

BANKS FIRE DISTRICT #13

13430 NW MAIN STREET, BANKS, OR 97106

REGULAR BOARD MEETING MINUTES

Meeting Date: Wednesday, August 14, 2024

Meeting Location: Banks Fire District #13, Banks Fire Station 13 Training Room

Call to Order: Board Chair Kevin Henning called the meeting to order at 6:00 pm

Board Members Present: Kevin Henning, Clint Jackson, Pete Lux, Mark Standley and John Wren

Board Members Absent: None

Approval of Agenda (Action Item): Mark Standley made a motion to approve the agenda as presented. Pete Lux seconded the motion. Voting in favor: Clint Jackson, Pete Lux and Mark Standley and John Wren. Opposed: None. The motion carried. Please note that the approval of the Special Board Meeting minutes on July 17, 2024, was omitted off the agenda in error. The Board did review and approve the Special Board Meeting Minutes as referenced below in the Approval of the Minutes section.

Approval of Minutes of Previous Regular Board Meeting(Action Item): Motion by John Wren to approve the minutes from the General Session, July 10, 2024 as presented. Pete Lux seconded the motion. Voting in favor: Clint Jackson, Pete Lux, Mark Standley and John Wren. Opposed: None. The motion carried. Motion made by Clint Jackson to approve minutes from the Special Board Meeting of July 17, 2024. Mark Standley seconded the motion. Voting in favor: Clint Jackson, Pete Lux, Mark Standley and John Wren. Opposed: None. The motion carried.

Treasurer's Report:

LGIP: \$1,508,119.61

General Fund: \$ 373,241.98

Capital Funds: \$ 984,911.86

Debt Service: \$ 2,576.28

Bond Projects: \$ 112,312.97

US Bank: \$40,680.13

Approval of Accounts Payable (Action Item): Motion by Pete Lux to approve accounts payable as of July 31, 2024, in the amount of \$194,760.22. John Wren seconded the motion. Voting in favor: Clint Jackson, Pete Lux, Mark Standley and John Wren. Opposed: None. The motion carried.

Financial Statements Received by Board of Directors (Action Item): Financial statements were received and reviewed by the board. Motion by John Wren to receive financial statements of the district dated July 31, 2024. Clint Jackson seconded the motion. Voting in favor: Clint Jackson, Pete Lux, Mark Standley and John Wren. Opposed: None. The motion carried.

Information Items:

Chief's Report:

- The district had 96 calls for the month of July, which is higher than last month but not unusual for time of year.

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- The transfer of Engine 13 and Heavy Rescue 13 is complete. It was a smooth transaction. The district has received the funds in full.
- The summer wildland season staffing is going very well. Station 14 has been covered 7 days a week and will be through the end of the summer. The Oregon State Fire Marshal Staffing grant has allowed this to happen by allowing the district to operate a flex house at Station 14 with an engine, medic and brush rig. It has been working very well.
- Front-end work was completed on Brush Rig 13 and new tires were installed. It is now functioning well.
- Fiber Build Update – we continue to run into hurdles that are out of our control for the fiber build from Station 13 to Station 14. We have asked our Project Manager, Jeremy Pollard, if there is anything else we can do to move forward with the build. He reached out to Zply Fiber to see if he could negotiate a reasonable price to get fiber access through Zply. Zply agreed to a 20-year lease with upfront costs of \$100,000 and \$250 per month. The end result would be the same as building out our own fiber; however, we would not be in charge of maintaining the fiber with Zply like we would if we owned the fiber. We reached out to the MACC Grant Committee to see if this would work with our grant funding. They stated that this did not fall within the grant parameters, and we would need to return the grant funds to them if we decided to go this route. We have reached back out to our Project Manager to find other solutions. We will also meet in person with the MACC Grant Committee to try and resolve this issue. We should have more information by the next Board Meeting.
- The District has received the first of three Timber Tax payments for the fiscal year. We received \$186,010 which is nearly 100% our forecasted budget amount and it is only the first payment.
- Engine 15 was sent on the last two conflagrations Banks Fire participated in. One in Burns and the other in Madras. The engine performed very well and had no issues.
- The District's Auditor, Russ Reis, will be auditing the 23/24 Fiscal Year in September.
- Update on Elsie Vinemaple Fire – Prior to the Elsie Vinemaple staffing issues, we responded to approximately 1 ½ calls per month as mutual aid in their district. Currently, we have been responding to approximately 1 call per month. The CAD system can be misleading as it taps out for each piece of apparatus that is called. Cannon Beach Fire and Seaside Fire have been helping on the backend of Elsie's district. Cannon Beach Fire, Seaside Fire and Banks Fire would like to have a meeting with Elsie Vinemaple to formulate a plan with them.
- Update on Vernonia Fire: Vernonia has had issues for years with their response to calls as they split their fire and EMS crews. Currently, they have 5 day/8 hour coverage due to staffing issues. We have moved Medic 13 to Station 14 to reduce the calls. We have only covered Vernonia twice in the past month due to this change. In July there were 12 taps from Vernonia of which we actually responded to 4 calls. Chief Linz and PIO Adams attended last night's Vernonia Board Meeting to talk to the Board about the coverage issues. They learned that Vernonia only has 8 volunteers which are mostly EMS volunteers. They also learned that Vernonia is looking to hire a part-time chief in the next few weeks. Chief Linz will meet with Vernonia Fire next week to discuss further. There will be times when Banks Fire will have to help but Vernonia Fire until they can resolve their issues. Chief asked the Board if they had any questions.
 - Board Chair Henning asked who makes the decision whether Banks Fire responds or not. Chief replied that Banks Fire makes the decision. Also, we tell them we will cover from Station 14 so we don't actually go to Vernonia during coverage.
- Participation has been excellent from our volunteers and staff members at community events and on calls. We had five crews out on the Hagg Lake fire and had full crews for coverage in our district.

