

BANKS FIRE DISTRICT #13

13430 NW MAIN STREET, BANKS, OR 97106

REGULAR BOARD MEETING MINUTES

Meeting Date: Wednesday, April 10, 2024

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, Pete Lux, Clint Jackson, Mark Standley and John Wren

Board Members Absent: None.

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

Lieutenant Volunteer Coordinator Confirmation: Lieutenant Mason Wong was sworn in by Chief Linz as the Banks Fire District's new Volunteer Coordinator.

Approval of Minutes of Previous Regular Board Meeting and Special Board Work Session Meeting (Action Item): Motion by Clint Jackson to approve the minutes from the General Session, March 13, 2024, as presented. Pete Lux seconded the motion. Voting in favor: Pete Lux, Clint Jackson, Mark Standley and John Wren. Opposed: None. The motion carried. Motion by John Wren to approve the minutes from the Special Board Work Session, March 5, 2024, as presented. Clint Jackson seconded the motion. Voting in favor: Pete Lux, Clint Jackson, Mark Standley and John Wren. Opposed: None. The motion carried.

Treasurer's Report: LGIP: \$1,522,595.12

General Fund: \$ 635,683.68

Capital Funds: \$ 559,403.62

Debt Service: \$ 220,484.60

Bond Projects: \$ 110,213.26

US Bank: \$77,350.99

Approval of Accounts Payable (Action Item): Motion by Clint Jackson to approve accounts payable as of March 31, 2024, in the amount of \$151,239.01. Mark Standley seconded the motion. Voting in favor: Pete Lux, 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 March 31st, 2024. Mark Standley seconded the motion. Voting in favor: Pete Lux, Clint Jackson, Mark Standley and John Wren. Opposed: None. The motion carried.

Information Items:

Chief's Report:

- The district had 58 calls for the month of March, which is up from last month and is in the normal range of historical calls for this time of year.

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- Russ Reis, the District's Auditor, will attend the May Board Meeting to summarize the audit for fiscal year 22/23.
- The remount for Brush Rig 14 is coming along well and is on track to be complete for fire season.
- We are currently working on the fiscal year 24/25 budget. Will have a preview of the budget mailed the last week of April for the following month's budget meeting.
- Banks Fire District was awarded the Oregon State Fire Marshal's Wildfire Staffing grant for the upcoming wild fire season.
- We have submitted two grants recently, one for Fire House Subs and the other for the FEMA SAFER grant. We will also be submitting a Resiliency Grant to update Timber Station 15 in the next couple of weeks.
- Chief Linz is part of the Washington County CWPP (Community Wildfire Protection Plan) committee. They are currently working on updating this plan that was last completed in the late 90s.
- The crews have been working on cleaning and organizing the stations.
- The shrubs around Station 13 will be getting a heavy trimming in the next week. This will help spruce up the look of the station, giving it a clean, organized appearance.
- Engine 13 is in the shop again with a pump engaging issue. The pump is failing to engage – we aren't sure if it's a wiring issue or a governor issue. Could be \$2,000 to \$4,000 to repair.
- The fiber build to Station 14 should be begin in June or July. Our project manager is working with Fibercon. Fibercon is working with PGE and we anticipate the project to be complete by the end of October.
- Vernonia Fire Update: The Investigation at the District was concluded. Rob Davis and David Senz both resigned last Thursday. They have three interim firefighters running the district. Matt Myers, Interim Administrative Chief, Ben Davis, Interim Operations Chief and Earl Horning will help with everything else. Chief Linz met with Matt Myers and let him know Banks Fire can help but only if necessary. This will be a three-month process to determine what is necessary to rebuild the district.
- Elsie Vinemaple Fire District currently has a recall underway. Four of the five board members could possibly be recalled. If the recall is successful, the County will need to step in for leadership.
- Chief Linz handed out evaluation sheets to the Board Members for the Chief's annual evaluation. He added two new questions and removed two from the previous year's questionnaire. He stated that he had researched what other districts were using when evaluating the Chief and the questions he removed and added were consistent with other questionnaires used by other districts. He asked the board to review to make sure they agreed with the changes. The board did not have any issues with the changes.

