

CANBY FIRE DISTRICT
BOARD OF DIRECTORS MEETING
Wednesday, March 22, 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 <i>via ZOOM</i>
	<input checked="" type="checkbox"/> DC Jim Walker
	<input checked="" type="checkbox"/> AAIII Leanna Shaw

Also in Attendance: Lt. Holmes, FF Laloli, FF Imes, FF Rotter and family, Tracy Castor and granddaughter

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.

PRESENTATIONS

Tracy Castor participated in the life saving event at Canby Fred Meyer and was recognized at tonight's Board of Director's meeting. Tracy was presented with the life saving coin by Chief Dale.

FF Imes was presented a Special Unit Citation by Chief Davis for his time as an Intern with Canby Fire and the great work he performed and time he dedicated to our community.

CONSENT AGENDA

A motion to approve the consent agenda from the February 22, 2023 Board of Directors meeting was made by Secretary / Treasurer Buner Ellis III. The motion was seconded by Vice President Steve Thoroughman and unanimously approved.

FINANCIAL REPORT (CFO Fawcett)

Financials: AAIII Shaw reported on the following:

- State Pool Interest increased to 3.75%
- LGIP General Account shows a total of \$5,841,309.98
- LGIP Bond Account shows a total of \$5,902.04
- Current Deposits & Earnings shows a total of \$575,384.19
- Current Expenses show a total of (\$717,707.97)
- Total available to the District is \$6,115,806.50
- Current Year Taxes show 104.90% received of Budget in FY23
- Prior Year Taxes shows 108.10% received of Budget in FY23
- Radio Fund shows a total of \$11,598.91
- Ambulance Service has received 78.11% of Budget in FY23

Payroll: AIII Shaw reported the payroll costs for the month of February as follows:

- February 15, 2023 = \$171,732.70
- February 28, 2023 = \$186,079.05
 - Monthly Life Insurance via A/P = \$1,080.19
 - Monthly Medical Insurance via A/P = \$55,752.00
- Total Payroll and Benefits Costs for February 2023: \$414,643.94

FY22 Audit Status Update:

None.

CORRESPONDENCE (FC Davis)

- Chief Davis shared that we are very blessed to have CFO Fawcett on our team as our CFO. We have recently been preparing for the budget and those processes that follow. CFO Fawcett continuously reaches out to the County for updated reporting and trending as well as meeting with Chief Davis frequently.
- Thank you note from various community members for all the great work our crews do.

CITY COUNCIL (Councilor Davis)

- Meeting Cancellation: The last meeting was cancelled.
- ARPA Funding Request: CFO Fawcett and Chief Davis looked into ARPA funding, specifically regarding how Special Districts can use these funds. Requests for reimbursement to Canby Fire have been submitted to the City.
- Park Maintenance Fee: This fee was reversed back to a five-year tax that will be re-voted on every five years.
- City Comp. Plan: This plan has not been updated since 1982. New commercial growth areas and high-density housing must be identified as part of this process to update the plan. This process should take about a year and a half.
- Chamber Awards Gala: Chief Davis presented the Canby CARE award to Frank Cutsforth, who was very appreciative, at the Gala. This event went very well.

CHIEF'S REPORT

Bi-Monthly Staff Reports (FC Davis)

Chief Davis explained that the bi-monthly reports would mean that one month would entail staff reports and the next month will be used for education, presentations, etc. This is completely open to the Board for decision. The Board agrees that the reports will remain monthly, but if there is nothing to report then we can move forward with the meeting.

Tabletop Exercise May 25 (FC Davis)

This exercise will be at the Emergency Operations Center and include Canby Police, Canby Fire, school district representatives, Canby Utility, and City Staff regarding a train derailment scenario.

May Firefighter Testing (FC Davis)

This is for the Captains / Lieutenants promotional testing.

Board Filings Update (FC Davis)

Thank you to our members who submitted their paperwork to the County.

C800 / CCOM Update (FC Davis)

WCCA is doing a great cleanup after taking this large project on. The budget and formulas to review were presented to the Fire Chiefs. Chief Davis is trying to get the overage paid for by ARPA funds from the City, but it has decreased by almost half due to County ARPA funding and selling some equipment. This figure continues to fluctuate, so we will continue to wait to see a finalized number. This expense has been included in our budget as a safe measure, which will be seen when the budget is presented.

Board Sweatshirts (AIII Shaw)

It was confirmed that all Board members have their new sweatshirts except President Carroll. Firefighter Starrett, who took over for Bo Ramos upon his leave, is working to find a new company that will do our embroidery.

Levy Update (FC Davis)

The Levy informational mailer was provided to the Board, as well as the presentation. Please keep in mind with this presentation that the entities that will receive this presentation have already been presented with an overview presentation, so this focuses on the levy details and more in-depth figures for staffing and such.

There is a ten-dollar cap for Clackamas County taxes, so this replacement levy, if passed, will put Canby Fire as the top levy taxpayer in the County. Being the largest levy means our percentage of compression will be highest. Currently the top four are as follows:

- City of Canby at \$0.49
- Public Safety at \$0.36
- Vector Control at \$0.25
- Canby Fire at \$0.45

Administrative Report (CFO Fawcett)

CFO Fawcett reported on the following items:

- Working on the FY24 Budget
- Working with the Auditors to wrap up the FY22 Audit
- Preparing for the replacement levy
- Navigating the Columbia to Umpqua Bank transition
- Monthly Financials
- Ops was held where the draft budget was presented, revenue forecasting and how this is applied to expenses was explained to the Officers by CFO Fawcett. This was a very beneficial meeting.
- More audit deliverables have come through via email, including cleaning up the fixed assets, that Lori is working on. The last email received from the auditors sounds like they are getting close to finalizing everything. Lori feels we will have our audit complete on time.