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Training Officer Report:

- In-House Firefighter II Academy starts 8/19/24. This will be held during Monday night drills. 19 of our people were interested in attending this academy.
- Firefighter I Academy will begin 9/17/24. There are approximately 13 recruits from Banks Fire and 2 to 5 people from Gaston Fire that will be attending the academy. Gaston Fire will also be sending people to help lead the training.
- There will be a Multiple Casualty Incident training on 8/25/24. AMR, Life Flight, Boy Scouts and the local bus company will all be participating in the training. The Boy Scouts will be the patients.
- There will be a training drill with the OHSU Emergency Room doctors on 9/3/24. There will be 20 to 30 doctors participating along with our Physician Advisor, Dr. Daya. Rope rescue, sports injuries and exterior fire operations will be included in the training.

Volunteer Coordinator Report:

- Three new interns will be starting with the District 9/1/24. These interns have previous fire experience.
- We gained a volunteer firefighter/EMT from Vernonia Fire.
- There are 13 Banks Fire recruits signed up for the upcoming Firefighter I Academy.
- Recruiting for the Spring 2025 Academy has begun.

EMS Officer Report:

- July had one transport and 29 EMS calls. The first six months of 2024 there have been 267 EMS calls which is 55% of our total calls.
- AMR has made Banks their level 3 post, which means we have an ambulance sitting in Banks when there are 3 or more ambulances in all of Washington County. We are seeing AMR arriving on scene before our crews frequently which allows us to return to service faster. The downside of this is that we often are not doing anything on these calls and it decreases the amount of experience our crews are getting in treating medical patients.
- Our Medical Drill for August was a refresher on Multi-Casualty Incidents and triaging patients (determining how sick or injured someone is and determining their priority level). This was done to help our folks get ready for the upcoming MCI drill that Training Officer Haney is putting together using the school bus we acquired.

Public Information Officer (PIO Scott Adams) Report:

- The Banks Volunteer Firefighter Association approved a \$2,000 donation to purchase school supplies for our local school district, donating to Banks Elementary, Banks Middle School, and Banks High School. This fundraiser is spearheaded by Captain Sean and Sheila McGonigal. Banks School District published this in their district newsletter. This fundraiser is the second largest fundraiser the Association provides each year. Ms. McGonigal stated that they purchased all of the supplies from Fred Meyer on Imbrie Drive in Hillsboro and that the store gave them a much appreciated 15% discount which allowed them to buy even more than anticipated.
- Banks Fire District had a great presence and representation at the National Night Out on Tuesday, August 6th. We also had the same presence at the Banks BBQ with the MDA Fill the Boot with volunteers collecting money for the Muscular Dystrophy Association. We also participated in the parade and assisted the Sheriff in closing the road for the parade. We also provided EMS coverage at the Combine Derby on Sunday.
- The Banks Community CERT Team will be speaking at the CPO meeting next week.
- Banks Fire has been successful in reaching out to the community for donated cars.
- A former patient of Banks Fire stopped by the station with cookies and pudding cake for the crews.

