

BANKS FIRE DISTRICT #13

13430 NW MAIN STREET, BANKS, OR 97106

REGULAR BOARD MEETING MINUTES

Meeting Date: Wednesday, January 10, 2024

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

Call to Order: Board Vice Chair Mark Standley, Jr. called the meeting to order at 6:00 p.m.

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

Board Members Absent: Kevin Henning

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

Approval of Minutes of Previous Regular Board Meeting (Action Item): Motion by John Wren to approve the minutes from the General Session, December 13, 2023 as presented. Clint Jackson seconded the motion. Voting in favor of the motion: Clint Jackson, Pete Lux and John Wren. Opposed: None. The motion carried.

Treasurer's Report: LGIP: \$1,876,799.82

General Fund:	\$	887,164.11
Capital Funds:	\$	634,680.72
Debt Service:	\$	205,800.09
Bond Projects:	\$	108,116.15

US Bank: \$28,894.14

Approval of Accounts Payable (Action Item): Motion by Clint Jackson to approve Accounts Payable as of December 31, 2023, in the amount of \$166,284.24. Motion seconded by Pete Lux. Voting in favor: Clint Jackson, Pete Lux 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 December 31, 2023. Clint Jackson seconded the motion. Voting in favor: Clint Jackson, Pete Lux and John Wren. Opposed: None. The motion carried.

Information Items:

Chief's Report:

- The district had 69 calls in December, with a total annual call volume of 886 for 2023. with calls split between Station 13 and Station 14. Routine call levels for this time of year are between 45 and 65.

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- Lt. Chris Perry, our Volunteer Coordinator is leaving the District. He has accepted a position with the US Border Patrol and is moving to Texas. His last day is January 16, 2024.
- The hiring process is underway for the open Volunteer Coordinator position.
- Apparatus preventative maintenance and pump testing is complete for the year.
- Still no movement on a surge agreement with AMR (with Banks Fire or any other fire jurisdictions). We have invoiced AMR for \$1800 for EMS supplies used over the past several months.
- Door Lock/Camera System Project is nearly complete. The doorbell and paging system is not working, and IT is still troubleshooting for a solution. We switched from analog to digital which has created some of the issues. The new camera system is installed and nearly complete.
- Station improvements are continuing with a hall display cabinet ordered. The new cabinet will display Banks Fire merchandise.
- Chief Linz testified at the January Board of Forestry Meeting to speak about the negative impact the Habitat Conservation Plan will have on our District finances.
- The District's Christmas party was very well attended, and we had many positive comments about the event.
- There is an upcoming service for Lt. Horning on 1/15/24 at Liberty High School at 1:30pm.
- The Chief at Mist Birkenfeld passed away a week ago. Banks Fire will send a crew for coverage for the service.
- The District Awards Banquet will be at 6pm on Saturday, January 27th at Top Golf.

Training Officer Report:

- There will be a Training Program Management class with the Department of Public Safety Standards & Training (DPSST) in Tillamook on February 3rd.
- Captain Cooper will be attending the Incident Safety Officer training in Arizona on January 13th and 14th.
- Captain McGonigal will be attending the Health and Safety Officer training in Arizona on January 13th and 14th.
- Six volunteers have signed up for an Intermediate Wildland Fire Behavior course being taught by Oregon Department of Forestry in Mist. This four-day course will take place over two weekends: February 3rd and 4th and February 10th and 11th.
- The schedule for the spring fire academy has been completed.
- There is continued interest with neighboring agencies to send people to our academy. Vernonia would like to send 1 to 2 recruits, Elsie would like to send one and Gaston would like to send 5. With Gaston wanting to send 5 we are asking them to assist in the teaching.

Volunteer Coordinator Report:

- There are currently 8 tentative spring fire academy recruits. All are in various stages of processing.
- We have one intern in paramedic school.
- Continue to work on new community outreach programs and recruitment strategies for new members coming from EMS/Fire programs in high school and college. Recruitment strategies have been emails and various flyers sent across the state.

