

# BANKS FIRE DISTRICT #13

13430 NW MAIN STREET, BANKS, OR 97106

## REGULAR BOARD MEETING MINUTES

**Meeting Date:** Wednesday, July 10, 2024

**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 6:00 pm

**Board Members Present:** Kevin Henning, Mark Standley and John Wren

**Board Members Absent:** Clint Jackson and Pete Lux

**Approval of Agenda (Action Item):** John Wren made a motion to approve the agenda as presented. Mark Standley seconded the motion. Voting in favor: Mark Standley 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, June 19, 2024 with a correction on Page 4 changing the dollar amount from \$1,039 to \$1,039,000 in the first bullet point. Mark Standley seconded the motion. Voting in favor: Mark Standley and John Wren. Opposed: None. The motion carried.

**Treasurer's Report:**

**LGIP: \$1,583,056.12**

<b>General Fund:</b>	<b>\$ 299,246.77</b>
<b>Capital Funds:</b>	<b>\$ 495,601.26</b>
<b>Debt Service:</b>	<b>\$ 6,216.14</b>
<b>Bond Projects:</b>	<b>\$ 111,842.42</b>

**US Bank: \$60,285.48**

**Approval of Accounts Payable (Action Item):** Motion by Mark Standley to approve accounts payable as of June 30, 2024, in the amount of \$162,973.46. John Wren seconded the motion. Voting in favor: 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 June 30, 2024. Mark Standley seconded the motion. Voting in favor: Mark Standley and John Wren. Opposed: None. The motion carried.

**Information Items:**

**Chief's Report:**

- The district had 63 calls for the month of June which is average continue to trend upwards.
- The District received a grant from Fire House Subs for \$39,200 for the purchase of an air pack washer. This washer removes toxins from air packs, gloves and other PPE items. The removal of the toxins
- BR14 remount is complete and is in service.
- We have a plan in place for summer staffing/wild land season. Station 14 will be staffed all summer utilizing funds from OSFM Staffing grant.

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- The 4<sup>th</sup> of July event went well. Banks Fire responded to a Mutual Aid call for an extrication in the Elsie Vinemaple District. A total of 8 calls were ran on the 4<sup>th</sup>.
- The Banks Fire Conflagration task force in Maupin should be home this weekend. They have been on the frontline of this fire.
- Elsie Vinemaple Fire update: They now have a new board in place (three members). We continue to respond for Mutual Aid. The EVM community want the local volunteers to return but currently the volunteers that are responding all live out of district.
- Vernonia Fire update: They currently have three temporary people in charge – however, their one full time employee that was running the day to day operations has left for another fire district. They have a formed a task force committee to locate a new chief. They are currently relying on their volunteers to respond however their volunteers. We have housed Medic 13 at Station 14 for the summer which should help the movement of the Medic between Station 13 and Station 14.
- Metro West is now contracting with Life Flight Ground. They are now only backfilling for AMR.
- DPSST has been renting office space at Station 14 for the past few years. Recently, they sent the District a contract for the rental. We had our lawyers review. Part of the contract stated that Banks Fire would provide insurance for the rental and our lawyers said this is something we should not do. We responded to DPSST and they then decided to cancel the rental agreement. They will begin moving things out in the near future. We will continue to bill for rent until all their items have been removed.

### **Training Officer Report:**

- Working on putting together a Firefighter II Academy.
- Banks Fire sent 2 people to Camp Rilea for a regional Wildland training at no cost to the district.
- All paperwork is complete for the recent wildland academy.
- Working on updating member's training files that have missing certifications. The files are addressed as discovered.
- Training was provided to get multiple members signed off on brush rigs for the upcoming wildfire season.
- Completed a Learn To Burn training exercise on June 24<sup>th</sup>.

### **Volunteer Coordinator Report:**

- The district gained a new In-District volunteer.
- Last month several members were contacted regarding participation requirements and since that time there has been an increase in their attendance.
- We have been reaching out to Liberty High School's graduating Fire Science class to recruit new members. We are having positive feedback with this.
- Two of our volunteers, Kyle McGuigan and Sarah Rossetti, have been hired by Tualatin Valley Fire & Rescue.
- Board Chair, Kevin Henning, asked about volunteer recruiting and the upcoming Fire Academy. Volunteer Coordinator Wong stated that we have five or six slated for the upcoming Fall Academy.

### **EMS Officer Report:**

- June had one transport.
- With the school year approaching, we held an EMS Sports Medicine Drill. Banks Fire provides standby for Banks High School sporting events. This drill taught specifics about sports injuries including taking helmets and pads off, dehydrations issues etc.
- Last year Banks Fire held a drill for a group of OHSU ER doctors teaching them how patients are extricated from vehicles. This drill was a success and they would like to have another one

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this year. We have set up the first Tuesday in September to hold another drill. They would also like to work on a Sports Medicine Drill.

- We have completed the installation of the new Med Vaults on the apparatus.

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

- Banks Fire participated in the 4<sup>th</sup> of July event at Sunset Park. We set up a table with information and volunteers promoting our Defensible Space program.
- The town controversy of the Wilkes House demolition was a sensitive subject for the community. Chief Linz did a good job not getting involved in the controversy.
- As mentioned in the EMS Officer report, Banks Fire will be hosting another OHSU ER Doctor Training Drill in early September. Last year's training was a great success for both the doctors and Banks Fire.

