

CANBY FIRE DISTRICT

BOARD OF DIRECTORS MEETING

Wednesday, March 27, 2024

Regular Session 6:00PM (1800 hours)

Held at the Canby Fire Station #361 and via ZOOM

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 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"/>	AAIII Susan Arterberry

Also, in Attendance

In Person: The families of Sean Fuller, Michael Hargitt, Brendan Sommers, and Natalie Stetzel

Via ZOOM: Austin Holmes, Julia Wanner

Via ZOOM (without full names listed):

CALL TO ORDER

The Board of Directors Meeting was called to order by President Ron Swor at 6:00 PM and the Pledge of Allegiance was recited.

CITIZEN INPUT: AGENDA ITEMS

None

PRESENTATIONS

Introduction of AAIII/Data Records Specialist:

Susan Arterberry

Awards Ceremony Recipients:

Captain Jason Wanner Employee of the Year for 2023

Board Member / Rehab Unit Member Connie Austen for 5 Years of Service

Rehab Unit Member Jackie Krupicka for 5 years of Service

AA III Leanna Shaw for 10 Years of Service

CFO Lori Fawcett for 15 Years of Service.

Swearing In of new Firefighters by President Ron Swor after introductions were made by FF/P Julio Quevedo:

FF/P Sean Fuller

FF/P Brendan Sommers

FF/P Natalie Stetzel

FF/EMT Michael Hargitt

At 6:18 PM, a 10-minute break was called by President Swor to allow for pictures. with the new Firefighters and their families. The meeting reconvened at 6:28 PM.

CONSENT AGENDA

A motion to approve the consent agenda from the February 28, 2024, Board meeting was made by Director Thoroughman. The motion was seconded by Director Ellis and unanimously approved.

FINANCIAL REPORT (CFO Fawcett)

Financials: CFO Fawcett reported on the following:

- State Pool Interest increased to 5.2%
- LGIP General Account shows a total of \$7,466,566.97
- LGIP Bond Account shows a total of \$9.86
- Current Deposits & Earnings shows a total of \$533,660.18
- Current Expenses show a total of \$990,437.15
- Total available to the District is \$7,724,356.11
- Current Year Taxes were fully received of Budget in FY24
- Prior Year Taxes were fully received of Budget in FY24
- Radio Fund shows a total of \$6,645.67.
- Ambulance Service has received 76.62% of Budget in FY24

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

- February 15, 2024 = \$206,922.44
- February 29, 2024 = \$192,399.27
 - Monthly Life Insurance via A/P = \$810.11
 - Monthly Medical Insurance via A/P = \$57,408.00
- Total Payroll and Benefits Costs for February 2024: \$457,539.82

CORRESPONDENCE (FC Davis)

Chief Davis reported one correspondence received from Donovan Burks, a student at Canby High School. He thanked the crew for his recent ride-a-long and for a great experience. Chief Davis thanked the crew as well and stressed the importance of encouraging the next generation of firefighters.

CITY COUNCIL (Councilor Davis)

Annual goal setting: The City Council approved the goals presented by the City Administrator.

Athletic Field Complex: The City Council held a work session, Patrick Sampson of CoGeo, made a presentation of a potential layout for the future athletic fields. While several years away, it would include numerous athletic fields and allow for an indoor activity center. The City is responsible for the property and for running it when it's completed. CoGeo would be responsible for the project. They are the agency who developed Delta Park. Their first choice of location is Canby, with a few other cities being considered. A consulting firm will look at funding options as well as the economic impact on the Fire District.

Motel Update: A couple of developers are working on concepts for future motel possibilities in the City of Canby.

Budget Process: Budget Committee positions and URD Budget Committee positions are open if interested.

CHIEF'S REPORT

Audit Update: CFO Fawcett heard from our auditors this afternoon and they are requiring us to file another extension. This is the second extension requested by the auditors. CFO Fawcett has provided all documentation requested by auditors. The District will put out to bid for new auditors in the coming fiscal year.

Power Outage (FC Davis): There was a PGE feeder line taken out by tree and CERT was activated, Station 363 and CERT distributed generators for citizens on oxygen, and the Rehab Unit helped as well. Outage was from approximately 4:30 AM to 8:30 PM on March 2, 2024. This was a terrific drill opportunity for our Volunteers and demonstrated a successful operation. A big thank you to Canby Rotary for donating the generators. We have no idea of the number of our citizens on oxygen at this time.

State Water Tender (FC Davis): The District is still waiting for the State to deliver the Water Tender. It is expected that it should be delivered by the time fire season begins.

Firefighter Academy (FC Davis): The Board met the new Firefighters from the CFD Academy. Two of our Firefighters are still on probation, Brooke Davis, and Wyatt Ramos. This brings our number of probationary Firefighters up to six. A Graduation Ceremony and reception is to be held at the completion of the Academy. Firefighter Academy Leader Julio Quevedo is doing an excellent job.

Administrative Report (CFO Fawcett)

CFO Fawcett reported that AAIH Shaw is expected to return April 9th for two days a week. Temporary AAI's and our new AAIH have filled the gaps. New hire onboarding is completed and work is continuing on the FY25 Budget. The Budget Committee will meet during the next Board Meeting scheduled for April 24, 2024, at 6:00 PM. Dinner is provided and packets will be distributed to the Board and Budget Committee members before the meeting.

