

BANKS FIRE DISTRICT #13

13430 NW MAIN STREET, BANKS, OR 97106

REGULAR BOARD MEETING MINUTES

Meeting Date: Wednesday, November 8, 2023

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

Call to Order: Vice Chair Mark Standley, Jr. called the meeting to order at 5:59 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 November Agenda as presented. Mark Standley seconded the motion. Voting for the motion: Clint Jackson, Pete Lux and John Wren. Opposed: None. The motion carried.

Community Appreciation – Vice Chair Board Member Mark Standley Jr.'s company, Bighorn Logging, presented community appreciation awards to the Banks Fire Crew that responded to a logging accident on August 25th, 2023. Mr. Standley stated that this particular logging job was one of the most dangerous jobs they had been involved with. One of the loggers was injured badly on this job but because of Banks Fire's quick and efficient response the employee was quickly lifeflighted to a hospital. Because of the efficiency of the first responders the employee has fully recovered. Big Horn Logging wanted to show their appreciation by presenting challenge coins to each of the responders and celebrating with ice cream and cake.

Duty Officer Confirmation Victor Haney was sworn in as the Banks Fire District's Training Duty Officer.

6:20 PM the meeting broke for cake and ice cream. The meeting reconvened at 6:30 pm.

Approval of Minutes of Previous Regular Board Meeting (Action Item): Motion by John Wren to approve the minutes from the General Session, October 11, 2023 as corrected. Voting in favor of the motion: Clint Jackson, Pete Lux and John Wren. Opposed: None. The motion carried.

Treasurer's Report: LGIP: \$775,703.75

General Fund:	\$	92,727.85
Capital Funds:	\$	577,957.60
Debt Service:	\$	1,648.22
Bond Projects:	\$	107,865.00

US Bank: \$114,862.53

Approval of Accounts Payable (Action Item): Motion by John Wren to approve Accounts Payable as of October 31, 2023, in the amount of \$221,531.72. Voting in favor: Clint Jackson, Pete Lux and John Wren. Opposed: None. The motion carried.

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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 October 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 68 calls in October which is a normal call volume for this time of year.
- Chief Linz, Donna Linz and Kari Erwert attended a city leaders networking meeting two weeks ago addressing ways to connect better with the citizens and leaders in the community.
- Preventive Maintenance (PMs) and pump testing has been started on the apparatus. Engine 13 is currently in the shop. We will cycle through the rigs each week through this process.
- We continue to work on a surge contract with AMR. We have not heard back from them as of today.
- The Ground Emergency Medical Transport (GEMT) program has issued the district's first payout. This is a program that supplements emergency ground transports to emergency transport providers. The district will receive \$5,834 for the first 6 months of 2023.
- Banks Fire District volunteer Roger Smith has been painting the station and has completed a portion of the job. He is a volunteer Firefighter/ EMR/ Chaplain with Banks Fire.
- The Banks Urban Renewal Agency (URA) project is underway. They are currently working on wetland mitigation and will move forward with two phases of development with a total of approximately 145 homes. Banks Fire will be looking forward at the projects included for Banks Fire to include station improvements and apparatus purchases. We will discuss in more detail in future meetings. Board Member John Wren asked how the dollars are going to be spent that are given to the district by the URA. Chief stated that the district does not get property tax revenue from the new development but will get approximately \$1.3 million to be spent on station improvements and apparatus. Mr. Wren asked if we will have the funding up front or does the district have to pay then be reimbursed. Chief stated that we should not have to pay up front. We will have a commitment from the City and will move forward as the project progresses.
- Chief would like to have a future discussion on Heavy Rescue 13 and if the district should keep it or not. This will be a future meeting discussion.
- Medic chassis should be here between the 14th and 20th of the month. Braun NW needs it by the first of the year. It is scheduled to be built in August 2024.
- Auditor, Russ Reis, is scheduled to perform the annual District Audit on 11/16/23. He can attend a future board meeting to discuss the audit of the Board would like.
- Chief met with Julie Olsen from DPSST regarding the office rent for the new trainer they brought on board recently. He is working out of an office at Station 14 and the district will receive monthly rent for this. The district will benefit as regional classes will be taught at Station 14 and training props will be stored there and available for Banks Fire to use.