Training Officer Report:

- Fire Academy is in full swing. There are 8 people attending the academy and they are a good group of people. Things are moving along well.
- Four volunteer members have signed up for a hybrid Instructor I class being held at the end of the month in Tillamook.
- Two volunteer members are interested in a Hazmat IC class being held in Forest Grove.
- One officer has completed the Firefighter II online course. One is going to be taking a hybrid Firefighter I class in Tillamook the first week of May.

Volunteer Coordinator Report:

- In the last month we have added 3 firefighters to the intern program.
- We are in the process of creating recruiting materials to present to prospective volunteers for a fall 2024 academy.

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- Lt. Wong will be meeting with EMT classes at Portland Community College for volunteer recruitment in the near future.
- We are in the process of setting up high school wildland drills with Liberty High School and Banks High School fire science classes.

EMS Officer Report:

- There were zero transports for March. AMR has increased their staffing levels and has occasionally been able to post an ambulance in Banks. This only occurs if AMR is level 10 or higher (10 or more available ambulances in the county). We are not sure why the sudden increase, but we are projecting a dip in their staffing due to many fire agencies actively hiring.
- EMR class is complete. All of the Banks attendees passed and are working through their license applications.
- The District purchased a new IV pump for medication administration. This allows our paramedics to administer more medications that need to be precisely controlled. Due to our rural nature, we are also obtaining approval from our medical director to administer medications slightly differently than other agencies (example is fentanyl drip to allow longer more controlled pain control for extended scene or transport times).

Public Information Officer (PIO Scott Adams) Report:

- PIO Adams had communication from a patient of a recent call that Banks Fire responded to. The patient praised the professional crews stating they were very timely and professional. The patient is recovering well and is very thankful of Banks Fire responders.
- Social media has been quiet. There was a comment two weeks ago in social media praising Banks Fire's roadside assistance. Lieutenant Wong and Captain Arlin helped push a car back to a parking lot. This is positive recognition for our district.
- This upcoming weekend the Vernonia Marathon will take place on the Banks-Vernonia State Trail. It will begin in Vernonia and end at Banks High School. One of our Banks CERT team members will be helping with this event.
- Banks Community Emergency Response Team (CERT) update. We are wrapping up the CERT grant. The grant allowed us the funding to start the CERT team. We have a team of six certified members. The funding allowed us to purchase 12 public service band radios and other equipment to supply the members. Edward Lara, a volunteer of Banks Fire, has been facilitating and managing the process but has passed the leadership on to PIO Scott Adams. The plans moving forward are to have drills for the CERT team with some involvement with Banks Fire drills. There will be a second class to certify more members in the future.
- Elsie Vinemaple and Vernonia Fire districts have both been having some public issues in the community. PIO Adams has been following this and will update as necessary.
- The Washington County Democrats reached out to PIO Adams to let him know that they have published their support of the renewal of Banks Fire District's upcoming Levy renewal.

Safety/Near Miss Report

- No injuries or damages to equipment.
- No COVID or other sickness issues reported for the month of March.

Old Business:

- **Heavy Rescue 13 (Information/Action Item)** Chief gave the Board a summary report with statistical data portraying the use of HR13. He explained that HR13 was purchased in 2010 to carry a 6-person crew and equipment. Since the time HR13 was purchased we have obtained more extrication and stabilization equipment and it is not utilized the way it once was. We are now running more back to back calls and the heavy rescue is not equipped with water, so the crews these days are taking the engines instead of HR13. HR13 is being used the majority of the time for transport to the call. Chief recommends surplusage of HR13 and purchasing a light

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squad or officer rig to replace it. We have had an offer for \$170,000 from Bronlee Fire. Chief provided a slide show portraying examples of the squad vehicles. The price range for these range from \$190,000 to \$240,000. Chief asked the Board to approve the surplus sale of HR13 and move forward with purchasing a light squad vehicle. Mr. Wren also stated that it seems one of the biggest issues is driver training. Chief stated that drivers training wasn't necessarily the only issue – he stated it was not versatile enough when the crews headed out on calls and that is the reason is isn't being utilized.

