

**CANBY FIRE DISTRICT  
BUDGET COMMITTEE MEETING**

Wednesday, April 15, 2026

1900 hours (7:00 PM)

Held via ZOOM and at CFD Station 361

**ATTENDANCE**

<input checked="" type="checkbox"/> Connie Austen	<input checked="" type="checkbox"/> Paula Brotherton	<input checked="" type="checkbox"/> FC Matt Dale
<input checked="" type="checkbox"/> Shawn Carroll	<input checked="" type="checkbox"/> Jerry Burn	<input checked="" type="checkbox"/> DC Wayne Austen
<input checked="" type="checkbox"/> Buner Ellis III <i>via Zoom at 7:20pm</i> <input type="checkbox"/>	A.J. Howard	<input checked="" type="checkbox"/> CFO Lori Fawcett
<input checked="" type="checkbox"/> Ron Swor	<input checked="" type="checkbox"/> Tim Nichols	<input checked="" type="checkbox"/> AAIII Susan Arterberry
<input checked="" type="checkbox"/> Steve Thoroughman	<input checked="" type="checkbox"/> John Zieg	<input checked="" type="checkbox"/> AAI Sarah Classen

**Also in Attendance:** None

**CALL TO ORDER (FC Dale)**

Chief Dale welcomed the budget committee members and the Board of Directors. The meeting was called to order by Chief Dale at 07:00 PM, 1900 hours.

**FLAG SALUTE (President Ron Swor)**

**BUDGET COMMITTEE INTRODUCTION and ORIENTATION (CFO Fawcett)**

CFO Fawcett thanked everyone for being here and everyone introduced themselves. CFO Fawcett briefly reviewed the budget process, budget packet and election of this Budget Committee leadership. CFO Fawcett explained that the proposed budget before them has some yellow highlights, and it means those line items will be reviewed in more detail. CFO Fawcett encouraged questions and discussion.

**ELECT PRESIDING OFFICER and VICE CHAIR (Board of Director President Swor)**

**Nominations for Budget Committee Chair were opened by President Ron Swor.**

**The nomination to elect John Zieg as Budget Committee Chair was made by Paula Brotherton and seconded by Tim Nichols. Nominations for Budget Committee Chair were closed by Board President Ron Swor.**

**A vote was called by President Ron Swor for John Zieg as Budget Committee Chair with results as follows:**

**In Favor: President Ron Swor, Vice-President Shawn Carroll, Secretary/Treasurer Connie Austen, Director Steve Thoroughman, Budget Committee members Paula Brotherton, Jerry Burn, John Zieg, and Tim Nichols.**

**Opposed: None**

**Results: John Zieg was elected Budget Committee Chair.**

**Nominations for Budget Committee Vice-Chair were opened by President Ron Swor.**

**A nomination to elect Paula Brotherton as Vice-Chair was made by Tim Nichols and seconded by Vice-President Shawn Carroll. Nominations for Vice-Chair were closed by Board President Ron Swor.**

**A vote was called by President Ron Swor for Paula Brotherton as Budget Committee Vice-Chair with results as follows:**

**In Favor: President Ron Swor, Vice-President Shawn Carroll, Secretary/Treasurer Connie Austen, Director Steve Thoroughman, Budget Committee members John Zieg, Jerry Burn, Paula Brotherton, and Tim Nichols.**

**Opposed: none**

**Results: Paula Brotherton was elected Budget Committee Vice-Chair.**

### **A MOTION TO ESTABLISH BUDGET COMMITTEE RULES (Budget Committee Chair)**

**A motion to establish Robert's Rules of Order as the Canby Fire District Budget Committee Procedural Rules was made by Budget Committee Chair John Zeig. The motion was seconded by Vice-President Shawn Carroll and approved with results as follows:**

**In Favor: President Ron Swor, Vice-President Shawn Carroll, Secretary/Treasurer Connie Austen, Director Steve Thoroughman, Budget Committee members Chair John Zieg, Vice-Chair Paula Brotherton, Jerry Burn, and Tim Nichols.**

**Opposed: none**

**Results: Robert's Rules of Order are established as Procedural Rules.**

### **STRATEGIC PLAN PRESENTATION (FC Dale)**

Chief Dale reviewed the 2026 Strategic Plan that included an updated Mission Statement, *Save Lives – Protect Property*, and a new Vision Statement that was developed by the Board of Directors. He reminded the budget committee that the proposed budget is driven by the new strategic plan. He reviewed the value the Fire District provides to the community and the (4) four elements of the new strategic plan, Safety, Response, Community, and Innovation. The Board of Directors adopted the 2026 Strategic Plan at the January 2026 board meeting, and it is designed to grow with the Fire District over the next (5) five years. It will guide the decisions made in service to our public. Chief Dale is presenting the 2026 Strategic Plan at civic groups in the community as well as Hope Village. It will be available on our website and in our lobby. President Swor said he would canvas his neighborhood. Additionally, Chief Dale presented the 2025 Response Data in a tri-fold format. This replaces the PowerPoint presentation. It tells the reader what their Fire District does and the resources utilized. It will be distributed throughout the community and available on our website.

