

BANKS FIRE DISTRICT #13

13430 NW MAIN STREET, BANKS, OR 97106

REGULAR BOARD MEETING MINUTES

Meeting Date: Wednesday, March 13, 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 and John Wren

Board Members Absent: Clint Jackson and Mark Standley

Approval of Agenda (Action Item): John Wren made a motion to approve the March agenda as presented. Pete Lux seconded the motion. Voting for the motion: Pete Lux and John Wren. Opposed: None. The motion carried.

Approval of Minutes of Previous Regular Board Meeting (Action Item): Motion by Pete Lux to approve the minutes from the General Session, February 13, 2024, as presented. John Wren seconded the motion. Voting for the motion: Pete Lux and John Wren. Opposed: None. The motion carried.

Treasurer's Report: **LGIP: \$1,660,140.37**

General Fund: \$ 714,670.72

Capital Funds: \$ 566,384.29

Debt Service: \$ 214,055.81

Bond Projects: \$ 109,692.83

US Bank: \$22,603.77

Approval of Accounts Payable (Action Item): Motion by John Wren to approve accounts payable as of February 29, 2024, in the amount of \$201,875.67. Pete Lux seconded the motion. Voting in favor: Voting for the motion: Pete Lux 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 February 29, 2024. Pete Lux seconded the motion. Voting for the motion: Pete Lux and John Wren. Opposed: None. The motion carried.

Information Items:

Chief's Report:

- The district had 45 calls for the month of February, which historically is a normal month for our district.
- The hiring process for the Volunteer Coordinator position is complete. Mason Wong has been hired and started 3/1/24. Mason has been a volunteer with Banks Fire for one year and had been working as a paramedic for AMR previously. He will be shadowing long-time volunteer Captain Scott Arlin for the first several weeks. He will also work with Training Officer Haney and EMS Officer Cooper as well.
- Brush Rig 14 remount is underway. Projected completion time is tentatively at the end of April so it will be available in time for the upcoming wildfire season.
- The new Medic chassis was transported to Braun NW in Washington.

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- Maintenance is now complete on all of the district's rolling stock. The budget was utilized more than anticipated but all issues have been taken care of. Board Member Wren asked if there were any specific issues with Engine 13 as it seems to have issues arise on a regular basis. Chief Linz replied that recently there had been some issues with the computer and E13 may need some engine work in the next few years. It is currently the main engine utilized for calls. We may need to consider ordering a new engine in the future with the money earmarked in the Urban Renewal Fund.
- The district has applied for two grants in the past month. One with Oregon State Fire Marshall for the Wildfire Staffing Grant for \$35,000 and the other with FEMA AFG Grant for propane props for our training ground for approximately \$200,000.
- Chief Linz is participating on the Washington County Community Wildfire Protection Plan (CWPP). The group is looking and updating the current CWPP that was done several years ago. The goal is to have complete by year end.
- We may need to call a Special Board Meeting in the next week or so as Washington County has some extra funds to be given out and we have submitted a request for a grant for a new generator. If approved by the county, we will need a special board meeting so we can hire a contractor. We should know in the next week or two if we are approved for the funding.

Training Officer Report:

- Captain Arlin and Lieutenant Wren attended a fire leadership conference in Arizona. They brought back some great ideas that will be shared with the crews.
- Spring Fire Academy will start next week with 8 new recruits.
- Two AO classes have been finalized and will take place in May.
- Working on a Firefighter 2 class which will primarily be held during Monday drills.

Volunteer Coordinator Report:

- We have three to four new interns who are in the onboarding process.
- We are beginning to work on the recruitment of new volunteers and interns for the next fire academy in the fall.

