

CANBY FIRE DISTRICT

BOARD OF DIRECTORS MEETING

Wednesday, September 17, 2025
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 checked="" type="checkbox"/>	Vice President Shawn Carroll	<input type="checkbox"/>	AC Matt English
<input checked="" type="checkbox"/>	Secretary/Treasurer Connie Austen	<input checked="" type="checkbox"/>	DC Wayne Austen
<input checked="" 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, Fire Inspector Mark Johnston, FF/EMT Travis Laloli, FF/P Leighton Imes, FF/P Brad Frank, Intern Jack Smith, FF/P 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 President Ron Swor at 7:00 PM, 1900 hours.

CITIZEN INPUT: AGENDA ITEMS

None

CONSENT AGENDA

Minutes AIII Arterberry

- August 20, 2025

Bills CFO Fawcett

A motion to approve the consent agenda from August 20, 2025, Board meeting was made by Director Steve Thoroughman. The motion was seconded by Vice President Shawn Carroll and unanimously approved.

FINANCIAL REPORT (CFO Fawcett)

August 2025 Financials: CFO Fawcett reported on the following:

- State Pool Interest remained static **4.60%**
- LGIP General Account shows a total of **\$5,535,609.08**
- LGIP Future Reserve Account (prior Bond) **\$.02**
- Current Deposits & Earnings shows a total of **\$664,836.95**
- Current Expenses show a total of **(\$699,556.03)**
- Total available to the District is **\$5,794,885.64**
- Current Year Taxes show **\$83,592** received in August for FY26
- Prior Year Taxes show **\$15,428** received in August for FY26
- Radio Fund shows a total of **\$6,646.68**
- Ambulance Service has received **\$116,489.83** in August, **19.17%** of budget for FY26

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

- August 15, 2025= **\$233,268.94**
- August 31, 2025= **\$252,364.78**
 - Monthly Life Insurance via A/P = **\$1,142.71**
 - Monthly Medical Insurance via A/P = **\$75,762.00**
- Total Payroll and Benefits Costs for August 2025: **\$562,538.43**

Conflagration Summary: CFO Fawcett reviewed the conflagration billing summary. Rowena and Alder Springs Conflagrations have been paid. California Conflagration has been approved, and payment is expected in December 2025. Director Thoroughman asked if apparatus reimbursement was a separate line item which CFO Fawcett replied could be found in the detailed trial balance in the board packet.

ADMINISTRATIVE REPORT

Correspondence (FC Dale): A Thank You card was received from Todd, Jenny, Heather and Ann from All Together, for sending crews to their Hometown Heroes Camp at Legacy Park. Also reviewed a social media post thanking our crews for their care and prompt transport.

City Council Report (FC Dale) FC Dale reports he attended the first part of the 09/03/25 council meeting for the swearing in of CPD Cpt Murphy. Director Thoroughman attended remotely and reports the only agenda topic that could impact CFD is the potential moratorium on new commercial building. The city spent \$165,000 to remodel the swimming pool and Kahut is participating in fundraising for Pink Sista's, supporting breast cancer patients. Kahut customers can purchase a pink garbage container for \$50.00. Tonight's city council meeting agenda has a presentation with PGE/BPA speaking to the power issues causing the building moratorium. According to Inspector Johnston, the issue is with the lines and getting the power to the end user, not that there isn't enough power. He has understood it could take 10 years to replace the lines. Director Thoroughman and Chief Dale plan to watch the council meeting online later tonight.

Risk Reduction Report (FI Johnston): Fire Inspector Mark Johnston provided a comprehensive update on building construction plan reviews and fire inspections, highlighting recent challenges, achievements, and ongoing coordination with city and county processes.

New Construction & Power Supply Issues

- **Power Transfer Problems:**
The main challenge for new developments is not power availability but distribution. Lack of infrastructure for power transfer limits new construction capabilities.
- **Substation Limitations:**
Adding substations may not be a viable solution since the issue lies in distribution, not generation.
- **Power Study Requirements:**
Any new construction now requires a power study. Only the Sequoia Logistics (former Amazon building) and OLCC projects are grandfathered in.

Project Updates

- **OLCC Facility:**
 - Compliant with Chapter 33 of the Oregon Fire Code.
- **Sequoia Logistics (Amazon Building):**
 - Reacquired by Trammell Crow.
 - Plans for up to 4 tenants; design remains largely unchanged.
 - Occupancy-dependent fire code requirements may arise.
- **Hope Village:**
 - Parking lot remodel aims to enhance resident interaction (e.g., pickleball courts, gazebos).
 - Additional hydrants and improved access for fire services.
- **Redwood Area:**
 - Potential projects under discussion; no formal submissions yet.

Inspections Summary

- **Completed Inspections:**
 - 250 initial inspections.
 - Approximately 60 re-inspections.
 - Crews are currently conducting pre-planning and Inspector Johnston is tracking AED's for PulsePoint, having Knox Box discussions during inspections.
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- **Common Issues Identified:**
 - Non-functioning or untested emergency egress lighting.
 - Vendors providing inadequate or deceptive fire safety services (e.g., expired batteries in fire alarms).

