III-Aye**
- **Director Tim Nichols-Aye**

FC Dale thanked the Board.

NEW BUSINESS

- **Assign City Council Liaison (President Carroll)**

President Shawn Carroll asked the Board whether anyone was interested in filling the liaison position to the Canby City Council following the resignation of Director Steve Thoroughman.
FC Dale noted that serving as a liaison is not a required duty of the Canby Fire District Board of Directors.
President Carroll recommended tabling the discussion until the next Board Meeting.

CITIZEN INPUT: NON-AGENDA ITEMS

None

GOOD OF THE ORDER

FC Dale shared that on October 31, 2026, the District will be out handing out candy in downtown Canby and invited Board Members to participate.

AC English reported that the Canby Chamber CEO expressed appreciation for the CERT team's assistance at the Dahlia Run.

DC Austen noted that Board Members will soon be receiving their Fire Med and Life Flight membership forms and requested that completed forms be returned to him.

President Shawn Carroll informed the Board that he will be out of town in the coming weeks, with a return date of November 6. Is this something I should include? Yes but I would not include the return date.

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 Tim Nichols and unanimously approved.

- **President Shawn Carroll-Aye**
- **Secretary/Treasurer Connie Austen-Aye**
- **Director Buner Ellis III-Aye**
- **Director Tim Nichols-Aye**

The Regular Board of Directors meeting adjourned at 8:02PM, 2002 hours.

NEXT MEETING:

REGULAR BOARD OF DIRECTORS' MEETING
Date: November 18, 2026
Time: 1900 hours (7 pm)
Location: Station 361 and ZOOM
https://us02web.zoom.us/j/86923965328
Meeting ID: 869 2396 5328

APPROVED

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Director Connie Austen
Board Secretary/Treasurer