Deputy Chief Report (DC Dale)

DC Dale thanked Chief Davis, CFO Fawcett, and the Board Members for the addition of AAIH Arterberry. She has taken on EMS QI and EMS Billing, as well as Monthly close outs on transports and records releases. KPI's are being reviewed and feedback/patient outcome is being shared with the crews. Canby Fire can improve quality of care and patient outcomes with this important data.

A new Notice of Primary Practices (NPP) brochure including Pulse Point, smoke detector and CPR information was developed and will be given to all patients.

CDF now has access to Clackamas County's data capturing system called FirstWatch. FirstWatch turns raw data into meaningful information to help agencies improve situational awareness, operational performance, and clinical patient outcomes. Canby Fire will use FirstWatch to evaluate PCR's, KPI's, provide feedback to our crews and generate a multitude of QI reports.

I.T. Department improvements have been implemented. Cad System updates and connection issues have been addressed.

Clackamas FD and TVFR purchased an officer training platform called *Calm the Chaos*. We are considering using the same training program. It costs \$250.00 per person and is video based. Officers are given six months to complete the program. The primary benefit is with mutual aid as our officers will have the same training and protocols as our FD/EMS partners.

Cardiac Arrest *Chain of Survival* presentations will be coming up soon. The Red Cross award was approved for the survival drowning last year. More to follow.

Division Chief Report (DC English)

No Report.

Volunteer Report (DC Austen)

DC Austen reported that since last month the Rehab Unit went out on multiple incidents. The Water Tender Group has two (2) new Volunteers ready to come onboard. DC English, Mr. Burns, and DC Austen have been interviewing more Volunteers and our CERT Program is full. Our Volunteers and Radio Group were excellent in providing service during the recent power outage.

Our Intern Program is at full capacity with two people waiting to join.

DC English and the Crews have done a great job on drill nights, working on FF1's & FF2's as well as DPSST sign offs. Changes to come on Volunteer participation as indicated in DC Dale's report. Chief Davis shared that we have a great group of Volunteers and Interns, but as DC Austen said, we couldn't do this without the help and participation of our Career Crews. He voiced a big thank you to all of them.

OLD BUSINESS

None.

NEW BUSINESS

Aurora Fire Email

Chief Davis read an email received from Aurora Fire Chief Williams regarding Canby Fire District providing services to Aurora FD. Additionally, a report from TVF&R was received. It was a feasibility study for TVF&R to provide services to Aurora FD. TVF&R has declined to provide service with Aurora FD due to financial implications, as well as certain operational components. Canby Fire District is always open to working with our partner agencies, however providing services to Aurora FD would not be pursued at this time due to the potential financial and operational impacts to CFD. Chief Davis recommended drafting a letter from President Swor that follows the Board Policy of collaborative efforts and to give consideration of what *functional* elements we could collaborate on. Discussed was had and the Board agreed to the letter recommendation.

Station 365 Asphalt Bid (FC Davis)

Captain Aamodt secured three (3) bids to resurface the asphalt at Station 365. The amount budgeted is \$52,000.00. The bids are as follows:

S-2 Contractors, Inc \$49,306.70

H & H Paving \$56,043.70

Kodiak Pacific \$73,850.00

A motion was made to award the contract to S-2 Contractors to complete the asphalt at Station 365 by Director Carroll. Director Thoroughman seconded the motion. Director Ellis pointed out that some items are missing from the S-2 bid (i.e. base repairs, haul off, and unit pricing) and it included many exclusions. Chief Davis will investigate those issues with the bid and if the amount exceeds what the Board has approved, then we will bring it back to the Board in April for further consideration. The motion was unanimously approved.

Close Prior Bond Account at Umpqua Bank (CFO Fawcett)

CFO Fawcett reported that CFD has an Umpqua Bond Account that is no longer needed. It is now being charged a monthly service fee of \$15. She has requested a refund of the \$15. It is a holding account with no checks attached. CFO Fawcett suggested a motion to close the account. Director Thoroughman stated that a motion and Board vote was not necessary. CFO Fawcett just needed to report the situation to the Board. The Board agreed.

Executive Session: ORS 192.660(2)(d)

Director Carroll made a motion to move into executive session per ORS 192.660(2)(d) and read the Executive Session associated script to conduct deliberations with persons that have been designated to carry on labor negotiations. The motion was seconded by Director Ellis and unanimously approved. Regular Session Adjourned into Executive Session at approximately 7:17 PM.

Before meeting attendees and those not involved in the Executive Session departed, Chief Davis congratulated FF Jack Shunn, who recently passed his Paramedic Exam.

Executive Session Takes Place. The Recording is stopped at this time.

A motion was made by Director Carroll to exit the Executive Session and reconvene Regular Session. The motion was seconded by Director Ellis and unanimously approved. Regular session reconvened at approximately 7:56 PM

CITIZEN INPUT: NON-AGENDA ITEMS

None

GOOD OF THE ORDER

Chief Davis was on a call with Medic 361: Jack Shunn & Liam Imes did a great job.

Shawn Carroll thanked the crews for their help during some recent health issues.

Ron Swor thanked everyone for their kindness and thoughts for the loss of his brother.

Chief Davis took a trip to New York City to take care of his brother's effects. NYPD shared that they were at 50% staffing for their personnel.

ADJOURNMENT

A motion to adjourn from the regular Board of Director's meeting was made by Director Carroll. the motion was seconded by Director Ellis and unanimously approved

The Regular Board of Directors meeting adjourned at 8:05 PM.

NEXT MEETINGS:

REGULAR BOARD OF DIRECTORS MEETING **BUDGET COMMITTEE MEETING**

Date: Wednesday, April 24, 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