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- At a recent Fire Defense Board Meeting the consensus is that all jurisdictions are experiencing low application rates, low volume and low participation for volunteers nationwide.
- Columbia Heating has completed the work on the replacement of the three HVAC units. All of the units have now been replaced.
- The District Christmas party will be held on Monday, December 18th at 7PM at Station 13. Board members and their families are invited – please RSVP to Kari as soon as possible.
- The District Awards Banquet will be held on Saturday, January 27th at 6pm at Top Golf in Hillsboro. This event is for volunteers, staff and board members plus one guest. Please RSVP to Kari.

Training Officer Report:

- Fall Academy is now complete. There were 14 graduates: 9 from Banks Fire, 4 from Vernonia Fire and 1 from Elsie Vinemaple.
- Currently working on Spring 2024 Academey roster.
- Working on training calendar
- Working on optimizing training grounds.
- Working with deficiencies in training through Resource One through the International Fire Service Training Association.
- DO Haney said he is learning through observation the politics and culture in the district.

Volunteer Coordinator Report:

- Fall Academy has been complete with Banks Fire having 9 new probie firefighters.
- We have two applicants for the Spring 2024 Academy.
- We have 1 intern in paramedic school and 1 newly graduated paramedic now pulling shifts.
- Continue to work on community outreach programs and recruitment strategies for new members coming from EMS/Fire programs in both high school and college. Recruitment strategies have included several emails and various flyers sent across the state.
- Currently working on filling new internship slots. Using sandwich boards in town located at the hardware store, Jim's Market and Main Street Pizza. We have received one applicant from the sandwich boards.

EMS Officer Report:

- There were 2 ambulance transports for the month of October. We had 13 dispatches cancelled.
- The new charting program is fully implemented and functional. This is allowing our crews to complete their charts faster and more completely, which allows us to maximize our billing efficiency. This program is better than what we had hoped for and much more proficient than our last program.
- One of our members recently completed a 2-week EMT program in Arizona. This program is a fast paced, condensed program that if successfully navigated allows the candidate to take the national registry of EMT's test. Usually an EMT program is 6 months long. Our member was able to complete this course successfully as well as

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pass the NREMT test on her first try. She credits her experience with Banks Fire as well as the department hosed Emergency Medical Responder course as being instrumental to her success. This course is being evaluated for recommendation to more of our members to assist them in obtaining their medical certificate and could allow us to increase our medical coverage in a shorter amount of time. Board Member John Wren asked if the department paid for it would we require them to stay. Captain Cooper said it would be a contract between the intern and the district if the district decided to move forward with this.

Public Information Officer (PIO Scott Adams) Report:

- PIO Adams spent some time with the families of the graduates of Fire Academy and two of the family members from Vernonia stated they liked the staff, volunteers and resources of Banks Fire and would be interested in volunteering too.
- The first Banks Community Emergency Response Team (CERT) has graduated. There were 8 graduates that completed all the classes they just need to take the test to be complete. These folks will help the community when a large disaster strikes and will assist the first responders during such an event. Edward Lara was the leader along with other Banks Fire volunteers teaching the classes. This was all paid for by a grant the district received. 2PIO Adams said that the CERT team is welcome to train at Banks Fire drills.
- Banks Fire will be holding a Community CPR /AED Class. 33 people from the community have signed up. The cost is \$7 for the digital certificate.
- Banks Fire hosted an event at Station 14's training facility for 30 Emergency Room doctors to learn about extrication and LifeFlight loading. This was a hands-on practical view of what patients go through as first responders extricate and load them onto an ambulance or helicopter. It was a very productive training.
- LifeFlight used our facilities at Station 14 for a photo shoot.

October Safety/Near Miss Report

- No injuries or damages to equipment.
- Had three near miss incidents with a piece of equipment falling out of a compartment and hitting someone. We are installing a safety cable to prevent this from happening again.
- No COVID issues or other sicknesses in October.

