

# BANKS FIRE DISTRICT #13

13430 NW MAIN STREET, BANKS, OR 97106

## REGULAR BOARD MEETING MINUTES

**Meeting Date:** Wednesday, June 19, 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, Clint Jackson, Pete Lux ,Mark Standley and John Wren

**Board Members Absent:** None

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

**Approval of Minutes of Previous Regular Board Meeting(Action Item):** Motion by Clint Jackson to approve the minutes from the General Session, May 8, 2024, as presented. John Wren seconded the motion. Voting in favor: Clint Jackson, Pete Lux, Mark Standley and John Wren. Opposed: None. The motion carried.

**BUDGET HEARING** was opened by Board Chair, Kevin Henning at 6:04 pm. Mr. Henning explained to the audience that questions about the recently approved 24/25 fiscal year budget could be asked during the hearing which would close at the beginning of Old Business.

Chief Linz explained to the Board that there had been a mathematical error in the 24/25 fiscal year budget that was discovered after the Budget Committee had approved the budget on May 8, 2024. Oregon Budget Law states that if a “correctable error occurs, the budget officer corrects the error at the first regularly scheduled governing body meeting after the error is discovered. The budget officer has to give written testimony and verbal testimony at this meeting explaining the error. Chief gave the Board a written letter of explanation and verbal testimony to explain that there had been an error in addition of the unappropriated ending balance which resulted in a difference of \$20,000. The approved budget was reported as \$3,177,300 and should have been \$3,197,300.

**Treasurer’s Report:**

**LGIP: \$1,104,786.98**

**General Fund: \$ 458,922.98**

**Capital Funds: \$ 522,394.09**

**Debt Service: \$ 2,052.31**

**Bond Projects: \$ 111,304.93**

**US Bank: \$18,110.80**

**Approval of Accounts Payable (Action Item):** Motion by Mark Standley to approve accounts payable as of May 31, 2024, in the amount of \$418,923.66. John Wren seconded the motion. 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 May 31, 2024. 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 19, 2024

## Information Items:

### **Chief's Report:**

- The district had 68 calls for the month of May which is average continue to trend upwards.
- The District has 3,780 followers in the PulsePoint app.
- The Wildland Fire Science High School training exercise took place in May and Banks High and Liberty High Schools attended. Received a nice thank you note from the Fire Science instructor at Liberty.
- The BR14 remount is nearly complete. It should be finished in the next week. It turned out very nice and will be ready for fire season.
- The District was awarded \$35,000 from Oregon State Fire Marshall to help provide extra staffing for the 2024 wildfire season. We have a plan in place to staff a crew at Station 14 six days a week. The volunteers that pull shifts from 7/2/24 through 9/30/24 will receive an additional stipend to encourage participation during wildfire season.
- Next year's roster for the high school's Fire Science class has 35 Fire Science I students enrolled and 15 students in Fire Science II. This is an increase from enrollment since COVID which is very good for the district. The high school program is where we get many of our interns.
- Chief has been working on getting roof repair estimates for this summer and we are finding that the damage is not as severe as first thought. Estimates are showing repairs should cost in the neighborhood of \$35,000.
- Senator Suzanne Weber has been working on splitting the Oregon tourism tax so that Fire and EMS Services would receive 1/3 of the funds to help recover costs for EMS Services. She is also working on a bill that when a District has an approved Local Operating Levy and the levy has been approved twice then it will change to the Permanent Rate and will not have to be renewed again.
- Chief thanked Sean and Sheila McGonigal, PIO Scott Adams and all volunteers that helped with the renewal of the Banks Fire District's Operating Levy. The LOL was approved by 77% which was the second highest LOL approval for a fire district in the state.
- E-13 is in the shop again.
- Update on Elsie Vinemaple Fire District: The County appointed a third board member which was a friend of the previous board members, so nothing has changed. The community is not happy. Banks Fire District will help respond to calls when we can.
- Update on Vernonia Fire: They have one paid staff member left as the other paid staff member is on military leave. Banks Fire will respond when we can. We do not respond every time they call for us, but we do move up to Station 14 to help provide coverage when we can.
- Chief thanked the Board for their flexibility in changing the Board Meeting this month.

### **Training Officer Report:**

- Entry level Wildland Academy was completed at the end of last month.
- The District will be performing a Burn to Learn next Monday in Roy. Currently developing an IAP. Lesson objectives are AO training and offensive exterior firefighting.
- Currently developing a weekly shift training schedule.

