

BANKS FIRE DISTRICT #13

13430 NW MAIN STREET, BANKS, OR 97106

REGULAR BOARD MEETING MINUTES

Meeting Date: Wednesday, October 13, 2021

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

Call to Order: Board of Directors Chair Mark Schmidlin called the meeting to order at 6:00 p.m.

Board Members Present: Mark Schmidlin, Ed Ewing, Kevin Henning, Rae Weaver and John Wren.

Board Members Absent: None.

Approval of Agenda (Action Item): John Wren requested to move the section where the audience responds prior to Executive Session. Board Chair, Mark Schmidlin, responded that we would be discussing rules for audience comments in Executive Session so the agenda will remain as is. Ed Ewing made a motion to approve the October agenda as presented. Rae Weaver seconded the motion. Motion passed unanimously.

Approval of Minutes of Previous Regular Board Meeting (Action Item): Board Chair Mark Schmidlin read an email from citizen, Jacoba Kemper, requesting that the minutes be revised in the section of Audience Response in which a person that was at the station was described as a female visitor. Ms. Kemper wanted the description of the person changed to "student". This person was visiting her grandmother after school so was not in the student role at the time of the visit. The Board decided to change the description to "someone who was a student and a student aid, who was at the station after student time, visiting her grandmother." John Wren requested to add Chief Linz' comments of Joe Wren's failure to be on calls and failure to come to drills to the minutes.

Motion by Ed Ewing to approve the minutes from the General Session, September 8, 2021 as corrected. Second motion by Rae Weaver. Motion passed unanimously.

Treasurer's Report: **LGIP: \$1,052,360.68**

General Fund: \$ 237,704.97
Capital Funds: \$ 516,674.88
Debt Service: \$ 1,072.90
Bond Projects: \$ 313,718.23

US Bank: \$74,131.27

Approval of Accounts Payable (Action Item): Motion by Kevin Henning to approve accounts payable as of September 30, 2021, in the amount of \$202,777.80. Ed Ewing seconded the motion. Motion passed unanimously. Motion to approve checks that were issued 10/12/2021 numbers 30840 to 30873 totaling \$81,329.19 by Rae Weaver. John Wren seconded the motion. Motion passed unanimously.

Financial Statements Received by Board of Directors (Action Item): John Wren inquired about what was included in the balance of the Station Equipment line item. Details will be provided at the next Board Meeting. Financial statements were received and reviewed by the board. Motion by Kevin Henning to receive financial statements of the District dated September 30, 2021. Ed Ewing seconded the motion. Motion passed unanimously.

Information Items:

Chief's Report:

- Follow up on September's Board Meeting question by Board Member John Wren regarding Mutual Aid given and received by Banks Fire. Chief Linz gave the Board a chart showing the

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different agencies and our Mutual Aid response given and received. The highest Mutual Aid response by Banks Fire is to Forest Grove Fire. The main reasons for the high volume are:

- The District line placement is just on the other side of Banks at Highway 6.
- Forest Grove Fire currently has a shortage of volunteers (according to an article published in the News Times) which is making it more difficult to respond to calls.
- They are in the middle of transitioning to a new chief in November.
- Chief Linz will schedule a meeting with the new Chief and our Board Chair to discuss the large number of Mutual Aid calls given to Forest Grove Fire's district.
- Follow up on driving policies from the prior meeting. Chief handed out the Standard Operating Guidelines (SOG) and their revisions since 2010.
 - In 2016 the driving policy was updated increasing the requirements to become a driver. Mandated 5 hours of training per apparatus plus a check off sheet for each apparatus. Required 3 hours of pump time as well.
 - In 2019 the SOG was updated again to add more detailed requirements per apparatus to include a checkoff drive test and added Code 3 responses.
 - Developed skill sheets for each apparatus where people get checked off to drive each piece of apparatus.
 - Use task performance sheet when testing for final drive test which is completed by either a shift lead or duty officer.
 - Continue to utilize the DPSST standard as far as certifying the drivers to get a driving certificate.
 - A cone test is performed as well.
 - Banks Fire drivers training requirements is probably the highest in the county.
 - We are going to add driving in adverse weather to the standards to make sure our drivers are comfortable driving in adverse conditions.
 - Shift leads, Officers, Duty Officers or Chief signs off on the driving evaluations.
- 89 calls for the month of September. The District is still above average overall. Things have slowed down slightly this past month. Still on zone management with the hospitals.
- Cardiac Monitor project – we have a commitment from Congresswoman Bonamici once the bill in congress passes of \$93,000. We have received another commitment for a reallocation grant from Washington County for \$12,300 and Washington County EMS has committed to \$41,000 as well. These commitments have given us approximately 90% of our funding for the replacement of the cardiac monitors. The grants need to be spent by 12/31/2021.
- Training Officer position was posted and will close Friday, October 22, 2021. We have had a few inquiries about the position. Will update at the next meeting.

