

CANBY FIRE DISTRICT

BOARD OF DIRECTORS MEETING

Wednesday, February 28, 2024

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 Jim Davis
<input checked="" type="checkbox"/>	Vice President Connie Austen	<input checked="" type="checkbox"/>	DC Matt Dale
<input checked="" type="checkbox"/>	Secretary/Treasurer Shawn Carroll	<input checked="" type="checkbox"/>	DC Matt English
<input checked="" type="checkbox"/>	Director Buner Ellis III	<input checked="" type="checkbox"/>	DC Wayne Austen
<input checked="" type="checkbox"/>	Director Steve Thoroughman	<input checked="" type="checkbox"/>	CFO Lori Fawcett
		<input checked="" type="checkbox"/>	AAI Sierra Holmes

Also, in Attendance

In Person: Aimee Rehkop, Mark Crawford

Via ZOOM: Shawn Carroll, Buner Ellis

Via ZOOM (without full names listed):

CALL TO ORDER

The Board of Directors Meeting was called to order by President Ron Swor at 18:06 due to a fire.

CITIZEN INPUT: AGENDA ITEMS

None.

PRESENTATIONS

Canby Builders Award Recognition

Mike Maxwell, a representative from Canby Builders arrived to receive a plaque of gratitude from Canby Fire. Chief Davis expressed his appreciation for the support of Canby Builders and their collaboration in the installation of the fill station. Upon the arrival of the fill station, it was discovered that it was exceptionally heavy, requiring assistance from Canby Builders to move it into the correct location. Canby Builders had to improvise with pipes and utilize two forklifts to roll it in to place. We extended our sincere gratitude to Canby Builders for their valuable assistance.

Swearing in of Fire Inspector

Chief Davis introduced Mark Crawford, our new Fire Inspector. Mark Crawford started on the 12th of February. DC English read a biography on behalf of Fire Inspector Crawford.

CONSENT AGENDA

Minutes CFO Fawcett

- **January 24, 2024, Board meeting**

Bills CFO Fawcett

A motion to approve the consent agenda from the January 24, 2024 Board meeting was made by Director Steve Thoroughman. The motion was seconded by Secretary / Treasurer Shawn Carroll and approved unanimously.

FINANCIAL REPORT (CFO Fawcett)

Financials: CFO Fawcett reported on the following:

- State Pool Interest increased to 5.0%
- LGIP General Account shows a total of \$7,779,784.75.
- LGIP Bond Account shows a total of \$9.82.
- Current Deposits & Earnings shows a total of \$1,021,987.45
- Current Expenses show a total of (\$547,464.16)
- Total available to the District is \$8,494,350.86
- Current Year Taxes show 95.93% received of Budget in FY24
- Prior Year Taxes were fully received of Budget in FY24
- Radio Fund shows a total of \$6,645.62.
- Ambulance Service has received 63.74% of Budget in FY24

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

- January 15, 2024 = \$182,922.85
- January 31, 2024 = \$198,799.75
 - Monthly Life Insurance via A/P = \$784.84
 - Monthly Medical Insurance via A/P = \$57,408.00
- Total Payroll and Benefits Costs for January 2024: \$439,915.44

CORRESPONDENCE (FC Davis)

Chief Davis shared the correspondence from Kiwanis Club for hosting and promoting the donation barrel for The Community Food and Toy Drive. A thank you to Firefighter Julio Quevedo and Canby Fire for the CPR class.

CITY COUNCIL (Councilor Davis)

Things are going very well with The City.

Annual goal setting: The goal setting session involved a session on management profiles and another date will be set in the future for additional goal setting to take place.

Urban Renewal: The URD is slated to sunset in FY26, if not sooner. The completed projects were discussed as well as the very few future projects yet to be completed. The new athletic complex was discussed and where the funding would come from to purchase the land needed to move forward with this project. A work session will be held March 13, 2024. More to follow.

CHIEF'S REPORT

Chief Davis was given the opportunity to accept a donation on behalf of the RDFRAF from Hope Village. Bill Vermillion called for those who have been affected by Canby Fire to raise their hand, and more than 80% of the attendees had been impacted by the service of our Fire District. Chief Davis recounted some of the stories of compassion shared with him at the event.

SDAO Conference (Vice-President Austen)

Vice President Connie Austen expressed her gratitude to Chief Davis for affording her the opportunity to attend the four-day SDAO conference. She discussed some of the things she learned, including recent law changes, upcoming House and Senate Bills, and Federal updates. Vice-President Connie Austen provided information from the SDAO Annual Conference 2024 on the authority, duties, and liabilities of Special District Board Members and Staff. She also mentioned that every speaker was excellent. Chief Davis added that the City can also provide executive training. The Board was interested and asked Chief Davis to set up the training.

New Hires (FC Davis)

The new Canby Fire Firefighters will begin by working four 10-hour days. Firefighter Julio Quevedo will lead the first official Canby Fire Academy, which will be FF1-based and completed over two months. Firefighter Julio Quevedo and Chief English have created an excellent training schedule, and we will conclude the Academy with a graduation ceremony.

Administrative Report (CFO Fawcett)

CFO Fawcett reported that between the temporary AAI's and herself, the office is keeping up on the daily workload. AAI Shaw informed CFD Admin Staff that she was approved by the State to extend her family leave until June 30th. On April 8th she will come back to work two days a week until the end of the fiscal year. It is anticipated that by the month of May she will know more extensively about her future return to work schedule.

Deputy Chief Report (DC Dale)

No report.