### **Volunteer Coordinator Report:**

- We are in the process of onboarding two interns from PCC's Fire Academy.
- Currently recruiting for fall academy.
- Working on reaching out to current members and enforcing participation requirements.
- The Wildland drill with local high school fire science students in May was a success. Several volunteer application packets were handed out at the training.

## REGULAR BOARD MEETING MINUTES FOR JUNE 19, 2024

- There have been several days where multiple incidents have occurred at the same time. Volunteers have been doing an excellent job covering the district and responding to calls.

### **EMS Officer Report:**

- May had one transport.
- We are seeing better staffing levels from AMR resulting in decreased usage for Medic 13 and the County.
- We are seeing increased calls for coverage with M13 in Vernonia due to Metro West's staffing levels. Metro West now runs emergency and non-emergency calls in all 3 metro counties, as well as a new contract in Longview, which means they often can't send a cover unit to Vernonia.
- We have awarded our Paramedic Scholarships to Talys Hendrickson and Chesnie Lovelady. Talys has been with the department for approximately 4.5 years and is a Shift Lead. She recently obtained her EMT and has been very involved in EMS. Chesnie is one of our interns and has been with the department for approximately 1.5 years. She also has been very involved in EMS and wants to learn whenever she can. Both are excited for this opportunity and are looking forward to success in this program.

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

- Longtime volunteer, Nick Berg, Volunteer Division Chief of Mist Birkenfeld passed away unexpectedly recently. He was very well known and respected in the fire community. He was a great mentor to many and will be greatly missed. There will be a celebration of life on 6/22/24 and Banks Fire will provide coverage to Mist Birkenfeld District so all from that district can attend the event.
- Washington County Sheriff's Office recently asked Banks Fire to help assist locating a runaway perpetrator by providing a crew for our UTV.
- This past Sunday Banks Fire assisted Tillamook Fire in a Mutual Aid car crash in forest service land. Tillamook appreciated the help we were able to provide.
- Banks Fire is partnering with Oregon State Fire Marshall Defensible Space public service campaign to educate property owners of the importance of defensible space. Volunteers will conduct an analysis for property owners to help guide them through the process of creating defensible space best practices.
- Banks Fire helped a good samaritan that needed help with an injured fawn. The EMTs splinted an injured leg and helped the citizen locate a place to take the deer.
- The Banks CERT group received a grant for a misting station.

### **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 Discussion (Information/Action Item)** Chief gave a summary of last month's discussion regarding the topic of surplussing Engine 13 and Heavy Rescue 13. Chief Linz was given approval by the Board at last month's board meeting to reach out to agencies to get the sales values of Engine 13 and Heavy Rescue 13 and to prepare a sales contract for the board to review and prepare to sell the two pieces of apparatus.
  - Brindlee Mountain Fire Apparatus presented an offer to Banks Fire District of \$310,000 for Engine 13 and \$175,000 for Heavy Rescue 13. They stated this was as high as they would go.
  - If the board moves to sell the apparatus Brindlee Mountain wants to take possession by 7/3/24.

## REGULAR BOARD MEETING MINUTES FOR JUNE 19, 2024

- Jeff and Randy from True North Equipment were at the meeting to answer questions the board might have regarding the purchase of a new Spartan Engine. They stated that the price of the new engine would be approximately \$1,039,000.
- Chief Linz stated if the board approves the purchase of a new engine there will be more meetings to gather comments from the staff and volunteers about what they would like to see in a new engine.
- The sale proceeds of \$485,000 from the sale of E13 and HR13 would be the district's down payment for the purchase of the new engine. The apparatus fund currently has \$260,000 in reserves which leaves a shortfall of approximately \$330,000. One possible solution for the shortfall is receiving the promised funds from the Urban Renewal Agency but there are no guarantees on the timing of these funds. Worst case scenario is that the district could secure a loan for the balance of the engine.

