

BANKS FIRE DISTRICT #13

13430 NW MAIN STREET, BANKS, OR 97106

REGULAR BOARD MEETING MINUTES AS CORRECTED 10/13/21

Meeting Date: Wednesday, September 8, 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 6:01 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): Kevin Henning made a motion to approve the September agenda as presented. Ed Ewing seconded the motion. Motion passed unanimously.

Approval of Minutes of Previous Regular Board Meeting (Action Item): Motion by Rae Weaver to approve the minutes from the General Session, August 11, 2021. Second motion by Ed Ewing. Motion passed unanimously.

Approval of Minutes of Previous Emergency Board Meeting (Action Item): Motion by Kevin Henning to approve the minutes from the Emergency Board Meeting, September 1, 2021. Second motion by Ed Ewing. Motion passed unanimously.

Treasurer's Report: **LGIP: \$1,201,752.87**

General Fund: \$ 404,089.81
Capital Funds: \$ 501,409.41
Debt Service: \$ 1,072.33
Bond Projects: \$ 329,920.56

US Bank: \$86,230.87

Approval of Accounts Payable (Action Item): Motion by Rae Weaver to approve accounts payable as of August 31, 2021, in the amount of \$164,645.19. Kevin Henning seconded the motion. Motion passed unanimously. Motion to approve checks that were issued 9/3 to 9/7/21 numbers 30785 to 30820 totaling \$52,639.26 by Kevin Henning. Rae Weaver seconded the motion. Motion passed unanimously.

Financial Statements Received by Board of Directors (Action Item): Financial statements were received and reviewed by the board. Motion by Kevin Henning to receive financial statements of the District dated August 31, 2021. Rae Weaver seconded the motion. Motion passed unanimously.

Information Items:

Chief's Report:

- 92 calls in August which is down from 101 calls in August 2020.
- Received final payment from Oregon Department of Forestry for the sign at Station 14.
- Washington County EMS will have a second vaccination clinic (the first one was August 27, 2021) at the Banks and Timber Stations on September 17, 2021. They had a successful turnout at both stations on August 27th.
- The third conflagration reimbursement has been submitted for a total of \$37,412 to the Oregon State Fire Marshalls Office for the Bootleg Fire in Southern Oregon. 60% is labor and 40% is for apparatus reimbursement.

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- The district was awarded a grant from the Oregon Department of Forestry in the amount of \$18,700.00 (50/50 grant) We will use these funds to purchase wildland hose, wildland fire packs, personal gear cases and water reservoirs.
- The Transmission Control Module in Engine 15 went out resulting in a \$4,700 repair bill.
- Because of the increase in COVID-19 cases we have suspended the Young Marines process until COVID issues improve. We have shut down all events at the station to the public (except for the Red Cross Blood Drives) for the next couple of months. We will reevaluate this in November or December.
- The District received its first Forestry payment of the new fiscal year in the amount of \$85,966.00.
- Deanna Friedman has been rehired as a remote contract employee for special projects. Her first project will be working on a data analytic project for the District.
- The District received a grant in the amount of \$4,104 from the Metropolitan Area Communications Commission (MACC) for our annual Broadband User Group (BUG) fees.
- Data response times for our district has improved due to the opening of Station 14. Looking at response times from 1/1/21 to 6/21/21 response times out of Station 13 (Banks) has dropped from 18 minutes to 7:49 and response time out of Station 14 (Hornshuh Creek) is 7:24. Response time out of Timber remains at 18 minutes due to no crew housed at Timber.
 - A question was asked regarding how many Mutual Aids we have responded to since the beginning of 2021. Chief Linz reported we have responded to 221 Mutual Aid Calls for the Forest Grove Fire Department with Forest Grove responding to 10 of our calls. Next Board meeting a breakdown will be provided of all Mutual Aid Calls to our surrounding districts Vernonia, Forest Grove, Tualatin Valley Fire and Hillsboro Fire.

Training Report:

- Washington County's Fire Academy was disbanded due to COVID concerns. Each department/district will be facilitating their own In-House Fire Academy. The first class for Banks is tomorrow night, 9/9/2021.
- With the new COVID mandates from Governor Brown, we will be tracking everyone's vaccination status and keeping records for documentation.

Volunteer Coordinator Report:

- Fill the Boot was extremely successful with the volunteers collecting \$7,024.80 in donations for the Muscular Dystrophy Association.
- We are planning on finishing up AED instructor training on the 18th of this month for the AEDs that were placed in local businesses over the past year.
- Fire Prevention month is October (next month) and we hope to be able to participate this year. We are working with the school district to put something together that would be COVID compliant.
- The district will once again use the "Halloween Chute" to distribute candy to the children on Halloween. This is a way for us to safely hand out candy while maintaining social distancing.

August Safety/Near Miss Report

- Medic 13 had an incident in August. In the process of leaving a call and trying to get out of Metro Wests' way, the crew did not use a backer (per SOG 13.0 Section 13.3) and backed into a tree resulting in damage to the Medic. The repairs have been made resulting in a repair bill of \$2,500 from the incident. While the Medic was at the repair shop additional work was done to buff out scratches from prior calls caused by tree branches on narrow roads located in our district. Meetings were held with both individuals discussing the importance of following District SOGs. Metro West was also informed of the incident.