### **FY 2026 / 2027 PROPOSED BUDGET PRESENTATION**

**Budget Message (FC Dale)** Chief Dale reviewed the Chief's Expectations, and the updated Organization Chart effective next fiscal year, also announcing the retirement of CFO Fawcett. Chief Dale shared his budget message as written in the budget packet as well as all budget priorities. He highlighted that the budget is consistent with our Mission Statement of *Save Lives – Protect Property*, Our Board of Directors vision and the (4) four elements of our Strategic Plan. The tax and valuation forecast figures were reviewed, as were the current levy, debt service for the 2019/2020 Bond, and ambulance revenue. Budget priorities include:

- Maintain a minimum of (6) six full-time Firefighters per shift, while upstaffing to (7) per shift when fiscally possible.
- Ensure the overtime budget does not exceed the industry standard, while prioritizing adequate staffing for operational response.
- Continue to maintain a maximum of (2) two Chief Officers, while starting the implementation of the internal Duty Officer program. It is our intent to work toward fully self-sustaining Duty Officer coverage while providing succession planning strength among our personnel.
- Ensure 24-hour Duty Chief coverage is maintained for all high-level incidents through an Intergovernmental Agreement (IGA) with Clackamas County Fire District #1 (CCFD#1).
- Fully implement the Administrative Office Transition Plan, resultant of the retirement of our CFO. The Transition Plan will provide for (1) one Chief Financial Officer, (1) Administrative Assistant IV, (1) Administrative Assistant II. Part-time administrative oversight and support will be included until the full transition of all financial duties has been achieved. It is anticipated that the completion of this transition will take place in FY2027/2028.
- Maintain (2) two Volunteer Interns per shift, along with intermittent availability of Volunteer Responders and Support Volunteers: including Rehab and Radio Operators.
- Implement the fiscal impacts from the current labor contract. Labor negotiations will begin in January of 2027 for the next labor contract.
- Maintain Station 363 Northside EMS Station staffing.
- Maintain operational readiness throughout the Fire District. The Fire District will maintain joint partnerships to help ensure operational readiness.
- Promote Volunteer Officers from within the ranks of the Combat Volunteers.
- Maintain Combat Volunteers and prioritize the functions that the Combat Volunteers need to meet for volunteer response throughout Canby Fire District.
- Continue to explore joint efficiencies with our neighboring Fire Districts.
- Maintain the Intergovernmental Agreement (IGA) with Clackamas County Fire District #1 (CCFD#1) for Fleet Maintenance.
- Replace (1) one Water Tender and (1) one Brush Rig per our Board approved Apparatus Replacement Schedule.
- Purchase (1) Fire Inspector/Duty Officer vehicle to ensure the success of those programs.
- Maintain the CPR Pulse-Point campaign. Canby Fire has contracted CPR classes to be held in Canby via a private company.
- Continue the protective clothing replacement program for Firefighter Personal Protective Equipment (PPE).
- The City of Canby is adding a fuel card lock system and emergency back-up power at the Public Works location. Collaborate with the City of Canby to establish an Inter-governmental Agreement (IGA) to provide emergency fuel at a reduced rate. This will further enhance operational readiness throughout the Fire District.

- Follow and prioritize the elements of the 2026 Canby Fire District Strategic Plan.
- Ensure C-COM Radio Communications costs are fully funded. Continue to purchase the required radios following the current replacement schedule.
- Increase Apparatus Reserves to meet the rising costs of the projected apparatus replacement schedule.
- Establish an Equipment Reserve to help fund future SCBA Replacement and Heart Monitor replacement.
- Public Employees Retirement (PERS) costs are increasing by 6%.
- Medical Benefits *are* expected to increase between 6-8%.

**Revenue (CFO Fawcett)** CFO Fawcett reviewed the cash carryover worksheet resulting in the account 4001 fund balance of \$5,911,703.00. CFO Fawcett reviewed all projected revenue totaling \$15,722,581.00.

**Personnel Services (FC Dale)** Chief Dale reviewed all personnel services expenses. Vice-Chair Paula Brotherton noted that a percentage increase/decrease column on the proposed budget spreadsheet would be helpful.

**Materials & Services (FC Dale, DC Austen, AAIH Arterberry)**

All proposed line items with increase or decrease from prior fiscal year were reviewed by Chief Dale, DC Austen, and AAIH Arterberry.

**Capital Outlay (FC Dale)**

All proposed line items were reviewed by Chief Dale.

**Contingency (CFO Fawcett)**

All proposed line items were reviewed by CFO Fawcett.

**Debt Service Fund (CFO Fawcett)**

All proposed line items were reviewed CFO Fawcett.

**Reserve Funds (CFO Fawcett)**

The Reserve Funds were reviewed by CFO Fawcett.

Budget Committee Chair John Zieg asked for questions or comments.