Volunteer Coordinator Report:

- Recruit Academy was split from Forest Grove, Cornelius and Gaston due to rising concerns with COVID. Banks Fire is running our own Academy and is going strong. Our 7 recruits are working hard, and we have had good participation from officers, crews and the Chief to assist in the teaching the classes.
- We have worked with the FEMA SAFER Grant to make room for another intern. We had one of our interns that was on a summer work leave come back as well. Once the open intern position is filled that will bring the total interns to 10 which will allow us to have a minimum of three interns per shift 24/7 at Station 13. The goal is to move some of the experienced interns up to Station 14 to help staff that station.
- Crews are getting ready for Halloween. We aren't sure if we will be allowed to hand out candy at the park, so we are preparing to hand out candy like we did last year on the front apron using the candy slide we made last year. We will dispense prepackaged candy from the top of one of the apparatus down the slide/chute to the children.
- Captain Rick Ilg, of Forest Grove Fire, recently passed away and they will be holding his memorial service November 5th at the Hillsboro Stadium at 11am. This is a public service, and all are welcome to attend. Forest Grove Fire reached out to us and we have agreed to

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provide coverage for them that day so their staff can attend the memorial. We are also putting together one of our apparatus to partake in the procession for Captain Ilg.

September Safety/Near Miss Report

- Brush 14 had a scrape and broken tire on the hubcap that needed to be replaced. The crew was responding to a call near Chrysler and when turning around scraped the hubcap between a tree and a barn.

Old Business:

COVID-19 MANDATE

- We are at 95% response rate with 82 out of 86 members responding and are now compliant with waivers and/or vaccination proof. We are down to the last four which should be dealt with by the end of this week as the mandate goes in effect next Monday, October 18th.
- Medical waivers come from physicians.
- Religious waivers are reviewed by our Chaplain, Mike Durham.
- Leave of Absence requests are reviewed by Chief Linz.

New Business:

EXECUTIVE SESSION ORS 192.660(2)(f) to consider “information or records that are exempt by law from public inspection” and ORS 192.660(2)(h) Legal Counsel was called to order at 6:40 PM and the Regular Session reconvened at 7:38 PM

Audience Response:

None

Good of the Order:

Board Chair, Mark Schmidlin read a statement to the audience stating the rules of public comments during the meeting:

1. Each speaker is provided three minutes to provide a comment. Board member, Ed Ewing, will be keeping track of each person’s time and will let them know when they are close to their 3-minute time.
 2. Please raise your hand and the Board Chair will call on each person one at a time. Please stand up and state your name and address then you may begin your comment.
 3. The Board cannot hear any personnel concerns or complaints as they do not have the authority to address these issues. These issues need to be brought directly to the Chief.
 4. It’s important to understand that during Public Comment, the Board generally just listens carefully and takes notes. They do not engage in back and forth conversation or answer questions from the public during Public Comment. After Public Comment, the Board Chair will meet with the Chief to determine if any of the issues discussed require further Board action. If they do, the issue will be placed on a future Board agenda for a full discussion.
- **Board Member Rae Weaver** commented on the News Times Community Hero Award that Banks Fire District recently received. This is an award given out once per year and awarded by Pamplin Media Group. Banks Fire was the recipient of the award for this year. Rae passed the article to the Board for their review.
 - **Marsha Kirk, 13980 NW Main Street, Suite B Banks, OR 97106** Volunteer and President of Friends of Stub Stewart State Park. They will be working with the Salmonberry Foundation. She wanted to give the Board information that down the line (between now and spring) we can discuss more about different projects that are being done near the station and Station 14’s property.

