

BANKS FIRE DISTRICT #13

13430 NW MAIN STREET, BANKS, OR 97106

REGULAR BOARD MEETING MINUTES

Meeting Date: Wednesday, July 12, 2023

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

Call to Order: Board Chair Kevin Henning called the meeting to order at 6:00 pm.

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

Board Members Absent: None.

Approval of Agenda (Action Item): John Wren made a motion to approve the July agenda. Mark Standley seconded the motion. Voting for the motion: Mark Standley and John Wren. Opposed: None. The motion carried.

Oath of Office

Elected Board Members were sworn in. Clint Jackson, Position 2, Mark Standley, Jr., Position 4 and Pete Lux, Position 5.

Reconstitution of Board

Kevin Henning, Vice Chair moved into Board Chair Role as prior Board Chair Rae Weaver's term ended June 30, 2023. John Wren will continue his term as Treasurer. Board Member Wren motioned to nominate Pete Lux as Secretary and Mark Standley as Vice Chair. Both Pete and Mark accepted the nominations.

Lieutenant Confirmation

Volunteers Glen "Fitz" Fitzpatrick and Jacob Wren were promoted to Volunteer Lieutenant positions. Both of them were sworn in and red helmets and badges were presented. Meeting paused at 6:08 pm to celebrate the promotions with cake. The meeting resumed at 6:17 pm.

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

Motion by Mark Standley to approve the minutes from the General Session, June 14, 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: \$1,333,753.28

General Fund: \$	599,023.73
Capital Funds: \$	558,078.00
Debt Service: \$	5,759.24
Bond Projects: \$	144,424.67

US Bank: \$35,951.98

Approval of Accounts Payable (Action Item): Motion by John Wren to approve accounts payable as of June 30, 2023, in the amount of \$418,988.94. Pete Lux seconded the motion. Voting in favor: Clint Jackson, Pete Lux, Mark Standley and John Wren. Opposed: None. The motion carried.

REGULAR BOARD MEETING MINUTES FOR JUNE 14, 2023

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, 2023. Mark Standley seconded the motion. Voting in favor: Clint Jackson, Pete Lux, Mark Standley and John Wren. Opposed: None. The motion carried.

Information Items:

Chief's Report:

- The district had 101 calls in June which almost broke our all time high of 105 in one month.
- The City of Banks has hired a construction company to work on Main Street and has asked if they could utilize the training/parking lot that is behind Station 13 for the next 3 to 4 months. They will start moving their equipment in the next few days.
- The new website is complete and should be live in the next week or two.
- The sign upgrade is underway. We've ran into a small roadblock with the City of Banks and the sign code but are working our way through it. The sign should be up and running in one to two months.
- We are 18 days away from the transition to AMR. Metro West currently handles the billing portion of our transports, so we are looking at a transport billing service to bill for our transport and other services billings. The company we are looking at is also used by Forest Grove Fire and comes highly recommended. We will have a meeting with the company to learn more and move forward so we will be ready when the transition occurs. Board Member Wren asked if the district would have to maintain the Medic while the district continues to use it for the next 12 months. Chief Linz stated we do not. Board Member Standley asked who sets the billing rates. Chief Linz answered that Washington County sets the rates. For accidents, there is a state rate for extrication.
- The District will also have a mutual aid contract agreement with AMR regarding the parameters of Banks Fire District transporting at level zero.
- The District is working on a contract with the Department of Public Safety Standards and Training (DPSST) to renew the rental agreement we had with them previously to rent the office space at Station 14 for their new Regional Training Coordinator. We will charge \$800 per month for the space. They will also store some of their training props at Station 14 and they will allow us to utilize these props for training.

Training Officer Report:

- Currently processing certification applications. There are approximately 20 to process from the previous wildland academy along with various other Pumper Operator and Driver Operator certifications.
- DPSST roof prop is coming to Banks Fire again soon. The crews are excited to work with this valuable training prop.
- We sent an engine crew to Garibaldi for wildland training on a controlled burn they facilitated. We sent 3 people from Banks who are working on their FFT1 or Engine Boss.
- There will be live fire training on July 29th at Station 14.

Volunteer Coordinator Report:

- We are currently recruiting for Fall Academy.
- We have one new paramedic coming on board – currently in the onboarding process.
- We have two interns in paramedic school. We have one district member working on the written paramedic test and one that recently passed their test and is now a paramedic.
- Currently working on community outreach programs and recruitment strategies for new members coming from EMS/Fire programs in high school and colleges around the area.
- Three new interns have been brought on. Two have started and one will start in September.