AIII Shaw reported on the following items:

- Working on items for the Captain / Lieutenant Test held in May
- Helping with the onboarding of Garrett Rotter
- Reconciliations are being caught up on, including the VISA, Payroll Timecards, Ambulance Revenue, and the new monthly reconciliation from Dani
- Preparing the levy replacement presentation

EMS Report (DC Dale)

The Ambulance Service Plan update is still underway. EMS subcommittee work groups will bring their information back to the stakeholders to help prepare a draft of the plan for the County Commissioners. Ambulance licensing criteria is being looked at by Chief Dale to make sure we continue to be compliant with the State. Kaiser Sunnyside Hospital STEMI meetings are being attended by Chief Dale. Chief Dale attended the Molalla Fire Board meeting for March to present items relating to the ambulance service plan, as the Canby Fire Board was presented. The GEMT data reporting will start in July of this year with Chief Dale, CFO Fawcett, and AIII Shaw. This data collected by various agencies will be reviewed by the federal government to hopefully help reduce costs. GEMT #2 for CCOs was approved, so each contract with the eleven CCOs will need re-signed. Chief Dale continues to attend a frequent user of the 9-1-1 system meeting every other week, which has shown to be improving the situation. Chief Dale is setting up training for Buprenorphine. Chief Dale believes there is a streamline / commonality coming to life out of all these committees for the emergency medical service industry in Clackamas County. AMR, who is now also using ESO charting, received the contract for Washington County so they have expanded their operations.

Training / Operations Report (DC English)

NFPA taskbooks have been getting done with everyone. There will be a DPSST assessment on May 5 to look at training practices and such, which we are confident on. Volunteer drills have been comprised of mandatory training. A FF1 Academy within Canby Fire only, internally, will be implemented using Canby's gear and personnel. The radio group met last Wednesday and are doing very well. They are now able to use wide-band radio to send emails and such. This will go hand-in-hand with our CERT group and Rotary Ready, making this team even stronger and more versatile. There is also interest in drone pilots. Elite training for Company Officers to track company inspections and retain those records moving forward. This is a State program, run by the State, so it is reliable and easier for us to use without managing and keeping current with updates. Garrett Rotter is doing great. The next Battalion training is being scheduled. Chief Dale and English will be at DPSST tomorrow with crews. Vice President Thoroughman brought up the point that there may be additional requirements with drones through the Fire District, so Chief English will look into this and make sure we are compliant prior to implementing anything.

Community Risk Reduction (DC Walker)

Chief Walker and English spent time out at Mark's Place regarding parking on 16th and apparatus turnarounds. This meeting was well worth the time spent and quieted some nerves from neighbors. Mark's Place / Palish Homes is moving forward with their project. A food pod area off Sequoia was reviewed as a potential new addition. Chief Walker is working on various emergency operations plans and legislative bill reviews as well as working with the County on the Wildfire Preparedness Plan. The container place by the Fairgrounds is looking at manufacturing doors and windows, which gives an opportunity to upgrade the building with current fire safety items, such as fire sprinklers. With all the movement in town, Chief Walker has been busy with inspections. Chief Walker accommodated a job shadow last week that went very well.

Volunteer Report (DC Austen)

The Tender group has been on two calls this afternoon and Rehab has been called out several times but ended up not being needed. The Chaplains are always busy and involved in something. Chief English and Austen have been interviewing people for CERT to get this program up and running. This month the Volunteers are finishing up mandatory training and assessments that are due by the end of March. Chief Austen and English interviewed two prospective volunteers and are working on another. One of the interviewees actually attended a Thursday night drill and was very impressed. Some Interns have been applying and there are some from the high school Chief Austen will begin working with.

OLD BUSINESS

District Map Review (FC Davis)

No new update. This is a holding place for a future recommendation.

Second Reading and Approval of Updated Board Policy 10 (President Carroll)

A motion to approve the second reading and approval of Board Policy 10 was made by Vice President Steve Thoroughman. The motion was seconded by Director Ron Swor and unanimously approved.

2023 / 2024 Budget Update (CFO Fawcett)

CFO Fawcett is on version five of the budget as of today and is getting very close balancing for FY24. Once the final numbers come from the budget custodians, the budget can be finalized and placed in the budget binders to be distributed.

Fire Chief Interview Process Reminder (FC Davis)

Chief Davis has been communicating through President Carroll for a May 10th outside interview panel for the Fire Chief hiring process. The Board will decide how to move forward with Board interviews and decide when to discuss these. The Board agreed to hold an executive session on May 10th at 12:00PM for Board interviews, outside interview comment, and discussions within executive session.

NEW BUSINESS

Banking (CFO Fawcett)

President Carroll reviewed the FDIC regulations and reviewed a portion of the audit language that explains how secure our banking is. Vice President Thoroughman would like more research to go into the security of each bank to make sure we have made a good, strong choice. CFO Fawcett will reach out to the Bond Council representative we used and see if there would be any costs associated with them checking on bank security. CFO Fawcett is very diligent in keeping no more than \$250,000 in Umpqua, aside from funds needed to clear checks and such.

CITIZEN INPUT: NON-AGENDA ITEMS

None.

GOOD OF THE ORDER

None.

ADJOURNMENT

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

The Regular Board of Directors meeting adjourned at 1953 hours.

NEXT MEETINGS:

REGULAR BOARD OF DIRECTORS

Date: Wednesday, April 26, 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