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- Working on networking with Beaverton School District.
- We will be meeting with the Liberty Fire Science Program this week.
- Currently working on filling new internship slots.

EMS Officer Report:

- There were 2 transports the month of December.
- There was a total of 49 transports for 2023.
- EMR Class is scheduled to start 2/3/24 and currently has 11 people signed up. This will be a multi-agency class with people attending from Banks Fire, Vernonia Fire, Elsie-Vinemaple and Columbia River Fire. We are also encouraging our recruits for the next fire academy to attend if they do not have a medical rating.
- We are working on solidifying an EMS Only volunteer role for people who want to join the department but do not want to participate in firefighting.
- AMR signed a surge agreement with Metro West. Since this occurred our transports have declined.

Public Information Officer (PIO Scott Adams) Report:

- FOX News showed up at Station 13 asking to do a story on our Letters to Santa program. Firefighter/EMT Volunteer Emma McGonigal and PIO Scott Adams were both interviewed. Ms. McGonigal talked about the letters we receive and how we are sure that they are forwarded to Santa. Santa then responds to each child's letter. PIO Adams explained the behind the scenes pieces of the story. It was aired two to three times on the news. It was a great story that is good press for Banks Fire District.
- Wanted to thank PIO Mitch Ward for the production of the Banks Fire District 2023 Annual Video. It was a year in the making and Mitch did an excellent job.

December Safety/Near Miss Report

- No injuries or damages to equipment.
- No COVID issues reported in December.
- Several other types of sicknesses have been reported in the month of December including flu viruses and RSV.

Old Business

- **Board Policy Review Update (Information/Action Item)** Chief Linz has set up a Board Work Session which will be open to the public to meet with attorney, Gail Stevens to go over her review of the District's Board Policies and her suggestions on revisions, if any. She wants to be sure that the Board Policies align with the Personnel Policies. Kari will forward the revisions when Gail completes the process. The work session will take place Tuesday, February 13th from 5 to 9pm. Dinner will be provided. Board Member Wren asked if a copy of the Personnel Policies could be forwarded to the Board.
- The Board approved the purchase of a new chassis for BR14 in November of 2022. The chassis should be here in March of this year. The cost will be approximately \$74,000 (\$75,000 was approved). It will cost \$38,000 to \$40,000 to remount and have new lighting, wiring and a new bumper package. We will be able to surplus the existing chassis and we also received a \$6,500 grant to put towards the remount which

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will reduce the overall cost. The total cost of the updated BR will be less than \$100,000 compared to a brand new one that costs between \$300,000 to \$325,000. We hope to have this accomplished by the upcoming fire season. This BR update process was approved by the Budget Committee for this fiscal year. Board Member Wren asked if the pump had been looked into due to previous issues. Chief said he would look into it and get back to the board with an answer.

New Business:

- Board Conflagration Resolution 01102024A for 2023 Bedrock IR Fire was presented to the Board to receive unanticipated funds from the Oregon State Fire Marshal's Office for Banks Fire District's participation in this conflagration. Total revenue of \$15,893.03 was received; \$8,288.72 to be appropriated to personnel services and \$7,604.31 to be appropriated to Apparatus Fund/Reserve for Future Expenditures. John Wren made a motion to approve Resolution 01102024A as presented. Pete Lux seconded the motion. Voting in favor: John Wren, Pete Lux and Clint Jackson. The motion carried.

Audience Response:

- Donna Linz stated that the district will miss Lt. Chris Perry and thanked him for a job well done.

Good of the Order:

- PIO Scott Adams thanked Jim Maller, a previous Banks Fire Board Member, for attending the meeting.
- Board Member Clint Jackson thanked the Admin team for securing grants for the District. He also thanked the volunteers for their extra work with the Letters to Santa program.

Adjourn Meeting: There being no further business Vice Chair Mark Standley, Jr. adjourned the meeting at 6:44 pm.

Pete Lux
Secretary

Kari Erwert
Recording Secretary