### Questions and Comments to Chief Linz and Jeff and Randy from Spartan/True North from Board:

- John Wren asked is we needed to replace the tires on E13 and HR13 prior to the sale? Chief Linz stated he thinks the tires are in good condition and should not need to be replaced.
- John Wren asked if we keep all equipment including radios on E13 and HR13 and Chief replied we keep all of the equipment except the ladders will go with Engine 13.
- John Wren asked if the new engine would have a larger motor than E13. Chief said yes the new engine would have a Cummins X15 535 and it would also have a larger tank of 1,000 gallons (E13 has 750 gallon tank)
- John Wren asked if the district is subject to price increases after the contract is signed – Jeff stated no only is something is changed.
- Chief asked for approximately \$15,000 more than the sales price for potential changes to the original work order.
- Mark Standley asked what kind of warranty the new engine would come with. Jeff answered each part has a different warranty.
- Mark Standley asked when contract must be paid in full. Answer – prepayment due within 30 days of signed contract. 26-month contract begins the date the contract is signed.
- John Wren stated wouldn't it be better to use all URA funds to purchase the engine? Chief stated that the City Council controls the URA and we don't have control of the timing of the funds. The URA funds could be delayed so to limit the risk of not getting the funds in time we should have other financing options in place.
- Kevin Henning asked how long can the URA delay payment to the district? Chief thinks approximately 3 years. The URA is currently in the analysis phase so there are no concrete answers at this time.
- Pete Lux asked what will replace E13 and HR13? Chief stated Training Engine 14 and Engine 16 will be the replacements as well as the Rosenbauer engines.
- Clint Jackson asked if we will spread out the equipment in HR13 to the other apparatus? Chief confirmed that this is what would occur.
- Clint Jackson asked once the sale of the 2 pieces of apparatus is final what are the next steps. Chief stated that he would negotiate with Spartan and have a contract ready to purchase a new engine at the next board meeting. The board would need to give chief authority to do this first.
- Pete Lux asked if the district should entertain offers from other places for the sale of the apparatus. Jeff from Spartan stated that Brindle Mountain was very experienced and is the place to go when selling used fire apparatus.
- Clint Jackson made a motion to purchase a new fire engine through True North/Spartan and so moved to give Chief Linz the authority to work with True North/Spartan to get

## REGULAR BOARD MEETING MINUTES FOR JUNE 19, 2024

a final contract in place for approximately \$1,068,000. Pete Lux seconded the motion. All in favor: Clint Jackson, Pete Lux, John Wren and Mark Standley. Opposed: None. The motion carried.

- **Water Tender 13 Update (Action Item) We can either repair or replace the tank:**
  - Chief Linz heard back from Pierce regarding the repair of the tank – Pierce stated they would not have a quote for at least 30 days. They stated it would take up to 60 hours of engineering time to determine the details to repair the tank. The engineering cost would be \$10,000 to \$12,000. Basically, the district received no direction from Pierce to repair WT13.
  - True North bid to repair the current tank would cost \$120,000 which does not include the wrapping. To repair and rebuild a T-Tank would cost \$175,000 with a 5-month build out timeframe.
  - The district submitted a claim to the insurance and more than likely the insurance company will reply with an offer.
  - The chassis only has 35,000 miles and is in very good shape. We hope to get at least \$125,000 from the insurance company.
  - We will be short one tender for fire season so Chief Linz reached out to Hillsboro fire to see if they would help us out on mutual aid with one of their tenders if need be. They agreed so it has been set up in the CAD that Hillsboro Fires WT1 will be second out for Banks Fire if necessary. This will help get us through fire season.
  - T14 has been removed from the conflag list.
  - The board asked to table this until we hear back from the insurance company and discuss at next month's board meeting.

**BUDGET HEARING CLOSED** – Board Chair Kevin Henning asked the audience if anyone had any questions regarding the recently approved 24/25 fiscal year budget. There were no questions. The hearing closed at 7:21pm.

**EXECUTIVE SESSION PER ORS 192.660 (2) (i) to evaluate the performance of an officer, employee or staff member.** Board Chair Kevin Henning stopped the regular board meeting at 7:22pm to go into Executive Session.

The regular board meeting resumed at 7:50 pm.

### New Business:

- a. **Resolution 06192024A-Resolution Adopting 2024-2025 Budget** (Action Item) John Wren made a motion to approve resolution 06192024A adopting the 2024-2025 budget in the amount of \$3,197,300. Pete Lux seconded the motion. In favor of the motion: Clint Jackson, Pete Lux, Mark Standley and John Wren. Opposed: None. The motion carried.
- b. **Resolution 06192024B-Resolution Making 2024-2025 Budget Appropriations** (Action Item) Clint Jackson made a motion to approve resolution 06192024B making the 2024-2025 budget appropriations. Pete Lux seconded the motion. In favor of the motion: Clint Jackson, Pete Lux, Mark Standley and John Wren. Opposed: None. The motion carried.
- c. **Resolution 06192024C-Resolution Categorizing Taxes** (Action Item) Clint Jackson made a motion to levy the taxes for the 2024-2025 fiscal year budget with a permanent rate of \$1.0831 per \$1,000 of tax assessed value and \$0.97 per \$1,000. Pete Lux seconded the motion. In favor of the motion: Clint Jackson, Pete Lux, Mark Standley and John Wren. Opposed: None. The motion carried.

