

BANKS FIRE DISTRICT #13

13430 NW MAIN STREET, BANKS, OR 97106

SPECIAL BOARD WORK SESSION MEETING MINUTES

This meeting was a work session with the Board and attorney, Gail Stevens to review the Banks Fire District's Board Policies. Ms. Stevens was hired by the district to review all Board Policies to be sure they were up to date and compliant with any laws that might pertain to the policy.

Meeting Date: Tuesday, March 5, 2024 5:00pm

Meeting Location: Banks Fire District #13, Hornshuh Creek Station #14 Training Room

Call to Order: Board Chair Kevin Henning called the meeting to order at 5:05 p.m.

Board Members Present: Kevin Henning, Clint Jackson, Mark Standley, John Wren, Pete Lux

Board Members Absent: None

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

The meeting the second of two Board Policy Review meetings and was a question and answer session between the Board and Gail Stevens. The first meeting took February 13, 2024. Ms. Stevens had reviewed all of the Board Policies prior to the first meeting and provided a key that had notes and suggestions on each policy. They went through the policies one by one to review. Policies 001 through 0024 were covered.

Ms. Stevens updated the policy packets to reflect the changes that had been requested at the February 13th meeting. She also updated the key but the date had not been updated in error, she asked Kari Erwert to update the date to the March 1, 2024.

Reviewed Policy 0017 Public Use of Fire District Facilities a second time for clarification of specified changes. Questions about recurring use of training room. The Board agreed that recurring usage could be used if it was short term and did not interfere with district training or other potential district usage. Discussed changing the fee structure. Discussed adding language that the only animals permitted in the building are service animals. Discussed adding language requiring a mandatory reporting adult be present when the meetings included minors.

Deleted Policy 0020 Medical Training Reimbursement Policy to be moved to Personnel Handbook. Ms. Stevens presented the new policy for the Personnel Handbook.

Reviewed Policy 0023 Policy on Cost Recovery – it was clarified that the district needs to be able to bill for incidents in our district by out of district residents. Ms. Stevens will be adding more general provisions to enhance billing rights.

It was discovered that Ms. Stevens was inadvertently not given Policy 0028 Policy on Powers and Conduct of the Board of Directors. Ms. Erwert will email a copy of this policy to Ms. Stevens after the meeting.

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Policy 0030 Policy on Drugs and Alcohol will be removed from Board Policies and moved to the Personnel Handbook. Ms. Stevens is updating this policy for the Personnel Handbook.

Policy 0031 Policy of Whistleblower Protections – this policy will be removed from Board Policies and moved to the Personnel Handbook.

Policy 0032 Policy on Pregnancy Duty – will be removed from Board Policies and moved to the Personnel Handbook.

Policy 0033 Policy on Capitalization – need to check with District CPA asking if the amount of \$5,000 can be increased to \$10,000 for capitalization thresholds.

Chief Linz had received some additional questions that were in addition to the Board Policies from Board Member John Wren. Chief Linz forwarded these questions to Ms. Stevens for legal review and input. These questions are addressed below.

1. Does the District do Exit Interviews when employees/volunteer leave the district. Chief stated with the volunteers often times when they leave it is usually due to lack of time to volunteer.
2. Are volunteers covered for long term PTSD claims? Chief Linz is going to contact the District's Insurance Agent to determine statutes of limitations for these types of claims.
3. Suggested Physical Agility testing annually. Ms. Stephens stated she did not recommend this as it could be borderline discrimination.
4. Harassment Training – should be done when volunteers are brought on. The district provides this training annually but what if a volunteer starts right after the training was presented? Chief Linz stated we would work on a way to have an alternative training source for new volunteers. Possibly SDAO would have a recorded video training we could use.
5. Driving Policy SOG – are accidents tracked? Are repeated offenders reprimanded? Chief stated the district has one of the steepest policies in the county.
6. Accident Reporting and Cost of Repair. Is this reported quickly to the Board? Is the accident due to negligence of the driver? Chief stated all accidents are reported to the Board by the next board meeting. All accidents are reported to the Safety Committee which reviews the details of the accident and recommends additional training to decrease chances of it occurring again.

It was decided that once all policies were reviewed and revised then the board will vote for approval of the board policies. Ms. Stevens will have the Board Review completed to present to the Board at the April Board meeting. She anticipates getting this information to the board prior to the board meeting so everyone will have time to review. She asked that questions be sent directly to her.

Adjourn Meeting: The work session ended at 7:26 pm.

Pete Lux
Secretary

Kari Erwert
Recording Secretary