EMS Officer Report:

- EMR class concludes on 3/17/24. All attendees passed the cognitive exam and will be taking the psycho-motor exam on Sunday. Once passed, they will be eligible to apply for their Oregon EMR license. Banks has 3 members in this class, and all are projected to pass. In addition, there are multiple students who have expressed interest in becoming volunteers with Banks Fire.
- There were 27 medical calls in February, with zero transports by Banks Fire. This is down from January when there were 46 medical calls and 6 transports. This trend seems to be due to overall call volume decreased. Currently AMR is able to meet our needs but struggles daily to provide adequate service to Washington County as a whole. They are subcontracting with Metro West Ambulance to provide surge capabilities, and not a day has gone by without Metro West being used in the system.
- On 3/18/24 our Medical Director, Dr. Daya, will be presenting a new class being created by a team at OHSU to heal teach neonatal resuscitation to EMS. There is currently a nationally recognized class in this, however it is geared towards in-hospital providers. This new class will focus on the specific challenges pre-hospital providers face in taking care of newborns. Banks Fire is being utilized as a testing ground for this class.

Public Information Officer (PIO Scott Adams) Report:

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- The pancake breakfast attendance was just under 400 people which is lower than anticipated but still a great community event. The concept of the upcoming Operating Levy renewal was introduced and no negative comments were received.
- PIO Adams had a meeting with the Washington County Democrat Organization regarding our upcoming levy renewal. It was a positive interview that lasted approximately 45 minutes in which PIO Adams communicated how Banks Fire is good stewards of the taxpayers dollars.

Safety/Near Miss Report

- No injuries or damages to equipment.
- No COVID issues but several other cold and flu sicknesses reported.
- A UTV Safety course was led by PIO Adams and approximately 12 people attended. Board Chair Henning asked how the first responders locate people on the Banks-Vernonia Trail when responding to a call. It was explained that mile markers are on the trail which can help locate the injured people. Many times, when we respond crews respond from both ends of the trail as the mile marker system doesn't always allow a specific location. Board Member Wren asked if we could install a better trail marker system on the up-and-coming Salmonberry Trail. We would need to collaborate with the Salmonberry Trail Foundation to discuss.

Old Business: None.

New Business:

- **Resolution 03132024A – Resolution to Surplus BR14 Old Chassis (Action Item)**
Board needs to specify how they would like to surplus the old chassis of BR14. There are a couple of options.
 - Dougherty Ford made an offer of a trade in value of \$10,000
 - We could sell at auction in which we would probably receive anywhere from \$100 to \$6000
 - If we sell to the public we would need to disclose the safety issues of the chassis which could later become possible legal issues.
 - The Board decided the best for the district would be to trade in to Dougherty Ford. All issued will be disclosed.
 - Pete Lux made a motion to approve the trade in of the 2001 Ford Chassis and to give Chief Linz the authority to sell to Dougherty Ford in the amount of \$10,000. John Wren seconded the motion. All in favor: Pete Lux and John Wren. Opposed: None. The motion carried.
- **Local Option Levy Renewal Board Statement for Voters Pamphlet (Information/Action Item)** A Banks Fire Board Statement was presented to the Board to be approved and published in the upcoming elections Voters Pamphlet. Board Chair Henning asked about the signature and if the entire Board should sign. It was explained that the Oregon rules of the Voters Pamphlet state that one person from the organization will sign to represent the organization.
 - Pete Lux made a motion to approve the presented Banks Fire District Board Statement to be published in the Oregon Voters Pamphlet for the upcoming Levy Renewal in May of 2024. John Wren seconded the motion. All if favor: Pete Lux and John Wren. Opposed: None. The motion carried.

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Audience Response: None.

Good of the Order: Board Chair Henning commented that he felt the pancake breakfast was great and he said it felt like there were more attendees than last year's breakfast. Board Member Wren said he had many compliments on the food. Chief Linz stated that the attendees loved having the volunteers serve and interact with them. He said it seemed everyone had a good time. Sheila McGonigal commented that there were many donations given on top of the breakfast purchases. PIO Adams said that using the Cook Shack was also a very positive experience with the crews. Overall, it was a successful, positive community event!

Adjourn Meeting: Meeting adjourned at 6:56 pm.

Pete Luc
Secretary

Kari Erwert
Recording Secretary