

**CANBY FIRE DISTRICT
BOARD OF DIRECTORS MEETING**

Wednesday, April 26, 2023
Regular Session 6:00PM (1800 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: Tim Nichols, Jerry Burn, Paula Brotherton, John Zieg, and Jack Shunn

CALL TO ORDER

The Board of Directors Meeting was called to order by President Shawn Carroll at 1800 hours.

CITIZEN INPUT: AGENDA ITEMS

No input was received.

CONSENT AGENDA

A motion to approve the consent agenda from the March 22, 2023 Board of Directors meeting was made by Vice President Steve Thoroughman. The motion was seconded by Director Ron Swor and unanimously approved.

FINANCIAL REPORT (CFO Fawcett)

Financials: CFO Fawcett reported on the following:

- State Pool Interest remained static at 3.75%
- LGIP General Account shows a total of \$5,558,686.38
- LGIP Bond Account shows a total of \$5,902.04
- Current Deposits & Earnings shows a total of \$592,898.69
- Current Expenses show a total of (\$646,140.10)
- Total available to the District is \$6,115,806.50
- Current Year Taxes show 107.55% received of Budget in FY23
- Prior Year Taxes shows 116.80% received of Budget in FY23
- Radio Fund shows a total of \$50,159.00
- Ambulance Service has received 90.32% of Budget in FY23

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

- March 15, 2023 = \$147,232.30
- March 31, 2023 = \$182,562.00
 - Monthly Life Insurance via A/P = \$1,083.97
 - Monthly Medical Insurance via A/P = \$55,752.00
- Total Payroll and Benefits Costs for March 2023: \$386,630.27

CFO Fawcett provided a brief summary of the March financial report.

CORRESPONDENCE (FC Davis)

- Chief Davis and all in attendance sang Happy Birthday to Board Member Connie Austen.
- Chief Davis presented the Fireworks Flyer and noted that the Canby Rotary has provided a donation of \$1,000 toward this year's event. The goal is to raise the remaining \$5,000 needed for the 2023 event and raise additional funds for next year's event. The annual fireworks cost is \$20,000.
- Everyone voiced appreciation and thanks to Administrative Assistant III Leanna Shaw in recognition of Administrative Professional's Day. Thank you, Leanna!

CITY COUNCIL (Councilor Davis)

Councilor / Fire Chief Davis reported that things were slowly coming along at the City of Canby and were working out well. He shared that Scott Archer has resigned his position as City Administrator effective May 5th. The Council has approved funding toward the bathroom upgrades at Community Park for just over \$600,000 out of Urban Renewal Funds; however, the City of Canby will be paying back the use of those funds to the URA. Projects are being prioritized and there is strong support from the City Council to sunset the Urban Renewal District by 2026. The Council is looking to fill the City Administrator position with an interim Administrator provided via the League of Oregon Cities.

CHIEF'S REPORT

Levy Update (FC Davis)

Levy presentations have been provided to the Canby Rotary and the Chamber of Commerce. On May 8th the presentation will be shared with the Canby Kiwanis. Mailers have gone out and are just starting to be received by voters. Chief Davis shared that he has received a few phone calls already and that all has been very positive and supportive of the Fire District. An Open House will be hosted at both Station 361 and Station 363 this coming Saturday. Captain Wanner and Captain Heitschmidt have both done great jobs of getting everything ready in preparation. The Rehab Group has volunteered to assist at both events.

Additional Chief's Report:

The grant for the Tender from the OSFMO has been approved. The OSFMO will be fully equipping the apparatus (less radios). The Tender can hold up to 2,000 gallons of water.

OLD BUSINESS

FY22 Audit (CFO Fawcett)

CFO Fawcett presented the FY22 Annual Financial Audit to the Board. The Board has received the FY22 Audit via both email and hardcopy provided tonight. CFO Fawcett shared a highlighted overview of the Auditor's letter to the Board of Directors and was pleased to share that the Auditor's provided an unmodified opinion and that there were no deficiencies.

For transparency, she read aloud from the Auditor's letter the single significant risk identified stated as follows: "The possibility that management could override the system of controls. This risk is always identified and addressed by our planned audit procedures. This is not indicative of any unusual circumstances observed within your organization."

As has been in the past, the firm Grove, Mueller, & Swank provided a professional and thorough audit experience.

A motion to accept the audit as presented was made by Director Connie Austen. The motion was seconded by Director Ron Swor and unanimously approved.

NEW BUSINESS

None.

CITIZEN INPUT: NON-AGENDA ITEMS

None.

GOOD OF THE ORDER

Reminder of the Special Meeting to be held on Wednesday, May 10th as listed below.

ADJOURNMENT

A motion to adjourn from the regular Board of Director's meeting was made by Vice President Steve Thoroughman. The motion was seconded by Secretary / Treasurer Buner Ellis III and unanimously approved.

The Regular Board of Directors meeting adjourned at 1831 hours.

NEXT MEETINGS:

SPECIAL BOARD OF DIRECTORS EXECUTIVE SESSION

Date: Wednesday, May 10, 2023
Time: 1200 hours (12pm)
Location: Canby Foursquare Church

REGULAR BOARD OF DIRECTORS

Date: Wednesday, May 24, 2023
Time: 1800 hours (6pm)
Location: Station 361 and ZOOM
<https://us02web.zoom.us/j/86923965328>
Meeting ID: 869 2396 5328

APPROVED

Director Buner Ellis III
Board Secretary/Treasurer