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Old Business:

- **Hornshuh Creek Station Update (Information Item):**
 - a. Working on landscaping, spraying weeds, fertilizing and planting flowers and shrubs around the sign. Large rocks have been placed around the fence at the front of the property.
 - b. Adding pictures and wall art inside.
 - c. Have hired someone to clean the weeds and blackberries away from the pear and cherry tree behind the station.
 - d. Working on tucking the pond liner. Once complete a fence will be built around the pond and life preservers will be placed at each end.
- **Auditor Update (Information Item):**

We reached out to the City of Banks to inquire about their search for a new CPA/Auditor as they used Dennis Conner, CPA as we did, who retired at the end of 2020. They gave us a list of CPA firms they had contacted, which had some of the same firms we had already contacted but had some additional firms we had not contacted yet. We reached out to three firms and out of the three we liked the experience and knowledge of Russell “Russ” T. Ries, CPA of Jarrad, Seibert, Pollard & Company, LLC. Russ is a managing partner of the firm and has over thirty years of experience working with for profit, municipal government and non-for-profit firms. The firm has worked directly with Rural Fire Departments/Districts similar to Banks Fire. We feel establishing a relationship with Russ and the firm will be beneficial to the District for our annual audits, and consulting needs for years to come.

New Business:

- **Resolution 09082021A- Resolution Appropriating Grant Funds (Action Item)**-Resolution to receive \$11,844.00 in grant funds from the FEMA Grant Staffing for Adequate Fire and Emergency Response (SAFER) Program. Kevin Henning made a motion to accept and approve the grant funds. Ed Ewing seconded the motion. The motion passed unanimously.
- **Resolution 09082021B- Resolution Appropriating Grant Funds (Action Item)**-Resolution to receive \$4,104.00 in grant funds from the Metropolitan Area Communications Commission (MACC) for the District’s annual Broadband User Group (BUG) fees. Ed Ewing made a motion to accept and approve the grant funds. Rae Weaver seconded the motion. The motion passed unanimously.
- **Resolution 09082021C-Banks Fire District Declaring of a Temporary State of Emergency Within The Boundaries of the District and Delegating Authority to the Fire Chief** –In response to the Governor’s state wide Temporary Order that all firefighters, EMTs and volunteers must provide their employer, with either proof of vaccination or documentation of a medical or religious exception. Banks Fire has decided to give our volunteers/staff an additional option of taking up to a 6-month leave of absence as an additional alternative to comply with the Temporary Order. To accommodate these leaves of absences the Fire Chief (or Fire Chief designees in the Chiefs absence) will need maximum latitude to schedule District responders during this State of Emergency, the authority to implement local, state and federal mandates and leave requests; suspend enforcement of adopted policies and schedules in order to equitably respond to the identified emergency. This Resolution was drafted by the Districts’ attorney, Mark Wolf. Ed Ewing made a motion to approve the Resolution. Rae Weaver seconded the motion. The motion passed unanimously.

Audience Response:

None

Good of the Order:

Audience member, Joe Wren expressed the following concerns he had about the District:

1. Requested the Board create a policy to avoid future lawsuits. He suggested appointing an individual other than the Fire Chief or Board so the volunteers and/or staff can approach this individual if they have issues within the District.

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2. Inquired about a comment made by the Chief to a someone who was a student and a student aid, who was at the station after student time, visiting her grandmother. Mr. Wren asked the Board if this was ever addressed by the Board.
3. Requested that people are aware when an employee does something wrong and that there are proper reprimand steps taken.
4. Questioned District driving policies and volunteers lacking experience to drive.
5. Asked that volunteers be involved with the Fire Chief's review process.

Board Chair Mark Schmidlin responded to the policy request asking what professional or person would the District appoint to have authority over the Board.

Training Duty Officer Lanter stated that he had done a lot of research on the issue and discovered that the District could work with Special Districts Association of Oregon (SDAO) and create a policy for one of the Board members to be a liaison directly for the volunteers.

Chief Linz responded to Joe Wren's concerns as follows:

1. Entire details of the lawsuit could not be shared but only one side has been presented. If both sides were presented the public may have a different opinion of the outcome.
2. Stated that Mr. Wren's participation over the past 5 years had been low. In 2021 Mr. Wren has attended 3 officer's meetings and responded to 1 call. However, even with Mr. Wren's low participation, the Chief stated he valued his opinion.
3. The Chief is always available and open to meet with anyone if they have concerns.
4. Banks Fire driving requirements are equal to or better than the neighboring districts; however, he will look into the driving concerns.
5. No personnel issues will ever be shared with the public.

Donna Linz, Chief Linz' wife, added insight to a comment made by Joe Wren regarding the comment the Chief made to someone who was a student and a student aid, who was at the station after student time, visiting her grandmother. Mrs. Linz stated that the person's grandmother also made strong comments to her granddaughter in addition to the Chief's comment.

Joe Wren and Chris Lanter added additional insight about when and where the comment took place. After these comments, Training Duty Officer Lanter placed his uniform shirt on the table in front of Board Chair, Mark Schmidlin, and proceeded to leave the room. Mark asked if this was a resignation and Board Member John Wren stated we cannot discuss this as it is a personnel issue.

Board Chair Mark Schmidlin apologized to the audience for having to sit through this uncomfortable situation.

Audience member, Ken Schlegel thanked the members of the department for the times that they have responded to and helped his parents. He continued to state he really appreciated the District helping on these responses and helping with our community.

Chief Linz handed out an article to the Board from the Vernonia Voice newspaper from the Vernonia Fire Board that detailed the issues happening at the fire district in Vernonia. He also handed out the COVID directive from Mist Berkenfeld so they could review the policy that they put in place.

Adjourn Meeting: Meeting adjourned at 7:33 p.m.

Ed Ewing
Secretary

Kari Erwert
Recording Secretary