

BANKS FIRE DISTRICT #13

13430 NW MAIN STREET, BANKS, OR 97106

REGULAR BOARD MEETING MINUTES

Meeting Date: Wednesday, October 11, 2023

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 p.m.

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

Board Members Absent: Pete Lux

Approval of Agenda (Action Item): John Wren made a motion to approve the October Agenda as presented. Mark Standley seconded the motion. Voting for the motion: Clint Jackson, Mark Standley and John Wren. Opposed: None. The motion carried.

Approval of Minutes of Previous Regular Board Meeting (Action Item): Mark Standley commented that the August minutes included Pete Lux in three motions that were made on the new resolutions and Pete was absent from this meeting. His name will be removed from the minutes. Motion by Mark Standley to approve the minutes from the General Session, July 12, 2023 as corrected. Voting in favor of the motion: Clint Jackson, Mark Standley and John Wren. Opposed: None. The motion carried.

Treasurer's Report: **LGIP: \$1,014,234.24**

General Fund:	\$	291,766.41
Capital Funds:	\$	624,085.79
Debt Service:	\$	1,215.68
Bond Projects:	\$	106,871.92

US Bank: \$32,892.12

Approval of Accounts Payable (Action Item): The months of August and September Accounts Payable were reviewed by the Board. Motion by John Wren to approve accounts payable as of August 31, 2023, in the amount of \$202,407.57 and accounts payable as of September 30, 2023 in the amount of \$237,424.05. Clint Jackson 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 John Wren to receive financial statements of the district dated September 30, 2023. Clint Jackson seconded the motion. Voting in favor: Clint Jackson, Mark Standley and John Wren. Opposed: None. The motion carried.

Information Items:

Chief's Report:

- The district had 94 calls in August and 80 calls in September of 2023. This is above the normal calls this time of year.

REGULAR BOARD MEETING MINUTES FOR OCTOBER 11, 2023

- Station 13 painting project is underway. The halls have been painted and the pictures have been reorganized.
- The new LED sign is up and running and we have received many positive comments already.
- The agreement with the new billing for ambulance transport is in place. There are two resolutions the Board will need to approve to complete the transition. These are under new business in the agenda for tonight's meeting.
- The district submitted an ambulance transport agreement to AMR as the district does not want to transport to subsidize AMR's business. The district needs to be reimbursed for its time and cost of materials when they transport for AMR because they don't have any ambulances available. The only agency that has a signed agreement in place is still Hillsboro Fire.
- Reimbursements have all been submitted to the Oregon State Fire Marshal's office for our participation in the 3 conflagrations over the summer. All volunteers have been paid for their participation.
- Banks Urban Renewal Agency (URA) is underway. This is the future development on the westside of Banks. The district will not receive property tax income from this development but will receive some reimbursements for equipment and station improvements.
- At next month's Board Meeting we will discuss the renewal of our Local Operating Levy (LOL) that needs to be renewed by voter approval in May of 2024.
- Last week was a very difficult time for our crews due to the nature of the calls. There was an accident involving multiple vehicles with severe injuries and a pediatric fatality.

Training Officer Report:

- A new Training Officer has been hired and will be starting October 14th. He is currently an officer at a fire agency up north. He lives in Forest Grove and has also worked for Philomath Fire that is an agency much like Banks Fire with few paid staff and many volunteers. His medical rank is EMT Advanced. We will be encouraging him to go to Medic school.
- Fire Academy is underway with 9 recruits for Banks Fire, 4 recruits for Vernonia Fire and 1 for Elsie Vinemaple Fire.
- We have three more EMS only volunteers coming to the district.
- Department of Public Safety Standards (DPSST) has hired a new Regional Manager that will occupy the office at Station 14. A lease agreement is currently underway. They will store their props at Station 14 and Banks Fire will be able to use the props for training.

Volunteer Coordinator Report:

- Volunteer recruit flyers have been sent to the local colleges and the NW Diversity Council. We will also hand out at the high school as well.
- Sandwich boards have been made for volunteer recruitment which will be placed in front of Jim's Market and other local businesses to seek local volunteers. Board member Mark Standley stated that we could use social media outlets to recruit as well.

REGULAR BOARD MEETING MINUTES FOR OCTOBER 11, 2023

EMS Officer Report:

- Transports were at a yearly high last month. AMR continues to assure that things will improve but we have not seen that yet. We are continuing to staff and provide transport services as able based on the daily crew.
- The new charting program has been taught to the majority of the department and should be going live soon. The feedback has been positive, and the crews are excited to be able to digitally chart on scene. There is also an overall chart time which has decreased the amount of carried over charts from day to day.