Division Chief Report (DC English)

Chief English informed us that Canby Fire District has dedicated FF1 volunteers who are diligently undergoing training. CERT volunteers have also been active in training. He noted that the Clackamas County Fair grounds will serve as a primary evacuation center, in the event of an extensive emergency incident. Additionally, the Radio Group has been active. The County's EOC representative has trained in communications with our Canby Fire Radio Group enabling us to send documents via ham radio transmission. During a recent cell tower outage, two of our Radio Operators set up emergency communications as a drill. Chief English emphasized that even during tower outages, which is the primary communication line for emergency responders, that the drill was very successful.

Chief English informed us that he and Inspector Mark Crawford have established an inspection system with the State of Oregon and updated the documents with the County. We are also in the process of contracting with a vendor to update our documentation and align it with our website. Canby Fire is reviewing two fee schedules used throughout the industry and aims to have them vetted by the next Board meeting. This is a priority for the preventive aspect of our district. Chief Davis mentioned that DC English and DC Austen have done a tremendous job with onboarding the numerous new volunteers that we have budgeted, and our Volunteer Program is at capacity.

State Water Tender (FC Davis)

Chief Davis mentioned that we have all the equipment for the apparatus and the State is beginning to distribute the apparatus to the awarded agencies. Canby Fire should receive their Water Tender soon.

Volunteer Report (DC Austen)

Wayne Austen thanked Ron Swor for the use of the Four-Square Church to host the Awards Banquet. The magic show entertainment was held after dinner and the Awards Ceremony. Canby Fire District is excelling with its students, and there is more growing interest in joining. There are various stages of training, and our Water Tender Volunteers are performing admirably. The Rehab Group is doing an excellent job, as evidenced by their response to the recent barn fire. We have a strong and dedicated group of volunteers that we are very proud of. There is a

promising influx of volunteers who already have a career and who just want to volunteer. DC Austen expressed gratitude to the Board for affording him the opportunity to attend the SDAO Conference with his spouse, Vice-President Connie Austen.

OLD BUSINESS

Administrative staffing (FC Davis)

Chief Davis shared that at the last Board meeting, Staff was asked to provide additional information regarding the administrative staffing budget. CFO Lori Fawcett covered the agenda item provided and confirmed that the budget does indeed provide funding for the new Data Records Specialist/ Administrative Assistant III position.

A motion was made by Director Steve Thoroughman to un-table the motion from last month's meeting, which had been stated as follows:

“Director Thoroughman made a motion that the Board authorize the Fire Chief to hire an additional full time Administrative Assistant at Canby Fire District. Director Carroll seconded the motion. Director Thoroughman then amended his motion, to state that we move forward to hire someone but table the vote until the next board meeting. Director Carroll seconded the motion, and it was unanimously approved.”

The motion to un-table the motion from last month's meeting was seconded by President Ron Swor and the motion to authorize the Fire Chief to hire an additional full-time Administrative Assistant at Canby Fire District was unanimously approved.

NEW BUSINESS

Purchase of Chaplain's Vehicle (DC English)

Chief English shared that originally two vehicles were being considered: one for the Chaplains and the other for the Fire Inspector. Funding has been dedicated to purchase the Chaplain's vehicle via the RDFRAF, the Canby Police Department, and the Canby Fire Volunteers. DC English shared that the vehicle up for consideration is a Ford Explorer priced at \$47,050.00 with a six-cylinder engine. The pricing is based upon a State Bid. The Chaplain's vehicle will be housed at Canby Fire District. Secretary/Treasurer Shawn Carroll noted that the RDFRAF vehicle discussed at the RDFRAF meeting was disclosed as a sedan.

A motion was made by Director Steve Thoroughman that we purchase the Chaplain's vehicle through the State Bidding process. Vice-President Connie Austen seconded the motion and was unanimously approved.

Executive Session: ORS 192.660(2)(a)

President Ron Swor made a motion to move into executive session per ORS 192.660(2)(a) and read the Executive Session associated script to consider the employment of a public officer, employee, staff member or individual agent. The motion was seconded by Director Steve Thoroughman and unanimously approved. Regular Session Adjourned into Executive Session at approximately 1930 hours.

A motion was made by _____ to exit Executive Session and reconvene Regular Session. The motion was seconded by _____ and unanimously approved. Regular session reconvened at approximately 1945 hours.

CITIZEN INPUT: NON-AGENDA ITEMS

None.

Fire Chief Process

Director Steve Thoroughman shared that the Board of Directors would like to start an internal process for the next Fire Chief. The interviews will be held on April 13th at Canby Four-Square Church from 0900 to 1200 hours.

The Board updated some language in the Fire Chief Internal Job Announcement to include that applicants must live within ten miles of the Main Fire Station located on Pine Street.

GOOD OF THE ORDER

- Director Carroll thanked DC English and the crew regarding their customer service during a recent health incident. He commended their professionalism.
- President Ron Sworn expressed his gratitude for prayers and support offered following the passing of his brother. In addition, he requested prayers for his mother as she continues to navigate this challenging time and asked for prayers for his brother's adult children.
- Chief Davis shared that he must travel to New York following the loss of his brother to help put his estate in order.

ADJOURNMENT

A motion to adjourn from the regular Board of Director's 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 2020 hours.

NEXT MEETINGS:

REGULAR BOARD OF DIRECTORS

Date: Wednesday, March 27, 2024

Time: 1800 hours (6pm)

Location: Station 361 and ZOOM

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

Meeting ID: 869 2396 5328

APPROVED

Director Shawn Carroll
Board Secretary/Treasurer