

CANBY FIRE DISTRICT

BOARD OF DIRECTORS MEETING

Wednesday, January 21, 2026
Regular Session 7:00 PM (1900 hours)
Held at ZOOM and Canby Fire Station #361

ATTENDANCE

<input checked="" type="checkbox"/>	President Ron Swor	<input checked="" type="checkbox"/>	FC Matt Dale
<input type="checkbox"/>	Vice President Shawn Carroll	<input checked="" type="checkbox"/>	AC Matt English
<input checked="" type="checkbox"/>	Secretary/Treasurer Connie Austen	<input checked="" type="checkbox"/>	DC Wayne Austen
<input type="checkbox"/>	Director Buner Ellis III	<input checked="" type="checkbox"/>	CFO Lori Fawcett
<input checked="" type="checkbox"/>	Director Steve Thoroughman	<input checked="" type="checkbox"/>	AAIII Susan Arterberry (Zoom)

Also, in Attendance

In Person: Elliot Steward and family, Hayden Matlock and family, Will English and family, Colin Vian and family, Julio Quevedo, Lt Hertzog, Lt Holmes, Sean Fuller, Jack Smith, Jack Shunn, Brad Frank

Via ZOOM:

Via ZOOM (without full names listed): None

CALL TO ORDER

The Board of Directors meeting was called to order by President Ron Swor at 7:02 PM, 1902 hours.

CITIZEN INPUT: AGENDA ITEMS

None

PRESENTATIONS FC Dale introduced Training Officer Julio Quevedo. TO Quevedo gave a brief introduction of our hiring, interview, and academy processes. Introduced were FF/P Elliot Steward, FF/P Hayden Matlock, FF/EMT Will English, and FF/EMT Colin Vian. A biography for each FF was read. FF's were sworn in by CFD Board President Ron Swor. The FF's introduced their families and badges were pinned. Photos were taken, a short recess was called by President Swor and refreshments were served. President Swor call the meeting back into session after five minutes.

CONSENT AGENDA

Minutes AAIII Arterberry

- **December 17, 2025**

Bills CFO Fawcett

A motion to approve the consent agenda from December 17, 2025, Board Meeting was made by Director Steve Thoroughman. The motion was seconded by Secretary/Treasurer Connie Austen and unanimously approved.

- **President Ron Swor-Aye**
- **Secretary/Treasurer Connie Austen-Aye**
- **Director Steve Thoroughman-Aye**

FINANCIAL REPORT (CFO Fawcett)

December 2025 Financials: CFO Fawcett reported on the following:

- State Pool Interest decreased to **4.25%**
- LGIP General Account shows a total of **\$11,211,615.93**
- LGIP Future Reserve Account (prior Bond) **\$.02**
- Current Deposits & Earnings shows a total of **\$662,869.21**
- Current Expenses show a total of **(\$850,149.97)**
- Total available to the District is **\$11,423,298.78**
- Current Year Taxes show **\$622,605.00** received in December for FY26
- Prior Year Taxes show **\$2,280.00** received in December for FY26
- Radio Fund shows a total of **\$6,866.91**
- Ambulance Service has received **\$169,830.98** in December, **68.14%** of budget for FY26

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

- December 15, 2025= **\$251,980.56**
- December 31, 2025= **\$228,654.80**
 - Monthly Life Insurance via A/P = **\$1,239.38**
 - Monthly Medical Insurance via A/P = **\$98,210.00**
- Total Payroll and Benefits Costs for December 2025: **\$580,084.74**

CFO Fawcett reported LGIP interest is good at 4.25%, and a new record for ambulance revenue was set in December. The auditor will be presenting the FY25 audit results via Zoom at the next board meeting.

ADMINISTRATIVE REPORTS

Correspondence (FC Dale): FC Dale reviewed thank you cards and drawings from Canby first graders for field trips that included Canby Fire, Canby Police and Canby Utility.

City Council (Board Director): Director Thoroughman reports the city approved a new fee schedule and Counselor Jim Davis resigned as the fire district liaison. The council liaison for Canby Fire District is now Traci Hensley, Council President. Secretary/Treasurer Austen asked if the city is still planning to close the URD at the 02/04/2026 council meeting. Chief Dale was assured by the city administrator that it will be discussed on 02/04/2026. FC Dale will confirm with the board once the city posts the meeting agenda.

Risk Reduction (AC English): AC English reports Inspector Johnston completed 383 inspections for the year, more than anticipated. Inspector Johnston is doing great work. They are still working with Clackamas County and the city on business licenses data. New Intern and Volunteer interviews are planned for January 28-29, 2026. There are nine (9) candidates for Intern positions, and seven (7) candidates for volunteer positions.