Old Business Transport Process Update (Information Item)

- The District had a great relationship with Metro West. In turn for our transport services Metro allowed us to use the Medic, paid for all licensing fees and paid for all EMS supplies. Due to the issues with Level zero when Metro provided service, Washington County chose AMR to become the new county provider. The problems have only gotten worse with the new provider. The County denied any fire agencies input on choosing the new transport provider. The county gave AMR 6 months to meet standards. The fire agencies are frustrated with AMR and the lack of providing a surge contract. There is only one in place at this time (Hillsboro Fire). Forest Grove Fire has now made it clear that they do not want to transport to subsidize AMR's lack of meeting the contract requirements. They have stated that as of 12/1/23 they will no longer provide transport services for AMR. They sent an email stating that they would

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be removing the medic from the CAD as of 12/1/23. Gaston Fire and TVFR do not want to be involved in transporting as well. The County does not seem concerned with this even with AMR stacking calls as nothing is available to transport. The county did not seem concerned with this news. The Fire Chiefs in all jurisdictions in Washington County stand together and agree that the county needs to get this lack of service under control. As of 12/1/23 all fire agencies in Washington County will band together and pull their medics from the CAD. We want the county to have accountability. We do not mind assisting but we do not want to become a transport business and we want to be compensated for our assistance to AMR. Willamette Weekly is releasing an article next week regarding Forest Grove Fire's stance on not transporting after December 1st.

Another recent issue is a "dead area" west on Highway 26 that is between districts. Metro West would assist even though it is technically out of the county – we have asked AMR if they would assist if necessary but have received no answer now for several weeks. Banks Fire will transport in that area if necessary. Board Member John Wren asked if AMR can do anything if we transport these calls due to their contract with the county and Chief stated that county protocol is in place that we can respond and transport if it is a critical call.

Chief asked the board if they were okay with the medic being pulled out of service unless it is a call in our district. Board Member Mark Standley said we need to hold the county accountable.

New Business:

- **Local Option Levy Renewal 2024 (Information Item)** – In 2024 the district is up for renewal on its Local Option Levy which is renewed every five years and needs to be approved by voters. We are looking at renewing at the current rate of 0.97 cents or possibly slightly higher. The last time we renewed in 2019 we went from 0.67 cents to 0.97 cents per \$1,000 assessed value. Communities don't mind an increase if there is something that is needed. The only need we have right now is more staffing; however, an increase would have to be significantly higher than a few cents to accommodate another firefighter. One firefighter costs approximately \$120,000 to \$130,000 annually and we would actually need three people to make it worthwhile. We do not want to risk the levy not renewing and there is normally a high possibility of it passing if we don't increase the current tax. Chief feels the best option is to renew at the current rate or have a small increase to adjust for inflation. If we lose the current tax, we would lose half of our funding for the district. We will have a more thorough discussion to include projections on this topic at the December Board Meeting.

Audience Response:

- Mike Sloop – Wanted to make sure that the Board was cognizant of the Boards Voice being the voice of all board members versus one member. Should the media reach out to a board member individually that the board member should refer the media representative to one of the district's Public Information Officers.

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Good of the Order:

- Chief Linz stated that in 2024 it will be time to review the Board Policies. This is something the board does every three years. He asked the board if they would like the attorney to be available for guidance? Or is there someone else they would like to contact to help through this process? Generally, the process includes reviewing 3 to 5 policies per month at the board meetings until they have all been reviewed. Chief thought our attorney could review the policies in advance and give advice on ones that may need to be revised. The process could be conducted at the board meetings or the board could hold a work session to review them all at once or two work sessions to work through half then the next half. The board stated they would like some guidance and would like the attorney to look at the policies ahead of time then they could meet for one or two work sessions to expedite the process. Chief said he would reach out to the attorney to get the process started.

Adjourn Meeting: There being no further business Vice Chair Mark Standley, Jr. adjourned the meeting at 8:13 pm.

Pete Lux
Secretary

Kari Erwert
Recording Secretary