Questions and Comments from Board:

Board Member John Wren stated that he felt the district would be going back in time and that when the district purchased HR13 they were replacing a piece of apparatus that was a lot like the squad vehicle that would be purchased.

Board Member Wren commented that with the high maintenance costs on Engine 13 we should consider replacing E13 instead of HR13. He said an idea would be to put the surplus funds we receive from HR13 towards the purchase of a new engine. Chief stated that a new engine would cost about \$1 million with a 3-year build time. He agreed with Mr. Wren that it may be a good idea to surplus both HR13 and E13 and put the funds towards a new engine.

Board Member Clint Jackson asked if the firefighters that would be operating the new squad vehicle be comfortable to drive it? He also asked if there were any people left that were here when HR13 was purchased and if so, what are their thoughts on replacing HR13. Chief answered that we have a couple of people left from that time period and are from the Officer group and understand the issue. He continued that smaller rigs are easier to operate.

PIO Scott Adams commented that this day in age things are changing. When HR13 was purchased they were looking for a big space that would hold all of the equipment including the specialty equipment. The reality is we don't train on all of this equipment as we don't have the commitment from the volunteers.

Captain Sean McGonigal commented that the plan for HR13 when purchased was to use it on every car wreck because at that time the district only had one set of each piece of equipment that was necessary for the motor vehicle accident (MVA) responses. Over the years the engines now each have equipment to respond to MVAs; they have 75% of the equipment that HR13 has. He continued that HR13 is often left in the station even on heavy car wrecks. He said it is probably third out for a car wreck. He said no matter what option the district decides to go with, it is time for HR 13 to go. Captain McGonigal has been with the district for eighteen years.

Board Chair Kevin Henning asked of all the equipment that is used, what is left behind? Chief stated some air bags, water rescue tools, tools we have multiples of.

Chief commented that we are not training in the specialty training any more as it is very expensive not only for the training but to maintain. The average volunteer lasts 4.7 years and if it is someone looking to be a career firefighter then two years. We do not have the longevity to train in these specialty areas.

Board Member Mark Standley asked if there was any way to combine what is left on HR13 to the Medic. Chief said once we have our own medic we can put whatever we think is necessary on the medic.

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Chief said he would do some research on new engines and report back to the board if that is the direction they want to go. Chief recommends that we sell both E13 and HR13 if purchasing a new engine is the direction they want to go. E13 is consistently in the shop needing repair.

Board Member Wren asked if we could pull E13 from first out and put one of the new engines in its place. Chief said is it a possibility.

Board Member Mark Standley stated that the more we can do with one piece of equipment the more versatile it will be.

It was decided to table the discussion until the next board meeting to have time to research and present the possibility of purchasing a new engine.

- **Board Policy Review Update (Information/Action)**

Chief stated that the last few months we had been working with attorney, Gail Stevens, updating our Board Policies. The Board can approve the current draft or can table it to May's Board Meeting. The Board decided to table until the next meeting.

- **LOL Update (Information Item)**

Captain Sean McGonigal handed information to the board regarding the upcoming LOL renewal. The LOL goes out to voters next month. The Banks Firefighters Volunteer Association donated the funding to create a new Political Action Committee (PAC). These funds went towards the voter's pamphlet statements and mailers that will be sent out to registered voters in the district. The ballots will be mailed by the county on May 1st and the election will take place on May 21st. Stickers have been ordered with the measure number and will be placed on the signs that were used in the last election in 2019. Signs will be placed in various places throughout the district. Working with the PIOs for social media posts. The biggest message we want to portray is that we are not increasing this tax.

New Business: None.

Audience Response: None.

Good of the Order: PIO Adams stated that recently he has been to many board meetings at other districts to monitor recent events. He said that the care and interest that the Banks Fire District Board takes regarding issues such as tonight's topic of the Heavy Rescue and being good stewards of the community's money is proven by the actions they take.

Adjourn Meeting: Meeting adjourned at 7:38 pm.

Pete Lux
Secretary

Kari Erwert
Recording Secretary