

**CANBY FIRE DISTRICT  
BOARD OF DIRECTORS MEETING**

Wednesday, November 19, 2025  
Regular Session 7:00 PM (1900 hours)  
Held at ZOOM and Canby Fire Station #361

**ATTENDANCE**

- |                                     |                                   |                                     |                        |
|-------------------------------------|-----------------------------------|-------------------------------------|------------------------|
| <input type="checkbox"/>            | President Ron Swor                | <input checked="" type="checkbox"/> | FC Matt Dale           |
| <input checked="" 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 |

**Also, in Attendance**

*In Person:* Tim Nichols, Jason Wanner, Adam Carter

*Via ZOOM:* None

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

**CALL TO ORDER**

The Board of Directors meeting was called to order by Vice President Shawn Carroll at 7:00 PM, 1900 hours.

**CITIZEN INPUT: AGENDA ITEMS**

None

**CONSENT AGENDA**

**Minutes AAIII Arterberry**

- **October 15, 2025**

**Bills CFO Fawcett**

**A motion to approve the consent agenda from October 15, 2025, Board Meeting was made by Secretary/Treasurer Connie Austen. The motion was seconded by Director Steve Thoroughman and unanimously approved.**

- **Vice-President Shawn Carroll-Aye**
- **Secretary/Treasurer Connie Austen-Aye**
- **Director Steve Thoroughman-Aye**

**FINANCIAL REPORT (CFO Fawcett)**

**October 2025 Financials:** CFO Fawcett reported on the following:

- State Pool Interest decreased to **4.57%**
- LGIP General Account shows a total of **\$4,603,153.76**
- LGIP Future Reserve Account (prior Bond) **\$.02**
- Current Deposits & Earnings shows a total of **\$652,725.79**
- Current Expenses show a total of **(\$699,704.64)**
- Total available to the District is **\$4,834,429.16**
- Current Year Taxes show **\$2,378.42** received in October for FY26

- Prior Year Taxes show **\$9,643.91** received in October for FY26
- Radio Fund shows a total of **\$6,646.79**
- Ambulance Service has received **\$148,246.55** in October, **40.31%** of budget for FY26

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

- October 15, 2025= **\$279,142.60**
- October 31, 2025= **\$258,334.88**
  - Monthly Life Insurance via A/P = **\$1,239.38**
  - Monthly Medical Insurance via A/P = **\$75,762.00**
- Total Payroll and Benefits Costs for October 2025: **\$614,478.86**

CFO Fawcett reported the audit was finished today and Russ from Jarrard, Seibert, Pollard & Co. will present his report at the December CFD Board Meeting. The California Conflagration payment is still pending. An email received from the OSFM state checks were processed on November 14, 2025.

AAIII Arterberry reviewed the ambulance revenue increase for the month of October. The outstanding Kaiser Insurance claims reported in September are now being paid. Additionally, Medicare claims for October are being processed as of November 3, 2025, and the Medicare Add-On payments have been extended through January 31, 2026.

## **ADMINISTRATIVE REPORTS**

**Correspondence (FC Dale):** Chief Dale reviewed two (2) items received. One was a thank you for an ambulance transport, and the second was an email thank you to FF/Paramedic Natalie Stetzel for a job shadow.

**City Council (Board Director):** Director Thoroughman noted City Council meeting agendas did not contain topics pertinent to the District. Topics included extending the current city administrator and parks business. AC English and Chief Dale attended a recent Urban Renewal meeting and were assured by the interim city manager that it will sunset. They have until February 2026 and need to decide on an ordinance or resolution.

**Risk Reduction Report (AC English):** AC English reports 332 business inspections YTD, five (5) constructions reviews, and working with OLCC and Sequoia South on MERRC money, which helps fund repeaters that we use for radios. Maintenance recommendations needed for compliance have been completed at six (6) schools in the district. We continue our work with the city and county to coordinate business licenses sign offs. We have also been working on access and water supply for a new warehouse project near the gravel pit.

**Volunteer Report (DC Austen):** DC Austen reports that Thursday drill continues to go well, especially with the staffing of ST365 for four (4) hours on Thursday evenings. Thus far they have been out on calls every Thursday, which is great experience for them. AC English has done a great job updating the station. Upcoming events include, Light Up the Night on 12/05/25, Cocoa and Cookies, Christmas in Canby on 12/06/25, and the CFD Christmas party 12/06/25. FireMed applications are requested from the board members and applications were provided as needed. DC Austen also reports he and his wife, along with AC English and his wife will be attending the Colton Fire District auction this coming Saturday. The beginning of the year we will review new volunteer and student intern applications.

### **Chief's Update (FC Dale):**

FC Dale reviewed the monthly pictures, highlights, upcoming events and notable calls.

### **OLD BUSINESS**

None

### **NEW BUSINESS**

#### **2026 Strategic Plan (AC English)**

The Board Vision Statement discussion points were reviewed by AC English. He reports the desire to meet individually with board members to develop the Canby Fire District Board of Directors Vision Statement. Notes from meeting with Vice President Shawn Carroll were reviewed. AC English shared the mission, "Save Lives - Protect Property". The new Strategic Plan will be broad and adaptable to change highlighting *Safety, Response, Innovation, and Community*. He will schedule with the remaining individual board members to get their input.

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

None

### **GOOD OF THE ORDER**

December 6, 2025, Christmas and Member Recognition Celebration reminder from Chief Dale.

An upcoming community news article on DC Austen's 55 years at Canby Fire was shared by Chief Dale.

FF/Paramedic Adam Carter gave the board a demonstration of the Flir K65 Infrared Thermal Imaging Camera. The District has four (4) and the current cost is \$6700.00 each. The officers are responsible for their use. It allows responders to see the infrared light spectrum giving them the ability to see in the dark, cut through smoke, see thermal layers, and locate victims. It also displays temperatures.

Secretary/Treasurer Connie Austen, Vice President Shawn Carroll and Chief Matt Dale recently participated in mock interviews at Canby High School.

### **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.**

- **Vice-President Shawn Carroll-Aye**
- **Secretary/Treasurer Connie Austen-Aye**
- **Director Steve Thoroughman-Aye**

The Regular Board of Directors meeting adjourned at 7:41 PM, 19:41 hours.

**NEXT MEETING:**

**REGULAR BOARD OF DIRECTORS MEETING**

**Date:** December 17, 2025

**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