Public Information Officer (PIO Scott Adams) Report:

- PIO Adams was subpoenaed for a call that occurred a while back. He was looking at the chart to refresh his memory of the call and realized how very important it is that the charts are complete with all the details in case you have to reproduce the details of the call. He discussed last weeks calls including the MCI that involved 6 cars and 8 patients, the pediatric fatality and a natural gas leak near the elementary school. All of these calls are uncommon and to occur in one week generates a lot of trauma for our crews. The district has a debriefing process in place to help the crews through this process. It has been discussed to move forward with an SOG that outlines the debriefing process to help streamline the process during these times of crisis. The district set up First Responder Therapy Dogs to come out to the Monday night drill following the week after the difficult week of calls. The dogs “work the room” going from person to person which helped the crew through their grieving process.
- The district hosted a blood drive last Friday which generated 22 units of blood.
- Next weekend, October 14th, the district will be holding a Fire Prevention day to include EMS partners, local community partners, fire truck rides, mini fire truck hose demonstrations and more. The open house is from 9am to 1pm.
- The Banks Community Emergency Responder Team (CERT) is currently underway. The program will begin in October and run for 6 weeks. 13 people have signed up for the training. A CERT team helps the local community during a large event such as earthquake or wildfire.
- The district is currently working on setting up a community CPR class and after the first of the year a babysitting class.

August/September Safety/Near Miss Report

- No injuries or damages to equipment.
- No COVID issues in August, but 4 cases at the end of September.
- 1 injury – bee sting that caused severe swelling in hand.

Old Business: Medic 13 Update:

- Chief and Andrew Cooper went to Braun NW to tour plant. Braun stated the new Medic would not be complete until December of 2024 due to chassis backorders. Doherty Ford called and said they have a diesel chassis available to purchase. Chief contacted Braun to see if we purchased the diesel chassis would they accept it and would it speed up the production of our order. Braun would accept the chassis but could not promise sooner delivery of the medic. A diesel engine is more expensive (\$12,000 more) but a better engine overall. Chief asked for the Board’s thoughts on this option. The board was in agreement that a diesel would be a better fit for our

REGULAR BOARD MEETING MINUTES FOR OCTOBER 11, 2023

district, and it would be worth the increase in cost. Clint Jackson made a motion to purchase the diesel chassis from Doherty Ford. Mark Standley seconded the motion. All in favor of the motion: Clint Jackson, Mark Standley and John Wren. Opposed: None. Motion carried.

New Business:

- **Resolution 10112023A–Resolution Appropriating Grant Funds (Action Item)** John Wren made a motion to approve Resolution 10112023A to appropriate \$20,615.00 in grant funds received from the FEMA FPS Grant for the purchase of an LED digital sign. Clint Jackson seconded the motion. Voting in favor: Clint Jackson, Mark Standley and John Wren. Opposed: None. The motion carried.
- **Resolution 10112023B–Resolution Appropriating Grant Funds (Action Item)** Clint Jackson made a motion to approve Resolution 10112023B to approve a grant received from the Metropolitan Area Communications Commission (MACC) for Banks Fire’s portion of the Broadband User Group (BUG). John Wren seconded the motion. Voting in favor: Clint Jackson, Mark Standley and John Wren. Opposed: None. The motion carried.

Audience Response:

- Board Chair Kevin Henning asked if we had resources in place when the crews are grieving. He wanted to be sure that the district was doing the most we can to support the crews during this process. He stated perhaps we could put a line item in the budget if necessary. Board Member John Wren asked if we had any policies in place for past issues with PTSD for volunteers and staff on past and present issues. Chief responded that we are going to prepare an SOG with processes in place and strengthen the current process. The district currently has a First Responder Employee Assistance Program (EAP) in place for both the staff and the volunteers that can help them with the grieving process. The focus is to be sure our people stay healthy and process their grief in a healthy way. Last week when the pediatric fatality occurred Chief gave the option to the responding crew to stay at the station or leave, whatever they felt was best for them. He had a new crew come in and take their place. The following week Washington County held a debriefing at Station 13 for the Banks Fire responders, Police responders and Dispatchers that were all involved in the call. There was a trained first responder psychologist facilitating the process. The Banks Fire crews stated they felt this process was helpful.

Good of the Order:

- Marsha Kirk, Banks, Oregon announced that the Banks Annual Light Parade had been approved for Saturday, December 16th and was hoping that Banks Fire crews would attend along with Santa Claus.
- Board Member Mark Standley stated that the Rural Development Initiative would be holding a community meeting on October 30th from 5 to 8pm. If any were interested in attending to contact Denise at Bighorn Logging.

REGULAR BOARD MEETING MINUTES FOR OCTOBER 11, 2023

- Board Member Mark Standley stated that Banks Fire responded to a logging accident for his company in late August and he was very proud of the response that was received by Banks Fire. He stated Chief Linz's command to activate Life Flight was excellent. Mr. Standley felt that because of the quick reaction of Banks Fire the logger is okay and already back to work. Mr. Standley would like to bring in ice cream and cake to thank the crews for such an outstanding response at our next month's Board Meeting on November 8th.

Adjourn Meeting: There being no further business Board Chair Henning adjourned the meeting at 7:50 pm.

Pete Lux
Secretary

Kari Erwert
Recording Secretary