

# BANKS FIRE DISTRICT #13

13430 NW MAIN STREET, BANKS, OR 97106

## REGULAR BOARD MEETING MINUTES

**Meeting Date:** Wednesday, August 11, 2021

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

**Call to Order:** Board of Directors Chair Mark Schmidlin called the meeting to order at 6:00 p.m.

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

**Board Members Absent:** None.

**Approval of Agenda (Action Item):** Kevin Henning made a motion to approve the August agenda as presented. Ed Ewing seconded the motion. Motion passed unanimously.

**Approval of Minutes of Previous Meeting (Action Item):** Motion by Ed Ewing to approve the minutes from the General Session, July 14, 2021. Second motion by Kevin Henning. Motion passed unanimously.

### **Treasurer's Report:**

LGIP: \$1,205,792.45

General Fund: \$ 472,482.90

Capital Funds: \$ 421,125.16

Debt Service: \$ 265.00

Bond Projects: \$ 338,861.00

US Bank: \$57,265.42

**Approval of Accounts Payable (Action Item):** Motion by Rae Weaver to approve accounts payable as of July 31, 2021, in the amount of \$134,677.48. Ed Ewing seconded the motion. Motion passed unanimously. Motion to approve checks that were issued 8/10/21 numbers 30738 to 30776 totaling \$79,628.69 by Rae Weaver. Ed Ewing seconded the motion. Motion passed unanimously.

**Financial Statements Received by Board of Directors (Action Item):** Financial statements were received and reviewed by the board. Motion by Kevin Henning to receive financial statements of the District dated July 31, 2021. Ed Ewing seconded the motion. Motion passed unanimously.

### **Information Items:**

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

- 95 calls in July which has tied our all-time monthly high for call volume. Our calls continue to remain 25% above normal. Other fire districts are stating their calls are up as well and hospital zone management is becoming the norm.
- ODF continued to use the LZ at Station 14 to refuel the helicopters for the fire on Highway 6. The Forestry Department is very appreciative to have been able to utilize their helicopter command post from Hornshuh Creek Station. ODF will reimburse for crop damage and the cost of mowing east of the station. Department of Forestry is also interested in utilizing the land around Station 14. They would like to propose some type of a joint use plan.

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- The district was awarded a grant from the Oregon Department of Forestry in the amount of \$18,700.00 (50/50 grant) We will use these funds to purchase wildland hose, wildland fire packs, personal gear cases and water reservoirs.
- The district is working with Washington County EMS to provide vaccination clinics at our stations. We are looking at Friday, August 27<sup>th</sup> in the morning at Station 13 and in the afternoon at Station 15.
- Past Fire Chief Clarence Sweere's memorial is this coming Saturday, August 14<sup>th</sup>. There will be a reception held here at Station 13 after the service. The District will also participate in the procession from the church to the cemetery. Julie Kemper, Scott Adams, and Rodney Jacobs will perform an Honor Ceremony here at Station 13 for Chief Sweere.
- The first two conflagration reimbursement packets have been submitted to the Oregon State Fire Marshall. The total for the two conflagrations is \$30,324.00. The staff has been reimbursed for both conflags and the district should receive reimbursement in the next couple of months. The Bootleg Fire is still outstanding, and we are waiting to receive the reimbursement packet from the State.
- We are continuing to work on the City wide EOC plan. The district received a grant through Washington County to address large scale emergencies working with the Banks School District, City of Banks and Banks Fire District.
- Two newspapers have written very nice articles about Banks Fire District which is great publicity for our district.
- The district published a notice in the Banks Post stating when our Board Meeting are and inviting the public to attend.
- We are working on developing a new website. One of our volunteers has experience in building websites and has offered to help us set up a new site.
- Follow up on questions from last Board Meeting.
  - A question was asked about the warranty on Water Tender 14 as the Tender broke down on the way to the Central Oregon Conflag due to a defective part. The warranty was 1 year or 6,000 miles. The Tender is 2 years old so the warranty does not apply.
  - A question was asked about term limits on the Board Chair. Under Board Policy 22 it states that "There shall be a limit of 2 consecutive terms (4 years total) for the position of Chair".

## **Training Report:**

- The new Academy has started the online portion for the fall academy. Hands on training begins next month.
- The training ropes provided by the DPSST grant have been on back order. The ropes shipped today, and we should receive them soon. Rope Rescue technician classes will be held at the training tower next month.

## **Volunteer Coordinator Report:**

- Fill the Boot will be happening during Banks BBQ weekend. We will place firefighters on Main Street at the intersection by Jim's Market on Saturday and will also participate in the parade on Sunday as well.
- We are working on putting together a 20<sup>th</sup> anniversary 9-11 local memorial stair climb. We would like to invite other jurisdictions to join us.

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## July Safety/Near Miss Report

- No incidents for the month of July
- The Governor has mandated masks, inside all public buildings, starting Friday.

## Old Business:

- **Hornshuh Creek Station Update (Information Item):**
  - a. Station 14 hosted the monthly Banks Chamber meeting. Everyone was very impressed with the new station.
  - b. The fence is now complete.
  - c. The line in the Bay and LZ circle are painted and complete.
  - d. Working on landscaping, spraying, fertilization and planting around the sign.
  - e. We were planning an open house for mid-September but due to the resurgence in COVID-19 and the new mandates we have postponed the date.
  - f. Washington County is considering a possible drive through COVID-19 vaccination clinic at Station 14. The County will handle all the marketing and set up of the clinic.
  - g. The edge of the pond still needs to be fixed – we are trying to come up with a solution. Ed Ewing asked about the liability of the pond. He suggested a life preserver/rope be kept at the pond in case someone was to fall in.
- **Station 13 South wall repair (Information Item/Action)**
  - a. The south wall has now been repaired. During the repair process a leak was discovered and we have hired a plumber to repair the leak. The rest of the repair work is complete.

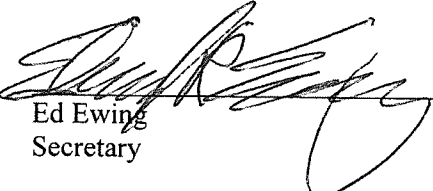
## New Business:


- Auditor Update – The District is looking for a new CPA to prepare our annual Audits and to provide financial guidance as needed. We have discovered it is difficult to locate a CPA that has experience in government municipalities. We have received a bid of \$15,000 from a reputable CPA but we want to speak to a few more before any decisions are made. We may have to file for an extension.
- Young Marines Presentation – Tualatin Valley Young Marines is looking for a place to meet with their local group. They are a 501c(3) youth education and service program for boys and girls from age 8 through high school graduation. One of our volunteers, Thomas Sills has requested to use Station 14 for these meetings. The meetings would be every Saturday in the fall (this is their recruitment time) and after that twice per month. The Board had the following questions:
  - Can we accommodate this request? Does it fall within our policy guidelines?
  - Can we waive the fee? Should we charge a reduced rate?
  - We need to contact our insurance company to be sure we are covered.
  - Would this restrict the community from utilizing the facilities?
  - We could draw up a 6-month contract to try the process out before a long-term commitment.

**Audience Response:** None.

**Good of the Order:** Audience member suggested to contact City of Banks to see what CPA they use as they just hired a new CPA.

**Adjourn Meeting:** Meeting adjourned at 7:19 p.m.

  
Ed Ewing  
Secretary

  
Kari Erwert  
Recording Secretary