

# BANKS FIRE DISTRICT #13

13430 NW MAIN STREET, BANKS, OR 97106

## REGULAR BOARD MEETING MINUTES

**Meeting Date:** Wednesday, May 8, 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 6:54 pm (Please note the 2024-2025 Budget Committee Meeting was held from 6:00 pm to 6:54pm).

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

**Board Members Absent:** 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: Clint Jackson, Mark Standley and John Wren. Opposed: None. The motion carried.

**CPA Russ Reis Presentation of 22-23 Independent Auditors' Report:** Russ Reis of Jarrad, Seibert, Pollard & Co. LLC gave a presentation on the Fiscal Year 2022-2023 Independent Auditors' Report. He stated that it was a satisfactory, clean audit. He explained the different levels of audit findings and covered the different financial information within the audit. Chief Linz asked if he saw any discrepancies or shortcomings, we should be aware of and Mr. Reis said he did not. He explained to the Board that the District uses the modified cash accounting method which is easier to compare year to year.

**Approval of Minutes of Previous Regular Board Meeting (Action Item):** Motion by John Wren to approve the minutes from the General Session, April 10, 2024, as presented. Clint Jackson seconded the motion. Voting in favor: Clint Jackson, Mark Standley and John Wren. Opposed: None. The motion carried.

**Treasurer's Report:** LGIP: \$1,434,906.29

General Fund: \$ 546,463.13

Capital Funds: \$ 457,731.43

Debt Service: \$ 222,462.66

Bond Projects: \$ 110,721.29

US Bank: \$62,912.74

**Approval of Accounts Payable (Action Item):** Motion by Mark Standley to approve accounts payable as of April 30, 2024, in the amount of \$134,074.58. John Wren seconded the motion. Voting in favor: Clint Jackson, 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 Clint Jackson to receive financial statements of the district dated April 30<sup>th</sup>, 2024. John Wren seconded the motion. Voting in favor: Clint Jackson, Mark Standley and John Wren. Opposed: None. The motion carried.

# REGULAR BOARD MEETING MINUTES FOR MAY 8, 2024

## Information Items:

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

- The district had 77 calls for the month of April, which is up from last month. The calls have been trending upward the past few months.
- Chief Linz attended the Department of Public Safety Standards & Training (DPSST) District Liaison Officer (DLO) conference in Bend. In comparison with other districts in our state, Banks Fire is doing very well from a training/budget/staffing standpoint.
- Washington County is performing a reclassification project to make sure property owners are properly classified in the property taxes that are collected. This will ensure that everyone in our district is paying property taxes to Banks Fire District if they are in our district. This project will take approximately 18 months to complete. Chief should have projections soon and how it will affect our district.
- The BR14 remount is approximately 80% complete. It is currently located in S13 bay waiting for a bumper. It should be in service the first part of June.
- The district is currently planning for the Summer 2024 Wildland Season.
- We have applied for four grants recently including the FEMA Assistance for Firefighters Grant, Oregon State Fire Marshall Grant, FEMA Fire Prevention Grant and the State Homeland Security Grant.
- We were recently awarded a grant to help with our Broadband User Group fees (internet fees) from Metropolitan Area Communications Commission (MACC) in the amount of \$6,075.00.
- Chief Linz met with Senator Suzanne Weber to discuss funding issues. Senator Weber is currently working on changing the structure of the tourism tax. She is pushing for 1/3 of the hotel tourism tax to go to Fire/EMS districts.
- DPSST has rented an office from Banks Fire at Station 14 for the past few years. The rent will be increasing to \$1,200 starting July 1, 2024. DPSST presented Banks Fire with a new contract which is currently being reviewed by our legal team.
- Update on Elsie Vinemapple Recall: 3 Board members were recalled in the Special Election held recently. It will take time to get everything in place with these changes. Clatsop County will be stepping in and monitoring the process.
- Update on Vernonia Fire: Vernonia Fire has laid everyone off except for one – they are currently relying on Metro West for their EMS calls. Many of their volunteers have left the department as well. They have two volunteers and one staff member running the district for now. Banks Fire will help as needed with critical calls, but we will not be responding to all calls. We do not move up every time they request a move up; we screen calls and only take the critical ones.
- Update on Tillamook Fire: last week the Fire Chief resigned, and the district only has two members left. They usually cover up to milepost 20 and with so few members left Banks Fire may have to respond farther out than normal. They are working hard to put things back together.
- Yamhill Fire has turmoil as well as their Fire Chief was released last week.

