

CANBY FIRE DISTRICT

BOARD OF DIRECTORS' MEETING

Wednesday, September 16, 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 (via phone)	☒	AAIV Susan Arterberry
☐	Director Steve Thoroughman	☒	AAII Sarah Classen

Also, in Attendance

In Person: Tim Nichols, Lt. Hertzog.

Via ZOOM: Michael Miller

Via ZOOM (without full names listed):

CALL TO ORDER

The Board of Directors' Meeting was called to order by Vice President Ron Swor at 7:01 PM, 1901 hours.

CITIZEN INPUT: AGENDA ITEMS

None

CONSENT AGENDA

Minutes (AAII Sarah Classen)

- August 19, 2026
- Bills (AAIV Arterberry)

A motion to approve the consent agenda from August 19, 2026, Board meeting was made by Vice President Ron Swor. The motion was seconded by Director Buner Ellis III and unanimously approved.

- Vice President Ron Swor-Aye
- Secretary/Treasurer Connie Austen-Aye
- Director Buner Ellis III-Aye

FINANCIAL REPORT (AAIV Arterberry)

August 2026 Financials: AAIV Arterberry reported on the following:

- State Pool Interest remained static **4.00%**
- LGIP General Account shows a total of **\$5,968,991.32**
- LGIP Bond Account shows a total of **\$0.02**
- Current Deposits & Earnings shows a total of **\$1,204,427.92**
- Current Expenses show a total of **(\$1,143,293.95)**

- Total available to the District is **\$6,490,064.78**
- Current Year Taxes show **\$204.38** received in August for FY27
- Prior Year Taxes show **\$26,190.26** received in August for FY27
- Radio Fund shows a total of **\$6,867.37**
- Ambulance Service has received **\$151,349.45** in August, **20.22%** of budget for FY27

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

- August 15, 2026= **\$393,446.22**
- August 31, 2026= **\$343,992.55**
 - Monthly Life Insurance via A/P = **\$1,510.85**
 - Monthly Medical Insurance via A/P = **\$93,056.00**
- Total Payroll and Benefits Costs for August 2026: **\$832,005.62**

AAIV Arterberry reported that personnel services for the fiscal YTD are at 18% of the budget. She noted that the increase is primarily due to the Conflagrations the District has participated in and confirmed that those expenses will be reimbursed. She also stated that July 2026 ambulance revenue was lower than anticipated, but revenue has increased for August 2026 and is aligning with projections.

Vice President Ron Swor asked whether the conflagration reimbursements would fully cover the related expenses, and AAIV Arterberry confirmed they would.

ADMINISTRATIVE REPORT

Correspondence (FC Dale): FC Dale reported on four (4) items of correspondence: two (2) thank-you letters for service, a letter from Hoodland Fire expressing appreciation for his assistance with their Fire Chief hiring process, and a thank-you letter from CFD retired Captain Bob Bunnell for the staff donations following his house fire.

City Council (Director Thoroughman): Director Thoroughman was not present, no report.

Volunteer (DC Austen): DC Austen reported that he attended the Clackamas County Fair during last month's board meeting and noted that the Fair went well, with strong volunteer participation. He also shared that several volunteers assisted with the Cutsforth Car Show, which was a great success. Additionally, Rehab Volunteers supported the Dahlia Run event.

DC Austen stated that Thursday drill nights at Station 365 are going well, with excellent volunteer participation. Vice President Ron Swor asked what the next major event would be. DC Austen responded that planning for the upcoming Christmas Banquet is underway, including the formation of the committee for the awards ceremony.

DC Austen invited the Board to attend the banquet and expressed hope that they will join the event.

Assistant Chief's Update (AC English): AC English reported on the medic remount project with Braun Ambulance. He noted that the Station 365 intern residency program is progressing, with the goal of two interns living at the station and one additional bed available as needed. He also provided updates on improvements to station lighting and landscaping, noting positive feedback from community members regarding the station's enhanced street appeal.

Chief's Update (FC Dale): FC Dale reported that his update is included in the Board packet.

OLD BUSINESS

None

NEW BUSINESS

October Board meeting date change from 10/21/26 to 10/14/26 (Vice President Swor)

President Shawn Carroll requested that the October Board meeting date be changed from October 21, 2026, to October 14, 2026. Vice President Swor noted that President Carroll is unable to attend on the originally scheduled date and would like to be present for the meeting.