REGULAR BOARD MEETING MINUTES FOR JUNE 14, 2023

EMS Officer Report:

- Banks Fire is changing to a new charting system. It is more user friendly and can be used will on calls. Forest Grove Fire uses this system and has had great success with it.
- AMR transition is in process. Their headquarters will be on 209th. They have committed to 30 units staffed by August 1st and so far, only have 6 in place. We are going to increase EMS staffing to ensure we have crew on hand as necessary so in a worst case scenario we can take care of our district. The EMS Alliance group will begin holding meetings every other day to monitor the transition. Board Member Standley asked how long the process should be to make the transition work. Chief Linz stated 6 months to a year. Board Member Jackson asked how many units is Metro West staffed with. Chief stated 21 units. The main issue with the shortage is the shortage of Paramedics. This is a nationwide issue.

Public Information Officer (PIO Scott Adams) Report:

- PIO Adams clarified ambulance units. He stated there are two numbers the ambulance companies use – one is how many units are in the parking lot and the other number is how many units can be staffed at any given time. When AMR stated they would have 30 units this meant they would have 30 units in the parking lot. Metro West’s use of 21 is the number they can staff at any given time. There probably isn’t really a true number to measure.
- PIO Adams wanted to elaborate on the live burn that is occurring on the 29th of July. He stated that this event is a prime example of why this burn tower was built. It was built for not only Banks Fire District’s training but also our neighboring fire agencies as well. The live burn will be a joint training event with Banks Fire and Gaston Fire.
- Banks BBQ is the weekend of August 18th. Banks Fire will attend and participate in this community event.
- A video was shown of our volunteer, Trent Toney, as he performed on Americas Got Talent. Trent performed a song that he wrote and will be going back in August or September for an additional episode.

June Safety/Near Miss Report

- No safety issues to report.
- No damage to any of the apparatus.
- One member COVID case reported. No exposure to other staff or crew.
- No other sicknesses reported.

Old Business:

- Medic Update – Due to some changes in the specs of the new Medic a new quote came in that was slightly higher than the approved amount of \$267,000 that was previously approved. The new and final quote is \$271,000 with a 500-day build time. Chief Linz asked for an approval for the new quote. Pete Lux motioned to approve to purchase a new Medic for \$271,000. Clint Jackson seconded the motion. Voting in favor: Clint Jackson, Pete Lux, Mark Standley and John Wren. Opposed: None. The motion carried.

New Business:

- **Resolution 07122023A–Resolution Appropriating Grant Funds** John Wren made a motion to approve Resolution 07122023A to appropriate \$36,000 in grant funds received from the FEMA Assistance to Firefighters Grant(AFG) program. Mark Standley seconded the motion. Voting in favor: Clint Jackson, Pete Lux, Mark Standley and John Wren. Opposed: None. The motion carried.

REGULAR BOARD MEETING MINUTES FOR JUNE 14, 2023

- **Resolution 07122023B–Resolution Appropriating Grant Funds** Mark Standley made a motion to approve Resolution 07122023B to appropriate \$20,615.00 in grant funds received from the FEMA Fire Prevention & Safety (FPS) program. Clint Jackson seconded the motion. Voting in favor: Clint Jackson, Pete Lux, Mark Standley and John Wren. Opposed: None. The motion carried.
- **Station 13 HVAC Replacement/Maintenance** The original HVAC system for Station 13 was installed in 1999. Last year two units failed and needed to be replaced. We budgeted \$40,000 for this year’s budget to replace the last three units. We would like to move forward with this project and have received a price quote from Columbia Heating to replace the three units to include the units, coils and piping. The quote is for \$38,900. Since we are currently under contract with Columbia Heating we do not have to go through the bid process. John Wren made a motion to replace the three units with Columbia Heating in the amount of \$39,000. Pete Lux seconded the motion. Voting in favor: Clint Jackson, Pete Lux, Mark Standley and John Wren. Opposed: None. The motion carried.

Audience Response: None.

Good of the Order: None.

Adjourn Meeting: There being no further comments, Board Chair Kevin Henning adjourned the meeting at 7:22 pm.

Pete Lux
Secretary

Kari Erwert
Recording Secretary