

# BANKS FIRE DISTRICT #13

13430 NW MAIN STREET, BANKS, OR 97106

## REGULAR BOARD MEETING MINUTES

**Meeting Date:** Wednesday, October 9, 2024

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

**Call to Order:** Vice Chair Mark Standley called the meeting to order at 6:00 pm

**Board Members Present:** Clint Jackson, Pete Lux, Mark Standley and John Wren

**Board Members Absent:** Kevin Henning

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

**EMS AWARD** The crew that responded on 8/29/24 to a Cardiac Arrest was able to get the patient's heartbeat back and saved the patient's life. The patient is healthy and back at home. Congratulations to the crew members that saved this person's life. The crew members were given Life Saving awards. The crew members were Mason Wong, Zoe Zimmer, Payton Price, Julie Kemper, Samantha Linz and Jessica Kuhn.

**UNIT CITATION** In early September the crew responded to a very critical call. The call was a head on accident and included fire and entrapment. Chief Linz recognized the following crew members for their quick thinking and professional action in responding to this call: Mason Wong, Jayden Hartman, Hayden Sandberg, Sean McGonigal, Talys Hendrickson, Chesnie Lovelady, Mike Durham and Lydia Durham.

**Approval of Minutes of Previous Regular Board Meeting (Action Item):** Motion by John Wren to approve the minutes from the General Session, August 14, 2024 as presented. Pete Lux seconded the motion. Voting in favor: Clint Jackson, Pete Lux and John Wren. Opposed: None. The motion carried.

**Treasurer's Report:** LGIP: \$1,416,381.38

General Fund:	\$ 133,284.40
Capital Funds:	\$ 1,145,132.51
Debt Service:	\$ 3,819.59
Bond Projects:	\$ 113,355.48

US Bank: \$65,816.77

**Approval of Accounts Payable (Action Item):** Please note that two months of Accounts Payable were reviewed as the September 2024 Board Meeting was cancelled.

Motion by Clint Jackson to approve accounts payable as of August 31, 2024, in the amount of \$199,796.29. John Wren seconded the motion. Voting in favor: Clint Jackson, Pete Lux and John Wren. Opposed: None. The motion carried.

Motion by Clint Jackson to approve accounts payable as of September 30, 2024, in the amount of \$139,739.97. Pete Lux seconded the motion. 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 September 30, 2024. Pete Lux 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 111 calls for the month of August which is an all-time high for Banks Fire.
- There were 102 calls in September which is also higher than normal. Normal is approximately 55 calls per month.
- The District has received the new Brush Rig 15 from Oregon State Fire Marshall. We should have it in service soon.
- The District should take delivery of our new Medic towards the end of November.
- Summer staffing during Wildland Season went very well this year. We maintained our goal of staffing both Station 13 and Station 14 every day each month (except for 2) and we are trying to continue to maintain a crew at both Station 13 and 14 going forward.
- The HVAC upgrade in the office has been completed. It was changed from a multiple zone system to one control with sensors in some of the offices. This was a more affordable solution than installing all new controls in a very old system.
- Completed paint in the central office and will be adding a second workstation up front. A bigger desk with two workstations will accommodate two staff members.
- In the next week or two we will begin upgrades in the dayroom. We will be painting, replacing the carpet and replacing the three refrigerators.
- There is another hole in the wet sprinkler line in the bay. This should be repaired in about a week.
- E14 Rosenbauer engine had rear end issues and needed new bearings. There were metal shavings in the rear end and International (the manufacturer) recommended changing the bearings. The warranty won't cover it since it is not actually broken. The siren brake burned up due to a glove box sitting on the control. It has been addressed not to put the glove box on the control so this doesn't occur again. Altogether, the repairs were approximately \$7,000.
- We have been having issues with the fire alarm at Station 13. It is a very old system and we will need to look at replacing it in the next budget year.
- Fiber Build Update: We finally have a signed contract with PGE. There is a 45-day waiting period and once approved the fiber should be hung within two weeks.
- We are changing the HRA/VEBA policy that allows employees to use up to 5 hours of accrued vacation or comp time and place in their HRA/VEBA account at their regular hourly rate. We are increasing the amount of time they can use from 5 hours to 10 hours at their regular hourly rate. This helps reduce the payroll liabilities for the District and is a good way for our staff to save for medical expenses.
- All of our conflagration reimbursement packets have been submitted to the Oregon State Fire Marshall for reimbursement. We participated in 4 conflagrations and a total of \$38,000 will be credited to our Apparatus Fund for the use of our apparatus in the conflagrations. All volunteers and staff that participated in the conflagrations have been paid.
- Russ Reis, the District's Auditor, was here Thursday, September 26, 2024. He said the District's records were well organized and over all everything looked good. He will have the audit complete in a few weeks then we will invite him to an upcoming Board Meeting to give a review of the audit.