### **Training Officer Report:**

- Spring Fire Academy is nearly complete with testing and live fire this upcoming weekend.
- Wildland Academy has been finalized with Oregon Department of Forestry (ODF) to begin the first weekend of June.
- Apparatus Operator Academy is ongoing with 18 Banks members enrolled.
- We have received several donated cars for extrication training. Will begin creating a Multiple Casualty Incident (MCI) drill involving a motor vehicle accident (MVA) with a school bus. This is more advance, complicated extrication training.

# REGULAR BOARD MEETING MINUTES FOR MAY 8, 2024

## **Volunteer Coordinator Report:**

- We currently have 8 recruits in the onboarding process for the Fall Fire Academy that is set to begin in late August or early September.
- Most of these new recruits will have EMT licenses prior to the start of fire academy.
- We are planning to place a portion of these recruits into a “trainee” spot to help keep them engaged prior to Academy.
- Next week staff will be attending a wildland drill with local high schools Fire Science programs to assist with the drill. We hope to also recruit some of the students for upcoming Banks Fire academies.
- We have had an increase in ride alongs from PCC EMS students with some expressing an interest in volunteering with Banks Fire.

## **EMS Officer Report:**

- There were zero transports for April. We had 77 calls total of which 47 were medical calls.
- We have recently noticed AMR having ambulances stage in Banks. Per AMRs latest posting plan, Banks is a level 10 or higher post. This means they have at least 10 ambulance available in the county. This is a benefit for us as it decreases our wait times for ambulances for critical patients. We have also noticed times when they are “Level 0” and the wait time can skyrocket. With summer rapidly approaching, we are watching this carefully to anticipate needs.
- We were recently awarded a FEMA Grant amendment that is allowing us to offer 2 full ride scholarships to paramedic school. This is an incredible opportunity for our county due to the nationwide shortage of paramedics. Currently, paramedic school is approximately 18 months and costs approximately \$16,000. With our younger volunteer base, this financial commitment can often be challenging. Awardees will become interns with the district6 and will be with us for at least one year after completion of the program.

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

- PIO Adams attended a three-day FEMA PIO class at the Multnomah County Operations Emergency Center. Approximately 40 PIOs including Portland Fire and City of Portland PIOs attended the meeting. Banks Fire was recognized positively, and PIO Adams was asked to teach an upcoming class.
- Banks CERT team has been invited to training with the Beaverton CERT team. There has been a few more community members interested in becoming CERT team member. Forest Grove Rural Fire is interested in forming a team and have reached out to Banks CERT team for information.
- Banks Local Operating Levy – PIO Adams has been hearing positive comments on the upcoming LOL election. He introduced the topic on the District’s Facebook page and there were over 100 hits and all positive comments. Many of the community members were urging other community members to vote “Yes”. There was some confusion with some community members thinking the levy was a bond the district was trying to pass. There must have been some confusion with the school bond. PIO Adams clarified that it was a renewal of an existing levy with no additional tax.

## **Safety/Near Miss Report**

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

## **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. He stated the average maintenance per year on a normal functioning engine is approximately \$1,200 to \$2,500 annually. Engine 13’s annual maintenance average is \$8,952. Brindlee Mountain Fire Apparatus has offered \$300,000 for Engine 13. If we decide to move forward

## REGULAR BOARD MEETING MINUTES FOR MAY 8, 2024

we need to the Board to approve to surplus the engine at the next board meeting. The options for new engines include:

- Pierce – 4 year build out
- Spartan – local dealer in Hillsboro – 22-28 month build out-with an option to piggyback onto a previous bid with a payment option for a prepayment discount. (Hillsboro Fire runs Spartan engines)
- Rosenbauer – issues with finishing and warranties (not recommended)

We can take the funds we receive from the surplus of HR13 and E13 and use as a down payment on the new engine. Spartan will help the district sell E13 and HR13.