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- **Sean Gray, 1631 Ash Street, Forest Grove, OR 97116**
 - He wants to encourage people to speak up if they have issues with the District.
 - He is a former volunteer of the District.
 - He has a current female co-worker who experienced harassment at Banks Fire but did not have the courage to come forward to say something because of the influence that superiors have above them.

- **Alicia Chism, 153 NE 49th Avenue, Hillsboro, OR 97124**
 - Her daughter is currently a volunteer at Banks Fire, and she is concerned with the way some of the females have been treated and things that she's heard and what is going to be done about it.
 - She is concerned for her daughter's safety and others at Banks Fire.
 - Board Chair asked for specific incidents so the Board can act on it.
 - She did not have any specific incidents but just wanted to be sure when her daughter came to volunteer at the District that it would be a safe place for her to be.
 - Board Chair agreed with her statement and stated we all wanted people to be safe and without fear of harassment.

- **Chris Lanter, 42433 NW Sunset Avenue, Banks, OR 97106**
 - Asked if there was any motion that came out of the Executive Session that needs to be made. Board Chair Mark Schmidlin stated if there had been it would have already been made and there are no motions.
 - Stated that two District volunteers were sexually harassed and that nothing had been done to correct either issue.
 - Wants Board to reassure that harassment will not continue.

- **Joe Wren, 38509 NW Harrison Rd, Banks, OR 97106**
 - Asked if anyone needed a copy of Madison Hedlund's and Joe Wren's Facebook posts – he had copies to hand out if needed.
 - Requested a full investigation of Chief Linz.
 - He wants the investigation to include bullying, nepotism, sexual harassment and wrongful termination.

- **Johanna Wren, 38495 NW Harrison Rd, Banks, OR 97106 –**
 - Stated she was sexually harassed by a Captain of the District. A comment was made to her by the Captain to cover her breasts and put a shirt on and she answered him with profanity as she was upset by the comment he made to her.
 - She stated she was terminated from the department before she could explain what had happened.

- **Jason Albert, 18852 NW Azure Drive, Banks, OR 97106**
 - Wanted to know what the process is to send in a letter regarding public concerns.
 - Mark Wolf, legal counsel for Banks Fire, responded that if the public has a concern or complaint you can file the complaint with the Board or the Board Chair. The Board as a whole will act on that complaint.

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- **Vicki Morton, 21305 NW Sellers Rd, Banks, OR 97106**
 - Wants different Chain of Command
 - Volunteers need someone other than Chief to go to with issues
 - Mark Wolf, legal counsel for the District, stated an alternative would be to go to the Board Chair with the complaint and the Chair can submit the complaint to the Board as a whole

- **Alicia Gray, 1631 Ash Street, Forest Grove, OR 97116**
 - Previous volunteer of the District
 - Concerned with training issues at Banks Fire
 - Concerned with safety of females
 - Task books filled out without proper training
 - Concerned for the safety of the community

- **Tonya Witham, 20909 NW Oliver Hill Rd, North Plains, OR 97133**
 - Children were in Fire Science program with Chief Linz at Liberty High School and in Banks
 - Her children still speak of the respect, training and the experience they had with Banks Fire District and specifically under Chief Linz
 - Chief Linz was a great mentor to her son and took the extra time and training with him to help him pass the benchmarks. Her son is now a successful marine in the United States Marine Corp

- **Julie Pihl, Green Mountain Rd, Banks, OR 97106**
 - Stated she supports the Chief and all of the people within the District
 - She feels confident if she needs to call for help, that she will receive good care from Banks Fire
 - Stated the District was very kind and caring to her aging, elderly In-Laws when they responded on calls for them

- **Marsha Kirk, 13980 NW Main St, Banks, OR 97106**
 - Suggested the District engage in a third party to separate the current information and present findings to the Board.

- **Sheila McGonigal, 2576 NE Katie Dr, Hillsboro, OR 97124**
 - Stated her husband and daughter are current long-time volunteers of the District
 - Stated when Chief Linz joined the district he brought refreshing change to the District.
 - Stated she deeply respects the volunteers and Chief Linz
 - When she used to live in the district, she received excellent care from Banks Fire on more than one occasion

Adjourn Meeting: Meeting adjourned at 8:09 PM.

Ed Ewing
Secretary

Kari Erwert
Recording Secretary