Volunteer Report (DC Austen): DC Austen reports volunteers are planning for their annual blood work, physicals, and working on Target Solutions training. TO Quevedo is doing a great job at leading drill. Through the interview process mentioned in AC English's report, they will be taking on four (4) new interns and four (4) new volunteers. ST365 Thursday night volunteer staffing from 6:00 PM to 10:00 PM has been very successful. The engine is dispatched and gives the volunteers great opportunity to respond to calls.

Chief's Update (FC Dale): FC Dale reviewed the monthly pictures, highlights, upcoming events and notable calls. FC Dale reviewed the two-year transition plan for CFO Fawcett's retirement, AA III Arterberry will become AA IV and eventually move into the CFO position, AA III Shaw will become an AA IV and take over EMS records duties, and we will hire a new AAI to take on reception and basic administrative duties. CFO Fawcett plans to retire May 1, 2026, work back full time until September 1, 2026, and go to part-time. She will keep audit and budget responsibilities until the transition is complete. Director Thoroughman complimented CFO Fawcett on the work she has done for the District and noted how professionally she has managed the District finances.

OLD BUSINESS

2026 Strategic Plan (AC English) FC Dale made a second review of the 2026 Strategic Plan with updates suggested at last month's board meeting noted. AC English stated the 2026 Strategic Plan is enduring and is designed to remain relevant through changing times.

A motion to approve the 2026 Strategic Plan was made by Director Steve Thoroughman. The motion was seconded by Secretary/Treasurer Connie Austen and unanimously approved.

- **President Ron Swor-Aye**
- **Secretary/Treasurer Connie Austen-Aye**
- **Director Steve Thoroughman-Aye**

Board Policy Update (Chief Dale) FC Dale reviewed the second reading of the policy update recommended by SDAO that requires ethics training once per term for each board member.

A motion to approve the section 1.5 board policy update requiring ethics training once per term for each board member was made by Director Steve Thoroughman. The motion was seconded by Secretary/Treasurer Connie Austen and unanimously approved.

- **President Ron Swor-Aye**
- **Secretary/Treasurer Connie Austen-Aye**
- **Director Steve Thoroughman-Aye**

NEW BUSINESS

FY27 Budget Process (CFO Fawcett)

- **Approve Budget Calendar:** CFO Fawcett reviewed the budget calendar. The board declined a budget workshop.

A motion to approve the FY2026/2027 Budget Calendar for the Canby Fire District Budget process as presented was made by Director Steve Thoroughman. The motion was seconded by Secretary/Treasurer Connie Austen and unanimously approved.

- **President Ron Swor-Aye**
- **Secretary/Treasurer Connie Austen-Aye**
- **Director Steve Thoroughman-Aye**

- **Appoint Budget Officer:** FC Dale proposed CFO Fawcett as budget officer.

A motion to appoint CFO Lori Fawcett as the Budget Officer for the FY2026/2027 Budget process was made by Director Steve Thoroughman. The motion was seconded by Secretary/Treasurer Connie Austen and unanimously approved.

- **President Ron Swor-Aye**
- **Secretary/Treasurer Connie Austen-Aye**
- **Director Steve Thoroughman-Aye**

- **Re-Appoint Budget Committee Members:** CFO Fawcett recommends last FY budget Process committee members Paula Brotherton, Jerry Burn, AJ Howard, Tim Nichols, and John Zieg be re-appointed.

A motion to re-appoint Budget Committee Members Paula Brotherton, Jerry Burn, AJ Howard, Tim Nichols and John Zieg for the FY2026/2027 Budget process was made by Secretary/Treasurer Connie Austen. The motion was seconded by Director Steve Thoroughman and unanimously approved.

- **President Ron Swor-Aye**
- **Secretary/Treasurer Connie Austen-Aye**
- **Director Steve Thoroughman-Aye**

CITIZEN INPUT: NON-AGENDA ITEMS

None

GOOD OF THE ORDER

FC Dale reviewed the CFD Board of Directors meeting schedule for 2026. Board members report no conflicts.

Director Thoroughman reports an acquaintance, Captain Rob Wurpes, recently retired from the Clackamas County Sheriff's Office and was instrumental in the C800 Radio Group. Rob was awarded a CFD Board of Directors Challenge Coin from Director Thoroughman for his contributions and was thanked on behalf of Canby Fire District.

ADJOURNMENT

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

- **President Ron Swor-Aye**
- **Secretary/Treasurer Connie Austen-Aye**
- **Director Steve Thoroughman-Aye**

The Regular Board of Directors meeting adjourned at 7:52 PM, 1952 hours.

NEXT MEETING:

REGULAR BOARD OF DIRECTORS MEETING

Date: Feb 18, 2026

Time: 1900 hours (7:00 PM)

Location: Station 361 and ZOOM

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

Meeting ID: 869 2396 5328

APPROVED

Director Connie Austen
Board Secretary/Treasurer