Paying for the balance of the new engine over the next two years could come from the URA or we can set aside funds for the next two budget cycles.

60-day timeline if we move forward with the purchase:

- Meet with sales rep
- Spec and get cost estimates
- Purchase order by July

The district can bring training Engine 14 back into service and utilize Engine 16 more until we receive the new engine.

Questions and Comments from Board:

Board Chair Kevin Henning asked about the trade in and what Chief thought the district would receive for HR13 and E13. Chief stated he was hoping to receive around \$500,000 for the two of them.

Board Member Clint Jackson asked what would happen if the levy renewal does not pass. Would we still move forward with the purchase? Chief answered that is why we are waiting to move forward because the levy needs to pass in order for this engine purchase to happen.

Board Member John Wren asked how we will save for the apparatus purchase. He stated he would like more budget information at the next meeting.

Chief stated that the final approval for the surplus of HR13 and E13 and the purchase of a new engine will take place at the next board meeting.

Board Member Clint Jackson stated that all Board members should be present to make this decision together.

Board Member John Wren inquired when the new Medic arrives will we need to purchase more items to get it into service. Chief stated we would probably purchase around \$3,000 in add ons but should not be much more than that.

Chief stated he would pass any information on as soon as he receives it so the board can have the information ahead of time before the next Board meeting.

Clint Jackson made a motion to have Chief Linz reach out to agencies to get the sales values of Engine 13 and Heavy Rescue 13 and to prepare a contract for the next board meeting for the board to review to be able to sell the apparatus. John Wren seconded the motion. All in favor: Clint Jackson, John Wren and Mark Standley. Opposed: None. The motion carried.

## REGULAR BOARD MEETING MINUTES FOR MAY 8, 2024

Chief asked the board if there was any other information or questions they had regarding this topic that he could have ready for them before the next meeting. Board Member Clint Jackson said the biggest issue is the levy passing. The board asked for the following:

- Water Tender repair estimates
- Where will the money come from?
- Need time frame of sequence of funds and when payments are due
- Need the full Board to make the decision

- **Board Policy Review Update (Action)**

The Board Policy review and updates were completed by attorney Gail Stevens, March 5, 2024. The board has reviewed the policies and revisions over the past two months.

Clint Jackson made a motion to adopt the revisions to the Board Policies as of March 5, 2024. Mark Standley seconded the motion. All in favor: Clint Jackson, John Wren and Mark Standley. Opposed: None. The motion carried.

### New Business:

- **Water Tender 13 (Information/Action Item)**

There was a catastrophic failure on WT 13. When responding to a call upon arrival the tender was out of water. The tender was purchased in 2006 and had a custom-built tank by Pierce. Last year the rear baffles were broken and repaired. True North inspected the damage and we opened an insurance claim for the damage. True North is not sure at this time what the total cost to repair will be. It was determined that there was no fault to the driver of the tender for the damage. Chief will have more answers at the next board meeting to present to the board.

Audience Response: None.

### Good of the Order:

- Board Member Clint Jackson said he was proud to be a part of Banks Fire District. He stated the district has accomplished so much.
- Sheila McGonigal stated that Banks Fire District is very fortunate to have a Board that cares so much about the District. She said when praise is needed praise is always given by the Board.
- Board Member Mark Standley agreed with Clint Jackson and thanked everyone for all that they do. He thanked Scott Adams and Sean and Sheila McGonigal for all of their help with the LOL election.

Adjourn Meeting: There being no further business Board Chair Kevin Henning adjourned the meeting at 8:58pm.

---

Mark Standley  
Vice Chair

---

Kari Erwert  
Recording Secretary