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

- No injuries or damages to equipment.
- No health issues reported for the month of May.

### **Old Business:**

- **Heavy Rescue 13 / Engine 13 Update** (Information Item) The surplus/sale of HR13 and E13 to Brindlee Mountain Fire Apparatus went smoothly. We have received the funds from the sale. We had to order a master key to the Knox boxes on the apparatus so we could remove the equipment. We have received the key and removed the boxes and the apparatus is ready to be picked up. A transport service will be picking them up soon.
- **Water Tender 13 Update** (Information Item) The insurance company did not understand what the Tender is and how it is used. Their assessment of the damaged tank was that we could either fix the current tender or purchase a new one. After discussing with Chief the claims adjuster understood it would be more cost effective for all to repair the tender as the chassis is still in great condition. Once this was understood the insurance company agreed to pay for the repair. It will take approximately 4 months for the repair. Hillsboro Fire's T1 has been added to the CAD to provide Mutual Aid when our other Tender is in use. They were happy to assist.
- **New Engine Purchase** (Information/Action Item) A meeting was held last month with Banks Fire volunteers and staff to discuss the new engine and what it was we are looking for. Randy and Jeff from True North were present at that meeting to answer questions. Randy and Kevin from True North were in attendance at tonight's meeting to answer any questions the board may have. The approximate price remains at \$1,068,000. We are looking at financing through a lease company which will help us take advantage of the 100% prepayment price. We would need to add an additional \$12,000 to account for any pre-con changes we may have. Chief is looking for the Board's approval for \$1,080,000.

### **Board Questions:**

- Board Chair Kevin asked Chief about the extra \$12,000 and exactly that meant. Chief stated it is for any changes or additions we would add to the engine. It alleviates Chief from having to get Board approval each time there is a change. These additional funds may or may not be used.
- Board Member Wren asked for clarification on the financing. Chief said there were different lease options that he was looking at. Banks Fire currently has \$1.3 million set aside in the URA Fund. The issue is when those funds will be available. We do not have an exact answer for that as this funding is not under our control. It all centers around the City of Banks and when the funds will be available to distribute. We should know more at the beginning of next year when their consultant finishes the assessment of the URA funds.. If we go with a lease financing it will save us money as

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the pricing of new engines is increasing very quickly. The sooner we lock in a price the better.

- Board Member Wren asked if we were to move forward with the lease financing, if the URA funds became available and we paid the loan off early would there be a penalty? Randy from True North said there is no pre-payment penalty if the lease was paid off early.
- Board Chair Kevin Henning stated that he would like all Board Members involved in the approval of the purchase. Since Clint Jackson and Pete Lux were not present, he wanted to wait. Chief Linz said we could hold a Special Board Meeting to continue the discussion on the purchase of the new engine.
- **New Board Policy 0037 Banks Fire District Medical Services Billing & Collections Procedures** (Action Item) PIO Scott Adams modified the new policy that was presented last Board meeting. The new language gave the district more authority and flexibility to make concessions for collections. It was clarification rather than a change. The County sets the fees not Banks Fire for all 911 transports in the county. Our third-party billing company required this policy for them to bill for us. John Wren made a motion to approve Board Policy 0037 Medical Services Billing & Collection Procedures. Mark Standley seconded the motion. Approving the motion: John Wren, Kevin Henning and Mark Standley. Opposed: None. The motion carried.

### New Business:

- **Resolution 07102024A Resolution Appropriating Grant Funds** (Action Item) John Wren made a motion to approve resolution 07102024A appropriating grant funds from FEMA Fire Prevention Grant for the purchase on two mini fire trucks in the amount of \$6,851.32. Mark Standley seconded the motion. In favor of the motion: Mark Standley, Kevin Henning and John Wren. Opposed: None. The motion carried.
- **Resolution 07102024B Resolution Appropriating Grant Funds** (Action Item) Mark Standley made a motion to approve resolution 07102024B appropriating grant funds in the amount of \$12,100 from the 2018 Urban Area Security Initiative to provide training and equipment for the Banks Community CERT team. John Wren seconded the motion. In favor of the motion: Mark Standley, Kevin Henning and John Wren. Opposed: None. The motion carried.
- **Upstairs Door Repair** (Information Item) The upstairs storage room where the turnouts and other gear are stored is in need of repair. Chief Linz had his brother-in-law, Tom VanderZanden provide a quote for the repair. The quote was \$850. Since this is Chief Linz's brother-in-law he wanted to be sure the board was okay with Mr. VanderZanden doing the repair. The Board had no issues with this repair being completed by Mr. VanderZanden.

Audience Response: None.

### Good of the Order:

- Volunteer, Sheila McGonigal, stated that the Banks Fire Association approved \$2,000 for school supplies for Banks School District.
- Mike Sloop commented that a friend had asked him to thank the Banks Fire District for participating in the Larch Creek conflagration fire.
- Board Chair Kevin Henning thanked the staff for obtaining another grant and for Chief's hard work in getting the insurance company to pay for the full repairs of the water tender.

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**Adjourn Meeting:** There being no further business Board Chair Kevin Henning adjourned the meeting at 7:21pm.

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Mark Standley  
Vice Chair

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Kari Erwert  
Recording Secretary