

# BANKS FIRE DISTRICT #13

13430 NW MAIN STREET, BANKS, OR 97106

## REGULAR BOARD MEETING MINUTES

**Meeting Date:** Wednesday, April 12, 2023

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

**Call to Order:** Board Chair Rae Weaver called the meeting to order at 6:00 pm

**Board Members Present:** Ed Ewing, Kevin Henning, Rae Weaver and John Wren.

**Board Members Absent:** Mark Standley, Jr.

**Approval of Agenda (Action Item):** John Wren made a motion to approve the April agenda. Ed Ewing seconded the motion. Voting for the motion: Ed Ewing, Kevin Henning and John Wren. Opposed: None. The motion carried.

**Approval of Minutes of Previous Regular Board Meeting (Action Item):**

Motion by Ed Ewing to approve the minutes from the General Session, March 7, 2023 as presented. Kevin Henning seconded the motion. Voting in favor of the motion: Kevin Henning, Ed Ewing and John Wren. Opposed: None. The motion carried.

### **Community Service Award**

Two citizens were recognized for their courageous and life saving actions responding to a motor vehicle accident on February 17, 2023. Chief Linz presented Charollette Tannery and Mark Brown with certificates and EMS Life Saving Challenge Coins honoring their courage and dedication in saving a life.

Cake was served at 6:07 pm and the regular meeting resumed at 6:15pm.

**Treasurer's Report:**                    **LGIP: \$1,911,882.92**

<b>General Fund:</b>	<b>\$ 1,025,297.37</b>
<b>Capital Funds:</b>	<b>\$ 502,686.48</b>
<b>Debt Service:</b>	<b>\$ 206,634.08</b>
<b>Bond Projects:</b>	<b>\$ 142,902.76</b>

**US Bank: \$47,440.98**

**Approval of Accounts Payable (Action Item):** Motion by Ed Ewing to approve accounts payable as of March 31, 2023, in the amount of \$169,667.69 with a correction noted on the memo line of check #31723 from Station 15 to Station 13. Kevin Henning seconded the motion. Voting in favor: Ed Ewing, Kevin Henning and John Wren. Opposed: None.

**Financial Statements Received by Board of Directors (Action Item):** Financial statements were received and reviewed by the board. Motion by Ed Ewing to receive financial statements of the district dated March 31, 2023. John Wren seconded the motion. Voting in favor: Ed Ewing, Kevin Henning and John Wren. Opposed: None. The motion carried.

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## Information Items:

### **Chief's Report:**

- The district had 58 calls in March which is slightly down from normal call volume. It appears that the transport issues are currently under control.
- Two last minute grant requests were submitted through Washington County. One for \$31,000 for a replacement generator for Station 15 and the other for \$38,000 for new computers in the EOC. If approved, the grant money would have to be expended by 7/1/23 so we may need to have a Special Board Meeting to get board approval. More information should be available next week.
- AgWest Farm Credit awarded Banks Fire District a \$5,000 grant for the purchase of a Lucas Chest Compression system. This unit will be kept on Engine 14 at Station 14.
- Oregon State Fire Marshal (OSFM) awarded Banks Fire District with the Equipment Grant. This will equip Banks Fire with a dual logoed (Banks Fire District and OSFM logos) Brush Rig. Banks Fire was the only fire agency in Washington County to receive this award. It is approximately two years out before we receive the BR as the supply chain issues are slowing the manufacturing of these vehicles.
- We are wrapping up the EOC project that we have been working on for the past couple of years. We are awaiting the final documents from the consultant for the Active Shooter piece of the project. The final document is an easy, workable Community Emergency Plan that anyone could use if a large-scale emergency should occur.
- The new racking system in the bay has been completed.
- Since transitioning to 24 hour shifts our response time has nearly been cut in half – from 2:11 to 1:15 out the door response time. Career departments goals are 1:00 out the door response time. The crews are doing an excellent job!
- Tualatin Soil & Water Conservation District approached Banks Fire and want us to participate in a clean up project at our Hornshuh Creek Station 14. They pay for the contractors to clean up the stream and land around the stream. They clean up debris in and around the water and plant native plants and trees. These Stream Enhancement Projects are sponsored by Clean Water Services and there will be no cost to Banks Fire District.

### **Training Officer Report:**

- Spring Academy has started and there are 8 recruits participating.
- The Rope Technicians at Banks Fire have been meeting regularly to standardize and streamline our rope rescue operations and work on getting more people certified.
- We have been working with Lee Bartholomew at Hillsboro Police Department to put on a mental health training for the volunteers and staff. Lee reached out to us and said he would love to provide training at no cost to the district.

### **Volunteer Coordinator Report:**

- We have a new paramedic that has joined the volunteer force at Banks Fire. He will be a medic only role at this time and will primarily pull A Shift so we will have more ALS coverage.
- We currently have 5 paramedics that volunteer with Banks Fire. Lt. Perry is working on recruiting 3 more. With Washington County ambulance providers changing hands soon we are actively recruiting paramedics and EMTs.
- We have one intern in paramedic school and two who have finished and are working on completing the written tests and one intern slated to start a paramedic program next month.

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- Lt. Perry and Lt. Kemper will be attending a fire officer conference next month to obtain more leadership skills and become more effective leaders. This knowledge will be shared with other officers.