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- Forest Grove Fire and Cornelius Fire are splitting as Cornelius Fire wants to manage their own department. They are currently searching for a Chief for Cornelius Fire. Hopefully this will be a positive change. Forest Grove plans to add a second crew and Cornelius will begin the process of building their crews.
- Vernonia Fire has appointed new interim Chief, Greg Brody for one year while they search for a permanent chief. Chief will be meeting with Brody next week. Vernonia Fire's Board Chair would like to attend one of Banks Fire's Board Meetings so we may see her at an upcoming Board Meeting.
- Elsie Vinemapple called for Banks Fire to assist with the Hilltop Fire but we declined as we were dealing with our own multiple calls during that time.
- Chief asked for questions and Vice Chair Mark Standley asked how much longer the warranty is on the Rosenbauer engines. Chief said the end of this year. He said we would be keeping an eye on Engine 15 as well. Board Member John Wren suggested letting Rosenbauer know about the issues and that the warranty did not cover it. Vice Chair Standley said he is concerned about things happening after the warranty is expired. Chief stated he would reach out to Rosenbauer to get more information.
- The new billing company, Systems Design, is doing a good job collecting our transport insurance billings.
- The Volunteers and Staff of Banks Fire have been doing a great job. We have been running a lot of calls for a predominantly volunteer department. Everyone is working hard and handling the larger volume of calls.

### **Training Officer Report:**

- Fall 2024 Fire Academy I is about halfway finished. We have 9 participants, 6 from Banks Fire and 3 from Gaston Fire.
- Firefighter II is nearly finished. There are 18 members from Banks Fire on track to graduate.
- There are 4 members enrolled in Fire Officer I which is a hybrid course being sponsored through DPSST.

### **Volunteer Coordinator Report:**

- Recruiting for Spring 2025 Fire Academy has started.
- Lt. Wong continues to work on enforcing participation requirements such as drill and shift attendance.
- Thomas Sill, one of our long-time interns has completed and passed the Paramedic test and is now functioning as a Firefighter/Paramedic for the district. He falls under the transitional Paramedic under State guidelines as he is in the process of finishing his degree.
- Lt. Wong is creating accessible material to help new and current members understand what is expected of them.

### **EMS Officer Report:**

- August had 3 transports.
- September had 1 transport.
- AMR is utilizing Banks Fire for their Level 3 posting, which means if there are 3 or more ambulances in Washington County, one is sitting in Banks. This has significantly reduced our wait time for an ambulance and decreased the need for Medic 13 to provide transport services. Often times, AMR is arriving first on scene and clearing our units to remain in service in the district.

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

- September and August had outside participants participating in our drills.
  - OHSU ER doctors, students, professors and fellows participated in a car fire drill that utilized a propane car prop from DPSST. They had hands on training in extinguishing the fire. They also participated in a rope rescue drill that had a patient in a gurney and they practiced raising the gurney up.
  - Multiple Casualty Drill (MCI) – Banks Fire worked with the local bus company, local Boy Scout Troop, as well as Banks Fire staff and volunteers. They staged it as a school bus accident and utilized the boy scouts as “patients” and practiced getting them out of the bus safely.
- Banks Fire has had some larger even fires and Motor Vehicle Accidents (MVA) and we want to recognize some of the local businesses that have supported us during these calls by giving water, food etc. To name a few Local Joy Coffee and Teninty’s Pizza have gone above and beyond to bring us water and open early so we can get food for the crews. Star Satellite Water District assisted us in the large house fire in July by providing water for our apparatus. Their support was instrumental in extinguishing this fire. Banks Fire appreciates the support from the community. PIO Adams will be recognizing these local businesses on our Facebook and Instagram pages.
- In September Banks Fire crews attended the funeral service of Forest Grove volunteer firefighter Captain Bob Haney. Captain Haney was the father of our Training Officer, Victor Haney. The crew attended the reception to support the family. Banks Fire takes pride in stepping up to support more than call response.
- We will be having our annual Fire Prevention Open House on Saturday, October 12, 2024 from 9am to 1pm.
- The topic of getting a fire signal out at Station 14 has had some positive movement. The legislature and ODOT are working towards a solution.
- Upcoming events include the Holiday Parade on December 14, 2024, adopting Christmas Families and Santa at Jim’s to name a few.

## **Safety/Near Miss Report**

- Hired a diver to retrieve a hose and bucket from the bottom of S14’s pond. The diver was successful retrieving the equipment.
- No health issues reported for the month of August and September.

## **Old Business: NONE**

## **New Business:**

- **Resolution 10092024A Resolution for Lease-Purchase Agreement** (Action Item) The District was awarded \$6,076.00 from the Metropolitan Area Communications Commission (MACC) for the District’s annual Broadband User Group (BUG) fees. Pete Lux made a motion to approve the resolution. John Wren seconded the motion. In favor of the motion: Clint Jackson, Pete Lux and John Wren. Opposed: None. The motion carried.
- **Resolution 10092024B Resolution Appropriating Grant Funds** (Action Item) The District was awarded \$39,200 from Firehouse Subs for a new Air Pack Washer. John Wren made a motion to approve the resolution. Clint Jackson seconded the motion. In favor of the motion: Clint Jackson, Pete Lux and John Wren. Opposed: None. The motion carried.

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**Audience Response:** None.

**Good of the Order:**

- Chief Linz announced that the District Christmas Party would be on Monday, December 16, 2024 at 7pm at Station 13.

**Adjourn Meeting:** There being no further business Vice Chair Mark Standley adjourned the meeting at 6:56pm.

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Pete Lux, Secretary

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Kari Erwert, Recording Secretary