Vendor Accountability & Compliance

- **Vendor Oversight:**
 - Several vendors were found charging for unperformed or substandard services.
 - Inspector Johnston has proactively followed up with both vendors and clients.
- **Compliance Engine Tool:**
 - Used to track and audit life safety systems.
 - Facilitates vendor accountability and helps generate accurate reports.
 - Ensures thorough and trackable follow-ups.

Community Engagement & Education

- **Public Awareness:**
 - Many businesses are unaware of requirements such as smoke detectors and egress lighting.
 - Inspector Johnston has received positive feedback from business owners for his education-first approach.
 - Explains fire code requirements clearly.
 - Uses both digital and on-site paper documentation.
 - Shares contact information for easy follow-up (e.g., business owners sending photos for confirmation).

Smoke Detector Concerns

- **Regulatory Gap Identified:**
 - Some businesses under 10,000 sq. ft. and with low occupancy are not required by code to have smoke detectors. Despite this, Inspector Johnston is encouraging voluntary compliance for public safety.

Billing and Fees

- **Plan Review Billing:**
 - Tracking and billing has begun for plan reviews.
 - Invoices expected to start being issued soon.

Interagency Coordination Issues

- **Lack of Clear Process with City/County:**
 - Confusion and inconsistency around where and how fire department input is integrated into construction approvals.
 - Proposal to create a standardized agreement with the city and county to clarify expectations and responsibilities.
- **Business License Approvals:**
 - Discovery that the fire department's final approval step had been overlooked in city processes.

Code & Ordinance Review

- **Inconsistent Codes:**
 - Identified contradictions between city codes and fire department construction conditions (e.g., road widths).
- **Ordinance Recommendations:**
 - Inspector Johnston will be reviewing and potentially proposing updates or additions to local ordinances once initial inspection rounds are complete.

Chief's Monthly Report (FC Dale)

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

While not on the agenda, Chief Dale invited DC Austen to give a Volunteer Report. DC Austen had originally planned to be out of town and not in attendance.

Volunteer Report (DC Austen) Chief Austen reports he has signed the contract for next year's fireworks show and has the down payment ready. We should expect the show to be 20 to 25% shorter as costs have increased due to the tariffs. Several volunteers and paid crew attended DPSST for live fire training last week. TO Quevedo is doing a great job on Thursday night drills. This week one of our new Fire Ground Leaders, Dan Drazan will be running drill.

OLD BUSINESS

None

NEW BUSINESS

Type 6 RFP (FC Dale) Chief Dale reviewed the Agenda Item for the Type 6 Brush Truck. Since the amount exceeded \$250,000.00, an RFP was required. Seven (7) vendors requested the RFP information and two (2) submitted bids. As required, a public opening was held. The bids were reviewed and ranked by Chief Dale, Assistant Chief English and Cpt. Wanner. They are recommending the highest ranked and lowest priced vendor. This type 6 will replace our small 1994 brush truck. Originally estimated a cost of \$265,000.00, this bid came in at \$269,000.00. The approved budget for this purchase is \$300,000.00. There is a 24-month build time, we order now and pay on delivery.

A motion was made to authorize the Fire chief to sign a contract with Cascade Fire Equipment Company for the purchase of a Type 6 Brush truck by Vice President Shawn Carroll. The motion was seconded by Director Steve Thoroughman and unanimously approved.

Director Thoroughman suggested that moving forward on apparatus replacement we order ahead of our replacement schedule, so the apparatus is received when actually due according to the schedule. This would also lock in current prices. CFO Fawcett and Chief Dale will look into the suggestion and bring recommendation to the board.

CITIZEN INPUT: NON-AGENDA ITEMS

None

GOOD OF THE ORDER

DC Austen reports that the 1985 GMC flatbed sold for \$9,000. \$1,000 has been received we are still waiting for the title from DMV. We are struggling with DMV processes as it was never titled from the manufacturer and never issued plates.

Director Steve Thoroughman asked attendee Tim Nichols for an update on the adult center. He reports permits from the county are expected this month.

Chief Dale thanked Tim Nichols for attending the board meeting. Mr. Nichols is the Civil Service Commission Chair.

Fire Inspector Mark Johnston invited the board to fire extinguisher training.

Board President Ron Swor expressed support for Director Connie Austen, DC Wayne Austen and their grandson.

ADJOURNMENT

A motion to adjourn from the regular Board of Directors meeting was made by Vice President Shawn Carroll. The motion was seconded by Director Boe Ellis III and unanimously approved.

The Regular Board of Directors meeting adjourned at 07:42 PM, 1942 hours.

NEXT MEETING:

PUBLIC MEETING LAW WORKSHOP for BOARD MEMBERS

Date: October 15, 2025

Time: 1800 hours (6:00 PM) *dinner provided

Location: Station 361

REGULAR BOARD OF DIRECTORS MEETING

Date: October 15, 2025

Time: 2030 hours (8:30 PM)

Location: Station 361 and ZOOM

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

Meeting ID: 869 2396 5328

APPROVED

Director Connie Austen
Board Secretary/Treasurer