Budget Committee member Jerry Burn asked if anticipated population and commercial growth could impact EMS and fire response. Chief Dale reports that the Canby School District performed a study and found housing costs are high, preventing many young families from moving to Canby. Additionally, the Urban Growth Boundary would need to be enlarged to allow for more commercial development. Power supply issues are also preventing commercial growth. Chief Dale reports that based on current data, Canby Fire District is the appropriate size to service the City of Canby and expects Canby Fire District to grow with the community. Also, the Walnut Street extension to 99E will improve truck/commercial traffic. Chief Dale emphasized evidence of safer roads and motor vehicles by how often we use Life Flight. Canby Fire District used Life Flight two to three times a month in the past and currently might use Life Flight twice a year.

**CITIZEN INPUT (Budget Committee Chair)**

None.

**BUDGET COMMITTEE DELIBERATION (Budget Committee Chair)**

The Budget Committee had no deliberation or concerns. Compliments for a job well done were given to Chief Dale, CFO Fawcett and staff.

**FY 2026 / 2027 BUDGET (Budget Committee Chair)**

**A Motion to Set & Approve Permanent Tax Rate**

**A motion to set and approve the ad valorem property taxes under Canby Fire District's permanent rate authority on all taxable property within the Fire District for tax year 2026/2027 at the rate of \$1.5456 per \$1,000 of assessed value was made by Vice-Chair Paula Brotherton. The motion was seconded by Vice-President Shawn Carroll with results as follows:**

**In Favor: President Ron Swor, Vice-President Shawn Carroll, Secretary/Treasurer Connie Austen, Director Steve Thoroughman, Director Buner Ellis III, Budget Committee members Chair John Zieg, Vice-Chair Paula Brotherton, Jerry Burn, and Tim Nichols.**

**Opposed: none**

**Result: Motion passed to set and approve the permanent tax rate.**

**A Motion to Set & Approve Local Option Levy Rate**

**A motion to set and approve the ad valorem property taxes under Canby Fire District's local option levy rate authority on all taxable property within the Fire District for tax year 2026/ 2027 at the rate of \$0.95 per \$1,000 of assessed value for local option tax was made by Vice-Chair Paula Brotherton. The motion was seconded by Vice-President Shawn Carroll with results as follows:**

**In Favor: President Ron Swor, Vice-President Shawn Carroll, Secretary/Treasurer Connie Austen, Director Steve Thoroughman, Director Buner Ellis III, Budget Committee members Chair John Zieg, Vice-Chair Paula Brotherton, Jerry Burn, and Tim Nichols.**

**Opposed: none**

**Result: Motion passed to set and approve the local option levy rate.**

**A Motion to Set & Approve G.O. Bond Debt Service Requirements**

**A motion to set and approve the ad valorem property taxes under Canby Fire District's G.O. Bond authority on all taxable property within the Fire District for tax year 2026/2027 at the amount of \$651,983.20, which is calculated to be sufficient to fulfill the G.O. Bond Debt Service requirements for tax year 2026/2027, after considering discounts and delinquencies that may occur in the payment of taxes was made by Vice-Chair Paula Brotherton. The motion was seconded by Director Steve Thoroughman with results as follows:**

**In Favor: President Ron Swor, Vice-President Shawn Carroll, Secretary/Treasurer Connie Austen, Director Steve Thoroughman, Director Buner Ellis III, Budget Committee members Chair John Zieg, Vice-Chair Paula Brotherton, Jerry Burn, and Tim Nichols.**

**Opposed: none**

**Result: Motion passed to set and approve G.O. bond debt service requirements.**

**A Motion to Approve and Recommend the FY 2026/2027 Budget**

**A motion to approve and recommend to the Canby Fire District Board of Directors, the Canby Fire District FY 2026/2027 Budget as presented was made by Vice-Chair Paula Brotherton. The motion was seconded by Vice-President Shawn Carroll with results as follows:**

**In Favor: President Ron Swor, Vice-President Shawn Carroll, Secretary/Treasurer Connie Austen, Director Steve Thoroughman, Director Buner Ellis III, Budget Committee members Chair John Zieg, Vice-Chair Paula Brotherton, Jerry Burn, and Tim Nichols.**

**Opposed: none**

**Result: Motion passed to approve and recommend the FY 2026/2027 Budget.**

**GOOD OF THE ORDER (FC Dale)**

- Budget Committee Vice-Chair Paula Brotherton thanked CFO Fawcett for her years of service to the district.
- Chief Dale also thanked CFO Fawcett on her exemplary work as CFO for Canby Fire District and presented her with flowers.
- Chief Dale awarded Budget Committee Chair John Zieg with a 35-year pin for his many years serving on the budget committee.
- Chief Dale thanked the budget committee for their time, commitment and service to the community.

**ADJOURNMENT (Budget Committee Chair)**

**No motion was made to adjourn from the Budget Committee Meeting. Budget Committee Chair John Zieg called the meeting adjourned.**

Meeting adjourned at 08:47 PM, 2047 hours.

APPROVED

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Director Connie Austen  
Board Secretary/Treasurer