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- PIO Adams attended his annual two-week wagon train event and participated as a driver and medic for the event. He actually utilized his firefighting skills when they were put on a Level 3 evacuation notice due to a wildfire. PIO Adams helped with the evacuation process to lead the team to safety.

Safety/Near Miss Report

- No injuries or damages to equipment.
- No health issues reported for the month of July.

Old Business:

- **New Engine Purchase** (Information Item) – The sale of the new engine is complete. The Purchase Agreement has been signed and will go through Pre-Con (change orders) next month. Training Engine 14 has been changed to Engine 13. Overall, it has been a good transition of our apparatus since the surplus of the old Engine 13 and Heavy Rescue 13.

New Business:

- **Resolution 08142024A Resolution for Lease-Purchase Agreement** (Action Item) Pete Lux made a motion to approve resolution 08142024A the Resolution for the Lease-Purchase Agreement of the new engine. Clint Jackson seconded the motion. In favor of the motion: Clint Jackson, Pete Lux, Mark Standley, and John Wren. Opposed: None. The motion carried.
- **Resolution 08142024B Resolution Appropriating Grant Funds** (Action Item) John Wren made a motion to approve resolution 08142024B appropriating grant funds in the amount of \$48,050 from the State of Oregon, Department of Emergency Management for the new Access Security System. Mark Stanley seconded the motion. In favor of the motion: Clint Jackson, Pete Lux, Mark Standley and John Wren. Opposed: None. The motion carried.
- **Roof Bids** (Information/Action Item) Last year it was discovered that there are leaks in the roof in the truck bay. This budget year money was set aside to repair the roof. Chief Linz entertained a few bids from vendors and has asked the Board to award the bid to Streimer. There was a significant difference in the bids and Steimer's bid made the most sense and would cost significantly less than the other bids. Board Member John Wren has been consulting with Chief during the process as he has experience in this area and he understands the issues with the roof. He agreed that the Streimers bid is the most reasonable and addresses the issues at hand.

Clint Jackson made a motion to award the bid to Streimers in the amount of \$8,895 to repair the roof and replace the screws and ridgecaps. Pete Lux seconded the motion. All in favor of the motion: Clint Jackson, Pete Lux, Mark Standley and John Wren. Opposed: None. The motion carried.

Audience Response: None.

Good of the Order:

- PIO Adams thanked the Board for their commitment to the District. He said while other surrounding districts are having issues with their boards we have five very caring Board members that take the time to research and ask questions to make sure they are making sound decisions. They also give praise where praise is due and it is very much appreciated by all.

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- Board Chair Kevin Henning thanked the McGonigals for their involvement and success with the school supply drive.
- Board Member Mark Standley stated that he recently attended a Weyerhaeuser Caterpillar Training at Station 14. He stated that the crews on shift at Station 14 on the days of the training were always busy and it was very apparent that they took pride in their work and pride in the facility and apparatus.
- Sheila McGonigal commented that during the Hagg Lake Fire she very much appreciated the team effort of everyone to make sure the crew had food ready to eat when they returned from the fire. She said the closeness and camaraderie of Banks Fire Department is outstanding.
- Chief Linz told the Board that the last two Mini Fire Trucks were complete with funds from the FEMA Fire Prevention grant. These trucks were in the boardroom for all to see. The trucks will be used at community events and for crew hose training.
- Chief stated that the National Night Out was successful. A large part of that success is due to Captain Scott Arlin and Volunteer Roger Smith that have worked very hard to put together a Defensible Space program to help our community clean up their spaces in rural areas. They put a lot of time an effort in this program and into a grant that was written for this program. The response at National Night out was very positive.
- Board Member Clint Jackson said that Banks Fire District is doing very well and he is very thankful for the volunteers and their involvement in the community.

Adjourn Meeting: There being no further business Board Chair Kevin Henning adjourned the meeting at 7:38pm.

Pete Lux, Secretary

Kari Erwert, Recording Secretary