A motion was made to authorize the change of the October Board of Directors' meeting to 10/14/2026 by Secretary/Treasurer Connie Austen. The motion was seconded by Director Buner Ellis III and unanimously approved.

- **Vice President Ron Swor- Aye**
- **Secretary/Treasurer Connie Austen- Aye**
- **Director Buner Ellis III- Aye**

Agenda Bill for new/replacement fire engine FY29 (FC Dale)

FC Dale asked AC English to provide an update on the Canby Fire apparatus replacement schedule and supporting information. AC English reported that the current apparatus replacement schedule identifies a 25-year service life for fire engines. The oldest engine in Canby's fleet is a 1999 Pierce fire truck, with an estimated replacement year of 2024.

AC English explained that the purchase of the replacement engine will be made through H-GAC Buy (Houston-Galveston Area Council Cooperative Purchasing Program) under contract FS12-23, valid until November 30, 2027. With a registered End User Interlocal Contract, this procurement method satisfies standard public RFP requirements.

The current Canby Fire Apparatus Replacement Schedule estimates the replacement cost at \$1,452,000 in FY29. Due to significant increases in build times across the fire apparatus industry, the estimated build time for this engine is 29 to 34 months. AC English shared a photo of the engine schematics and noted that the design is not extravagant. PPI Production has priced the engine at \$1,137,971, reflecting the anticipated cost in three (3) years. The contract includes an annual price escalator of five (5) percent.

Vice President Ron Swor asked whether the increases could exceed five (5) percent per year and result in more than a 15% total increase. AC English stated that Pierce predicts a total increase of approximately 15% over the three (3) -year period and noted that negotiations with Pierce have historically been favorable.

Secretary/Treasurer Connie Austen asked about the build timeframe and communication process during production. AC English explained that a build number will be assigned, allowing the District to track progress, and he outlined how the inspection process takes place throughout the build.

A motion was made to authorize the Fire Chief to sign a contract with Hughes Fire Equipment for the purchase of a Pierce Enforcer fire engine not to exceed \$1,452,000.00 by Secretary/Treasurer Connie Austen. The motion was seconded by Director Buner Ellis III and unanimously approved.

- **Vice President Ron Swor- Aye**
- **Secretary/Treasurer Connie Austen- Aye**
- **Director Buner Ellis III- Aye**

FC Dale thanked the Board and expressed appreciation for maintaining the District's apparatus replacement schedule. He also thanked the staff for their work in researching and identifying the appropriate apparatus to purchase.

Board policy changes (FC Dale) First Reading

FC Dale presented proposed changes to the Board Policies Manual for the Board's first reading. He shared that the District's Attorney recommended updates to the meeting room guidelines, as well as miscellaneous language updates recommended by SDAO.

Director Buner Ellis III asked how often citizens request use of the District's meeting rooms. FC Dale responded that such requests are infrequent, and the District maintains an internal schedule to consider any potential use. Director Buner Ellis III also asked whether etiquette or rules exist for room usage. FC Dale explained that the SOG guidelines for meeting room use address these expectations.

Vice President Ron Swor noted that Secretary/Treasurer Connie Austen learned at the SDAO conference that some organizations have been sued by controversial groups for denying access to meeting rooms, prompting the need for updated policy language.

FC Dale recommended that this serve as the first reading. The proposed changes will be brought to next month's meeting for a second reading and request for approval.

CITIZEN INPUT: NON-AGENDA ITEMS

None

GOOD OF THE ORDER

FC Dale reported that the CFD Fall Newsletter has been distributed at seven (7) locations throughout the community. He noted that the quarterly newsletter continues to be an effective way to connect with residents who are not active on social media.

Secretary/Treasurer Connie Austen asked how FC Dale's son is enjoying college. FC Dale shared that his son is having a great experience, and that he is now officially an empty nester.

PRESENTATION

Director Steve Thoroughman was scheduled for recognition of service; however, he was not present. Vice President Ron Swor suggested postponing the recognition to the next Board meeting in hopes that Director Thoroughman can attend.

ADJOURNMENT

A motion to adjourn from the regular Board of Directors meeting was made by Secretary/Treasurer Connie Austen. The motion was seconded by Director Buner Ellis III and unanimously approved.

- Vice President Ron Swor- Aye
- Secretary/Treasurer Connie Austen- Aye
- Director Buner Ellis III- Aye

The Regular Board of Directors meeting adjourned at 7:50 PM, 1950.

NEXT MEETING:

REGULAR BOARD OF DIRECTORS' MEETING

Date: October 14, 2026

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