

BANKS FIRE DISTRICT #13

13430 NW MAIN STREET, BANKS, OR 97106

REGULAR BOARD MEETING MINUTES

Meeting Date: Wednesday, February 8, 2023

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

Call to Order: Board Chair Rae Weaver called the meeting to order at 6:00 p.m.

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

Board Members Absent: None.

Approval of Agenda (Action Item): Kevin Henning made a motion to approve the February agenda as presented. Ed Ewing seconded the motion. Voting for the motion: Ed Ewing, Kevin Henning, Mark Standley, Jr. and John Wren. Opposed: None. The motion carried.

Lieutenant / Volunteer Coordinator Confirmation – Confirmation of Volunteer, Julie Kemper, to Lieutenant. Confirmation of new staff member, Christopher Perry, to Lieutenant / Volunteer Coordinator. Both were sworn in and badges were pinned. Took a 15-minute break to take pictures and eat cake to celebrate.

District CPA, Russ Reis Introduction and Presentation of 21-22 FY Audit- Russell Reis, of Jarrard, Seibert, Pollard & Co. LLC introduced himself to the Board and presented a summary of the results of the 2021/2022 Fiscal Year Audit as of June 30, 2022. This was Mr. Reis' second year auditing the District. He explained that the District uses Modified Cash Basis Accounting which is appropriate for a small District such as Banks Fire District. He stated that he completed his field work in early December and that the accounts were reconciled in a timely manner and overall, the records looked great. He explained the format of the audit report and covered the various reports within the audit. He stated that all filings had been submitted to the State as required. He asked the Board for any questions. No questions were asked by the Board.

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

Motion by John Wren to approve the minutes from the General Session, January 11, 2023 as presented. Mark Standley, Jr. seconded the motion. Voting in favor of the motion: Kevin Henning, Ed Ewing, Mark Standley, Jr. and John Wren. Opposed: None. The motion carried.

Treasurer's Report: LGIP: \$2,226,480.53

General Fund:	\$	1,235,849.67
Capital Funds:	\$	578,508.14
Debt Service:	\$	200,058.94
Bond Projects:	\$	141,971.91

US Bank: \$8,641.98

Approval of Accounts Payable (Action Item): Motion by Ed Ewing to approve accounts payable as of January 31, 2023, in the amount of \$272,410.22. Kevin Henning seconded the motion. Voting in favor: Ed Ewing, Kevin Henning, Mark Standley Jr. and John Wren. Opposed: None.

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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 January 31, 2023. Kevin Henning seconded the motion. Voting in favor: Ed Ewing, Kevin Henning, Mark Standley Jr. and John Wren. Opposed: None. The motion carried.

Information Items:

Chief's Report:

- Pulsepoint followers up to 3,300
- The district had 70 calls in January which is a normal call volume for this time of year.
- Both new engines are now in service. The crews are working on drivers training on new engines.
- We recently completed annual preventative maintenance on all the heavy apparatus. If the apparatus is used more heavily than it has maintenance every 6 months.
- Brush 13 is back from the shop for a dent repair and a pump motor replacement. The new motor should last 10 to 15 years.
- Have been working on a number of small repairs around the station including the fire alarm, turnout dryer and overhead door.
- Generator at Station 13 needs a new water pump which will cost approximately \$5,000 to repair.
- The generator at Station 15 needs to be replaced. It has been in service since 1979 and there are no parts available to repair it should the need arise. This will be something that will be budgeted in the next fiscal year budget.
- We have received a lot of positive feedback from the volunteers about the Awards Banquet. Many have commented that they really enjoyed it.
- Next month we will be purchasing several items from the recent grants we have received.
- Would like to move March's Board Meeting from Wednesday, March 8th to Tuesday, March 7th if possible due to office staff taking the current EMR class. The meeting will be at Station 14 due to the class being taught in the training room at Station 13. The Board had no issues with this but wanted to be sure we notify the public of the change of day and change of location for this meeting. The signs in front of Stations 13 and 14 will be utilized to inform the public and notification will also be on our website.

Training Officer Report:

- The Recruits graduated from Fire Academy earlier this week. The event was well attended by many family and friends attending. The new graduates have already started pulling shifts and working on their task books.
- Approximately 15 cert applications have been submitted to the State for various certifications including Firefighter 1, Extrication etc.
- A Pumper Operator class will be facilitated next weekend by retired Gresham Firefighter/Paramedic, Pat McAbery.
- Instructor 2 training is currently underway and will be putting an Instructor 1 course together soon.
- Nine new recruits are scheduled for the next Fire Academy that will begin when the EMR class is finished towards the end of March.

Volunteer Coordinator Report:

- Nine new recruits in next Fire Academy. We are starting with the EMR class then will move on to Fire Academy then Wildland to finish up.
- The Fire Science High School class is back at the Station for the month for EMS Training.
- The Pancake Breakfast is back and scheduled for March.

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EMS Officer Report:

- EMR class will be starting this upcoming Saturday, February 11th. The class consists of a mixture of new volunteers, current volunteers, prospective volunteers, and office staff.
- Proposals for the Ambulance Service Agreement were submitted. AMR, Falk, and MetroWest all submitted proposals and have completed presentations to the committee. The final decision will be released February 18th. There will likely be appeals, lawsuits, and other issues brought up by the non-selected agencies. The official takeover is slated for July 1st of this year. This impacts Banks Fire because whoever gets the contract retains sole transport rights for the county but has the ability to subcontract to fire agencies. So, it is an agency other than MetroWest, we would need to enter into an agreement with that agency to allow us to transport.
- There were 3 transports in January – a large decline from last month. Overall medical call volume was down in January.

Public Information Officer (PIO Scott Adams) Report:

- No events were held in January – it was a relatively quiet month.
- The Volunteer Pancake Breakfast is returning on Sunday, March 12th, the second Sunday of the month from 8:00 am to 1:00 pm. The volunteers are estimating at least 650 people to attend. We are asking for Board Members to greet the public and sell tickets at the door. The breakfast will be cooked outside behind the bay and will be served in the bay. The organization Wagon Train will be donating their cooking facility for the volunteers to use to cook the breakfast which will give the volunteers much more cooking space. The prices for the breakfast will be kept nearly the same as in past years. This is a community outreach event and the goal is to break even. The budget this year is \$6,000. The association is preparing flyers and water bill stuffers to advertise the event.

January Safety/Near Miss Report

- No injuries for the month of January.
- No COVID cases reported. Only reports of a few flu cases. Overall everyone has remained relatively healthy for the month of January.

Old Business: None.

New Business: None.

Audience Response: None.

Good of the Order:

- Board member Ed Ewing thanked the staff for the cake that went along with the swearing in ceremony.

Adjourn Meeting: There being no further comments, Chair Rae Weaver adjourned the meeting at 7:15 pm.

Ed Ewing
Secretary

Kari Erwert
Recording Secretary