

BANKS FIRE DISTRICT #13

13430 NW MAIN STREET, BANKS, OR 97106

REGULAR BOARD MEETING MINUTES

Meeting Date: Wednesday, December 13, 2023

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 5:59 p.m.

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

Board Members Absent: None

Approval of Agenda (Action Item): John Wren made a motion to approve the December Agenda as presented. Mark Standley seconded the motion. Voting for the motion: Clint Jackson, Pete Lux and John Wren. Opposed: None. The motion carried.

Banks Community Emergency Response Team (CERT) Graduation – Banks Fire District’s volunteer Edward Lara led the first official Banks Community Emergency Response Team (CERT) and the first 6 members completed the course and are official Banks CERT volunteers. The six graduates were given certificates of completion and CERT vests. Other Banks Fire volunteers participated in teaching the classes involved to become certified. All the supplies and training expenses were covered by a grant the district received. Mr. Lara is putting together a second class that will commence in late January. The meeting took a break to celebrate with a cake and pictures at 6:05 pm. The meeting resumed at 6:14pm.

Approval of Minutes of Previous Regular Board Meeting (Action Item): Motion by Pete Lux to approve the minutes from the General Session, November 8, 2023 as presented. John Wren seconded the motion. Voting in favor of the motion: Clint Jackson, Pete Lux, Mark Standley and John Wren. Opposed: None. The motion carried.

Treasurer’s Report: **LGIP: \$2,023,597.59**

General Fund: \$ 1,011,145.52
Capital Funds: \$ 682,409.38
Debt Service: \$ 178,789.10
Bond Projects: \$ 107,865.00

US Bank: \$28,570.14

Approval of Accounts Payable (Action Item): Motion by Clint Jackson to approve Accounts Payable as of November 30, 2023, in the amount of \$317,253.51. 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 November 30, 2023. Clint Jackson seconded the motion. Voting in favor: Clint Jackson, Pete Lux, Mark Standley and John Wren. Opposed: None. The motion carried.

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Information Items:

Chief's Report:

- The district had 67 calls in November with calls split between Station 13 and Station 14. Calls are down primarily due to changes in Vernonia Fire and calls are slowing down across the County as a whole.
- We received the hose from the Ag West Bank grant. Training has begun on the new hose and nozzles.
- The district apparatus has been pump testing and receiving preventative maintenance and is nearly complete. Engine 13 failed the pump testing and has needed some needed some costly repairs. Engine 16 needed some minor repairs.
- AMR signed a surge contract with Metro West but has not signed with any of the fire agencies (other than Hillsboro a few months back). AMR has started paying for the EMS supplies Banks Fire is using on medical calls.
- The construction company has finished using our parking/training lot.
- The new door lock system and camera upgrade is underway. The project is about 80% complete and should be complete shortly after the first of the year. This is replacing the old analog system with a digital system.
- The first of the year the district is trying some staffing changes for the crews and admin in the office. The crews are going to a 48/96 schedule and the office is going to 4/10s Monday through Thursday.
- PCC has a new Fire Science Director and Chief Linz will be meeting with him soon. PCC would like to work out an agreement to conduct training at Banks Fire Stations. This will be discussed in the meeting with the new director.
- The District receives revenue from a local timber tax each quarter. This fiscal year we budgeted to receive \$195,000 and have currently received \$147,000 of this budget which is very good as we still have two quarters left in the fiscal year.
- The District Christmas party will be held this upcoming Monday, December 18th at 7pm at Station 13. The Awards Banquet will be held on Saturday, January 27, 2024 at Top Golf.

Training Officer Report:

- The next Fire Academy planning is underway. Vernonia, Elsie Vinemapple and Gaston will have recruits participating as well. DO Haney is working on the final details of the calendar.
- Submitted DPSST packets for certifications of volunteers and staff.
- Firefighter II Academy is underway – it is an online class and three Banks Fire members are enrolled in the class.
- Training on the new hose and nozzles is underway and the new equipment should be in service the first of the new year.
- The training schedule for 2024 is complete.

Volunteer Coordinator Report:

- There are currently two new recruits being processed for the spring fire academy.
- We have one intern in paramedic school and one new paramedic.

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- We are currently working on new community outreach programs focusing on high school and colleges. Recruitment strategies have been through email and various flyers sent across the state.
- Working on filling new internship slots.
- Have meetings scheduled with local fire science programs to gain interest in volunteer recruitment.

EMS Officer Report:

- There were 10 transports for the month of November.
- The crews are doing well in EMS responses.
- The number of paramedics on shift has increased and helps for response on calls and for training with the crews.
- AMR is now paying for the EMS supplies for the district.
- AMR and Metro West have started a level zero agreement as of last Monday. This means when AMR is at a Level Zero (no units available) Metro West will respond.
- Board Member Mark Standley asked if the district will still be able to use Metro's Medic 13. Chief Linz responded that he will be having a meeting with JD, of Metro West, next week to discuss.

