

**CANBY FIRE DISTRICT  
BOARD OF DIRECTORS MEETING**  
Wednesday, November 15, 2023  
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 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"/>	AAIII Leanna Shaw

**Also in Attendance**

***In Person:*** Austin and Sierra Holmes, Chloe Drake, Captain Heitschmidt, FF Laloli, FF Intern Smith and family, FF Intern Goff and family,

***Via ZOOM:*** None.

***Via ZOOM (without full names listed):*** None.

**CALL TO ORDER**

The Board of Directors Meeting was called to order by President Ron Swor at 1800 hours.

**CITIZEN INPUT: AGENDA ITEMS**

None.

**PRESENTATIONS**

**Swearing in New Interns**

Chief Davis and Chief English introduced our two new Interns, Matthew Smith and Ethan Goff. They introduced their families, and their swearing in was performed by President Ron Swor. Welcome to the team!

**Introduction of Temporary Administrative Assistants**

CFO Fawcett and AAIII Shaw introduced two of the three temporary Administrative Assistants. They introduced themselves briefly to the Board of Directors. Welcome aboard!

**A motion to adjourn from Regular Session and begin Executive Session per ORS 192.660(2)(a) was made by Secretary / Treasurer Shawn Carroll. The motion was seconded by Vice President Connie Austen and unanimously approved.**

**EXECUTIVE SESSION: ORS 192.660(2)(a)**

*Executive session began at 1812 hours.*

**A motion to adjourn from Executive Session and reconvene Regular Session was made by Director Bunner Ellis III. The motion was seconded by Secretary / Treasurer Shawn Carroll and unanimously approved.**

*Executive session ended at 1853 hours.*

### **CORRESPONDENCE (FC Davis)**

- A thank you from a citizen to the firefighters was received for protecting everyone in the community.

### **CITY COUNCIL (Councilor Davis)**

- City Administrator Search
  - A huge thank you to Shawn Carroll and Chief Dale for participating in the stakeholder interview process. Three candidates were interviewed through the process.
- Councilman Bangs Resignation
  - Bangs resigned due to other personal schedules and activities in his family's lives. The Council will be in the search for a replacement.
- Comprehensive plan summit number two was attended by Chief Davis and one hundred and fifty other people to update the City's comprehensive plan, which hasn't been updated since the 80's. Discussions were had on various items in town.

### **CHIEF'S REPORT**

#### **Hiring Process Updates (FC Davis)**

One paramedic and twenty EMT applications were received. Due to these numbers, the deadline was extended, and some requirements changed to hopefully increase applicants, particularly paramedics.

#### **Holiday Events (FC Davis)**

We have several holiday events, including Journey Through Bethlehem on December 8, the Christmas Dinner on December 10, and Breakfast with Santa on December 2. If you plan to attend the dinner, please sign up.

#### **Intern / Volunteer Update (DC English / DC Austen)**

Two Interns were sworn in today, with six in total. Three of the new Interns are interested in a resident position at Station 365. Please let Director Thoroughman know about the next Radio meeting.

### **NEW BUSINESS**

#### **MOU #2023-04 (FC Davis)**

**A motion to approve MOU #2023-04 was made by Secretary / Treasurer Shawn Carroll. The motion was seconded by Director Buner Ellis III and unanimously approved.**

Thank you to Austin Holmes and Local 1159 for working on the MOU so quickly to keep this process moving forward.

### **OLD BUSINESS**

#### **Fire Chief Contract (President Ron Swor)**

**A motion to approve the contract for Chief Davis as presented was made by Director Buner Ellis III. The motion was seconded by Vice President Connie Austen and unanimously approved.**

Chief Davis thanked the Board for the support with the contract extension. Projects will be tackled, and Chief will meet with shifts and volunteers regarding the future.

### **FINANCIAL REPORT (CFO Fawcett)**

#### **Financials: CFO Fawcett reported on the following:**

- State Pool Interest increased to 4.90%
- LGIP General Account shows a total of \$2,145,167.34
- LGIP Bond Account shows a total of \$9.70
- Current Deposits & Earnings shows a total of \$649,041.42
- Current Expenses show a total of (\$627,599.48)
- Total available to the District is \$3,363,124.45
- Current Year Taxes show 2.27% received of Budget in FY24
- Prior Year Taxes were fully received of Budget in FY24
- Radio Fund shows a total of \$50,162.28
- Ambulance Service has received 35% of Budget in FY24 – *We have caught up after the ESO issue discussed at previous meetings.*

#### **Payroll: CFO Fawcett reported the payroll costs for the month of October as follows:**

- October 15, 2023 = \$231,279.54
- October 31, 2023 = \$184,266.76
  - Monthly Life Insurance via A/P = \$1,088.45
  - Monthly Medical Insurance via A/P = \$54,912.00
- Total Payroll and Benefits Costs for October 2023: \$471,546.75

**Cash Carryover Update:** Considering all the projected revenues and expenses, the cash carryover projection will be \$4,360,945.00 then removing our reserve funds, we will end at \$3,158,566.00.

**Taxing Detail Table 4A:** An educated guess in April for the budget is used regarding taxes, but the actual statement was received that shows we should make the budget. The apparatus depreciation schedule is being updated. Director Thoroughman has requested more information on the purchase of apparatus and wants to specifically see what may have been missed for purchase in the past. More to come on this at the next Board meeting.

### **CONSENT AGENDA**

**A motion to approve the consent agenda from the October 25, 2023 Board Meeting was made by Director Steve Thoroughman. The motion was seconded by Secretary / Treasurer Shawn Carroll and unanimously approved.**

### **CITIZEN INPUT: NON-AGENDA ITEMS**

- Happy Birthday to Austin Holmes!
- **A motion to direct Special Districts to re-engage the Fire Chief hiring process with an anticipated start date of November 2024 was made by Director Steve Thoroughman. The motion was seconded by Director Buner Ellis III and unanimously approved.**
- Chief Austen would love to see the Board come to the Christmas Dinner. Please sign up if you want to attend. The MDA Fill the Boot \$16k was finally reached, so that will be donated to the organization shortly.

**GOOD OF THE ORDER**

None.

**ADJOURNMENT**

**A motion to adjourn from the regular Board of Director's meeting was made by Director Steve Thoroughman. The motion was seconded by Director Buner Ellis III and unanimously approved.**

*The Regular Board of Directors meeting adjourned at 1923 hours.*

**NEXT MEETINGS:**

**REGULAR BOARD OF DIRECTORS**

**Date: Wednesday, December 13, 2023\***

**Time: 1800 hours (6pm)**

**Location: Station 361 and ZOOM**

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

**Meeting ID: 869 2396 5328**

***\*Meeting out of rotation due to holidays. Board approved.***

APPROVED

  
Director Shawn Carroll  
Board Secretary/Treasurer