## REGULAR BOARD MEETING MINUTES FOR JUNE 19, 2024

- d. **Resolution 06192024D-Resolution to Levy Tax** (Action Item) Mark Standley made a motion to approve Resolution 06192024D to levy the taxes for the 2018 Bond Debt Service Fund for the 2024-2025 budget year in the amount of \$298,100. John Wren seconded the motion. In favor of the motion: Clint Jackson, Pete Lux, Mark Standley and John Wren. Opposed: None. The motion carried.
- e. **Resolution 06192024E-Resolution Appropriating Grant Funds** (Action Item) Pete Lux made a motion to approve resolution 06192024E to receive grant funds in the amount of \$35,000 from the Office of State Fire Marshal for wildfire staffing for the 2024 wildfire season. Clint Jackson seconded the motion In favor of the motion: Clint Jackson, Pete Lux, Mark Standley and John Wren. Opposed: None. The motion carried.
- f. **Resolution 06192024F-Resolution Appropriating Grant Funds** (Action Item) John Wren made a motion to approve resolution 06192024F to receive grant funds in the amount of 9,571.64 from the Oregon Dept. of Forestry for wildland equipment. Clint Jackson seconded the motion. In favor of the motion: Clint Jackson, Pete Lux, Mark Standley and John Wren. Opposed: None. The motion carried.
- g. **Resolution 06192024G-Resolution Appropriating Grant Funds** (Action Item) Clint Jackson made a motion to approve resolution 06192024G to receive grant funds in the amount of 3,262.50 from Oregon Dept. of Forestry for wildland shelters. Pete Lux seconded the motion. In favor of the motion: Clint Jackson, Pete Lux, Mark Standley and John Wren. Opposed: None. The motion carried.
- h. **Resolution 06192024H – Resolution for sale of Engine 13** (Action Item-if needed) Clint Jackson made a motion to approve resolution 06192024H to surplus Engine 13 and sell to Brindlee Mountain Fire Apparatus in the amount of \$310,000. Pete Lux seconded the motion. In favor of the motion: Clint Jackson, Pete Lux, Mark Standley and John Wren. Opposed: None. The motion carried.
- i. **Resolution 06192024I – Resolution for sale of Heavy Rescue 13** (Action Item-if needed) Clint Jackson made a motion to approve resolution 06162024H to surplus Heavy Rescue 13 and sell to Brindlee Mountain Fire Apparatus in the amount of \$175,000. Pete Lux seconded the motion. In favor of the motion: Clint Jackson, Pete Lux, Mark Standley and John Wren. Opposed: None. The motion carried.
- j. **Board Direction on Apparatus Purchase** (Action-if needed) This was presented and approved in Old Business.
- k. **New Board Policy 0037 Banks Fire District Medical Services Billing & Collection Procedures** (Information Item) New policy presented to Board. They will review and approve at the next regularly scheduled board meeting.
- l. **Traffic Signal at Station 14** (Information Item) When Station 14 was built putting a light at the station had been discussed but the time it would take to get approved and the cost did not fit into the project at that timeframe. Col-Pac (Columbia Pacific Economic Development District )has had a couple of meetings at Station 14 in which many community leaders attend. Betsy Johnson has attended these meetings and has taken an interest in getting a light installed at Station 14. City Council member, Marsha Kirk has also taken an interest in making this happen. They are trying to come up with some type of solution so that when Banks Fire is tapped for a call, they can get out onto the highway quickly and safely. Senator Weber had another idea, an option for photo radar

## REGULAR BOARD MEETING MINUTES FOR JUNE 19, 2024

enforcement that would take a picture of cars that do not stop for responders. The City of Hillsboro has offered to donate the poles that would hold a light and we have had an engineer offer his services pro bono. We aren't sure if or when anything will materialize from this but there are several influential people interested in making it happen.

**Audience Response:** None.

**Good of the Order:** None.

**Adjourn Meeting:** There being no further business Board Chair Kevin Henning adjourned the meeting at 8:25pm.

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Mark Standley  
Vice Chair

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Kari Erwert  
Recording Secretary