### **EMS Officer Report:**

- The district had three transports for the month of March.
- We are working on creating new EMS kits to streamline on scene flow. We are currently testing kits.
- Metro West has ended their challenge to the ambulance proposal and Washington County has entered into negotiations for the ASA
  - We are still in limbo as to how this will impact us beyond having a different color ambulance show up for calls.
  - As the ASA holder, AMR has the ability to allow or deny us the ability to transport. This will need to be negotiated with them at a later date.
  - Initial take over date was slated for July 1<sup>st</sup> but has been pushed back to August 1<sup>st</sup> to allow for staffing and logistic considerations.
  - Metro West will remain the ambulance provider in place until AMR takes over.

### **Public Information Officer (PIO Scott Adams) Report:**

- The Volunteer Pancake Breakfast had 400 people attend. The prices were not increased as the focus was a community outreach event. The goal was 650 attendees to break even.
- Earlier this week Chief Linz and Captain Arlin helped a woman that's car broke down and had no resources to get home to Astoria. With the help of the Salvation Army, Chief Linz and Captain Arlin were able to help her find a safe place to stay until arrangements could be made to get her home.

### **March Safety/Near Miss Report**

- Had one incident where a door came open and a water extinguisher fell out and was damaged.
- No damage to any of the apparatus.
- No COVID cases reported.

### **Old Business:**

- Update on Station 14 Storage Building. The building is moving along. The wood donation that was to be made by Hampton Lumber was delayed due to the mill being temporarily shut down. Chief Linz contacted Stimpson Lumber to see if they would be able to help. They gladly offered to help us and Five Star Builders was able to drive to Clatskanie to pick up the wood. This district is very grateful to Stimson Lumber for providing us a donation with such a quick turnaround. The building is ready for the roof and Five Star is waiting from some dry weather to move forward. The budget is on track.

### **New Business:**

- **Resolution 04122023A – Resolution approving grant funds (Action Item)** Banks Fire District received \$1,706.42 in grant funds from the FEMA Assistance to Firefighters Grant Program-COVID-19 Supplemental program. This is the final payout on this grant. Ed Ewing made a motion to approve Resolution 04122023A in the amount of \$1,706.42. Kevin Henning seconded the motion. Voting in favor: Ed Ewing, Kevin Henning and John Wren. Opposed: None. The motion carried.

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- **Resolution 04122023B – Resolution approving grant funds (Action Item)** Banks Fire District received \$17,952.00 in grant funds from the FEMA Staffing for Adequate Fire and Emergency Response (SAFER) program. This is the final payout for this grant. John Wren made a motion to approve Resolution 04122023B in the amount of \$17,952.00. Ed Ewing seconded the motion. Voting in favor: Ed Ewing, Kevin Henning and John Wren. Opposed: None. The motion carried.
- **Resolution 04122023C – Resolution approving grant funds (Action Item)** Banks Fire District received \$77,194.00 in grant funds from the FEMA Assistance to Firefighters (AFG) program. Kevin Henning made a motion to approve Resolution 04122023C in the amount of \$77,194.00. Ed Ewing seconded the motion. Voting in favor: Ed Ewing, Kevin Henning and John Wren. Opposed: None. The motion carried.
- **Resolution 04122023D – Resolution approving Intrafund Transfer (Action Item)** Banks Fire District needs to transfer a total of \$49,500 from the Operating Contingency fund. \$39,500 to cover the remaining fiscal year in personnel costs and \$10,000 to Material & Services for fuel. Ed Ewing made a motion to approve Resolution 04122023D in the amount of \$49,500.00. Kevin Henning seconded the motion. Voting in favor: Ed Ewing, Kevin Henning and John Wren. Opposed: None. The motion carried.
- **Medic 13 Discussion**
  - Six years ago, Banks Fire needed a smaller medical unit to respond to EMS calls but did not have the funding to purchase a unit. Chief Linz approached Metro West Ambulance Service and a contract was made between Banks Fire and Metro West to purchase Medic 13. Metro West purchased the unit and Banks fire maintained and insured the unit. This was a win win for both parties as Banks Fire received a new medic unit which helped Metro West transport when they did not have a unit available. Metro West also bills for our transports.
  - With the new AFP being awarded to AMR Chief Linz approached Metro West to see if it was a possibility that Banks Fire purchase the unit. Metro West declined and stated they want the Medic back.
  - The medic is highly used in our district and to not have an ambulance in our district will be a great disservice to our community. Transport times in Portland Metro are up to an hour so the wait from our district would be even longer.
  - Chief Linz researched the cost of a new medic and it would cost between \$225,000 and \$250,000 to purchase a new medic. A used medic with 100-150K mileage would cost between \$150,000 and \$170,000. Chief Linz recommended to the Board that we purchase a new medic. Once ordered, it will be approximately 20 weeks to receive the new medic. He would like to purchase one next budget year. The sooner we order the better due to the wait time. We would not pay for it until completion. Chief asked the board for approval to start the process to spec the new medic.
  - Board Member John Wren asked if we will have to transport outside of our district. Chief said we might have to but only if the EMS system is overwhelmed. The focus will be mainly on our district. Main focus is to take care of our calls in our jurisdiction.
  - All Board members agreed to move forward and start the process to gather the information we need to possibly purchase a new medic.

At 7:31 pm Rae Weaver handed the meeting over to Vice Chair Kevin Henning as she had another engagement to attend.

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**Audience Response:** None.

**Good of the Order:** Kevin Henning stated that he thought the Volunteer Breakfast was great with a good turnout from our community. Ed Ewing stated he really liked the process of having a greeter at the front door which really helped keep the line moving. Volunteer Tommy Sill did an excellent job greeting and guiding the guests.

**Adjourn Meeting:** There being no further comments, Vice Chair Kevin Henning adjourned the meeting at 7:42 pm.

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Ed Ewing  
Secretary

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Kari Erwert  
Recording Secretary