Public Information Officer (PIO Scott Adams) Report:

- Final CERT classes took place and had first graduates of program. Looking forward to the next class in February.
- On November 18, 2023 the first community CPR class was held since COVID. We had 5 people from the community that attended. The instructors were Banks Fire Volunteers.
- The station had one of their prior patients from a serious motor vehicle accident stop in and give the crews home made cookies as a token of her appreciation.
- Quarterly blood drive was held on December 1, 2023. A goal of 25 units was set and the goal was met!
- The letters to Santa program is underway with letters being accepted until December 18th.
- The Banks Firefighter Volunteer Association is helping five families in need for Christmas. As soon as the lists were posted the volunteers quickly signed up to help the families.
- The district Christmas party for the volunteers will be held on Monday, December 18th at 7pm. This is for volunteers, staff and their families.
- As previously discussed, the district was concerned that the media may reach out for comment on the current AMR issues in the county. No media has reached out to the district at this time.
- The Banks Fire District Board Meetings were added to the Chamber of Commerce 2024 calendar that is handed out to the community.

November Safety/Near Miss Report

- No injuries or damages to equipment.
- No COVID issues reported in November.
- Several other types of sicknesses have been reported in the month of November.

Old Business Board Policy Review Update (Information/Action Item)

- Chief Linz reached out to our attorney Jennifer Bouman Steagall regarding the updating of our Board Policies and she referred us to her associate Gail Stevens. We have worked with Gail in the past and she is familiar with the district. She is flexible for meeting schedules. She will propose selected changes and the Board will review and approve and/or change. The Board collectively decided that they would like to get the process started and would like to meet Gail in person on February 12th which is the day before the February Board Meeting.

New Business:

- **Local Option Levy Renewal 2024 (Information/Action Item)** Chief Linz gave a slide show presentation on the upcoming renewal of the district's Local Option Levy (LOL). He discussed the risk that the district takes if it increases the LOL. The LOL is 48% of the district's operating budget and Chief Linz thinks the district should not increase the tax rate of \$0.97/\$1000 and request that the voters renew the LOL at the current rate. He outlined some charts in the slideshow that showed increases of \$0.10 increments and he feels the increase is not worth the risk of a non-renewal. Chief Linz stated the current budget is very sound and really the only area we need an increase is in staffing but to get the staffing we need to run paid crews would simply cost too much. The district has seen a reduction in Intern interest and is exploring other avenues to overcome this lack of interest. We are looking at an apprenticeship program to bridge staffing instead of hiring staff. Board Member Clint Jackson stated that the school is going for a new bond in May that will increase \$1.09/\$1000. Board Member Mark Standley stated that the Board of Forestry will more than likely pass a bill that will affect the timber tax revenue that the district receives. These are risks that are great and the district needs to ensure the LOL so renewing at the current rate is less risky than asking for an increase.

Pete Lux made a motion to renew the Banks Fire District #13 Local Option Levy at the current rate of \$0.97/\$1000. Clint Jackson seconded the motion. Voting in favor: Pete Lux, Clint Jackson, John Wren and Mark Standley Jr. Opposed: None. The motion carries.

- **Heavy Rescue 13 (Information/Action)** Heavy Rescue 13 was purchased in 2010. This piece of apparatus does not carry water, it carries equipment including rope and water rescue equipment. It is a very large piece of apparatus and most volunteers cannot operate or drive it. We do not utilize it very often. It sits 6 to 7 days a week. It is currently 12 years old and has 25,000 miles on it. Chief thinks if we had a Squad Rig it could be utilized to carry equipment like HR13 but it would be much more drivable for the crews. Chief received an estimated value of \$170,000 for HR13 and the cost of the box rig would be between \$210,000 and \$250,000. The Squad Rig would be utilized much more than HR13 is utilized. He asked for the Board's thoughts on this.

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- Board Member John Wren asked if we could utilize Medic 13 in this way until we get our new medic to see how it would work.
- Board Chair Kevin Henning asked how much use would the district get out of a Squad Rig? Chief stated much more than HR13 because you only need one person to operate/drive the Squad and you need at least two to operative/drive HR13.
- Board Member Mark Standley asked how long it would take to receive one. Chief stated it would be one year to build out – we would have it built locally.
- Board Member Pete Lux inquired about possibly using a Utility Pickup for this use.
- Chief Linz states is doesn't make sense to keep a piece of apparatus we don't utilize and continue to pay the maintenance and insurance on it. He stated he does not need a decision tonight but he wanted the board to think about is and they will discuss again at the next meeting.

Audience Response: None.

Good of the Order:

- Board Chair Kevin Henning thanked the CERT team for having the interest and taking the time to become a member of the Banks Community Emergency Response Team.

Adjourn Meeting: There being no further business Board Chair Kevin Henning adjourned the meeting at 7:47 pm.

Pete Lux
Secretary

Kari Erwert
Recording Secretary