BANKS FIRE DISTRICT #13

13430 NW MAIN STREET, BANKS, OR 97106

REGULAR BOARD MEETING MINUTES

Meeting Date: **Wednesday, April 13, 2022**

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

Call to Order: Board Chair Mark Schmidlin called the meeting to order at 6:00 p.m.

Board Members Present: Mark Schmidlin, Ed Ewing, Rae Weaver, Kevin Henning and John Wren.
Board Members Absent: None.

Approval of Agenda (Action Item): Ed Ewing made a motion to approve the April agenda as presented. Kevin Henning seconded the motion. Voting for the motion: Ed Ewing, Rae Weaver, Kevin Henning and John Wren. Opposed: None. The motion carried.

Approval of Minutes of Previous Regular Board Meeting (Action Item): Motion by Rae Weaver to approve the minutes from the General Session, March 16, 2022 with corrections including changing the age referenced under Audience Response from 21 to 18 and to include the attachment referenced in Good of the Order second bullet point. Motion seconded by Ed Ewing. Voting in favor of the motion: Ed Ewing, Rae Weaver, Kevin Henning and John Wren. Opposed: None. The motion carried. Rae Weaver made a motion to approve the Special Board Meeting Minutes of April 6, 2022 as presented. Kevin Henning seconded the motion. Voting in favor: Ed Ewing, Rae Weaver, Kevin Henning and John Wren. Opposed: None. The motion carried.

Treasurer's Report: **LGIP: $1,805,661.65**

General Fund:	**$**	**978,597.36**
Capital Funds:	**$**	**429,998.20**
Debt Service:	**$**	**193,146.77**
Bond Projects:	**$**	**197,745.95**

US Bank: $43,696.42

Approval of Accounts Payable (Action Item): Motion by Kevin Henning to approve accounts payable as of March 31, 2022, in the amount of $102,405.88. Ed Ewing seconded the motion. Voting in favor: Ed Ewing, Rae Weaver, Kevin Henning and John Wren. Opposed: None. The motion carried. Motion to approve checks that were written and issued 04/12/2022, numbers 31143 to 31165 totaling $224,478.57 by Rae Weaver. Ed Ewing seconded the motion. Voting in favor: Ed Ewing, Rae Weaver, Kevin Henning 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 Kevin Henning to receive financial statements of the District dated March 31, 2022. Ed Ewing seconded the motion. Voting in favor: Ed Ewing, Rae Weaver, Kevin Henning and John Wren. Opposed: None. The motion carried.

Information Items:

Chief's Report:

- The District had 66 calls in March 2022.
- Metro West is working on the framework to make improvements for EMS services in Washington County.

- Update on Cardiac Monitor Grant Project. Several months ago, Congresswoman Bonamici included Banks Fire District as one of her approved community projects. The project was dependent on the passage of a bill at the federal level. The bill passed last month and the district was awarded the funding at the federal level and now has to go through an additional process at the state level. It will be a few months before the funding process is complete.
- The district has been awarded a small grant from Citizen Corp of $3,500 for survival personal water filters. The district will purchase these filters and give away at community events.
- Water Tender 13 is back in service. The baffles were damaged inside the tank and have been repaired. Total cost of the repairs will be approximately $7,000.
- Chief Linz met with Chief Geering of Forest Grove Fire to discuss response concerns. 19% of Banks Fire's calls are Auto and Mutual Aid South of the District line (Forest Grove Fire's District). It was agreed that the response line will be at Kansas City Road and Banks Fire will not go on Code 1 calls unless Forest Grove units are all out on calls. Forest Grove is trying to correct the issue. It is up to Banks Fire District's Board that we don't respond past Wilkesboro Road as this is the actual district line for Banks Fire. This would reduce Banks Fire's calls by approximately 190-200 calls per year.

Training Officer Report:

- 12 certification applications were completed and processed for Instructor I.
- Had 2 volunteers that were working on their Instructor I provide training to the volunteers at last Monday's Drill as part of their task book signoffs.
- Washington County's Wildland Academy is coming in May. Banks Fire is sending 12 volunteers to the training.

Volunteer Coordinator Report:

- 10 new recruits are going through the process of background checks and interviews for the upcoming May Academy. Banks Fire will be facilitating the upcoming Fire Academy and hope to start the recruits in the Wildland Academy through the County first.
- Another Banks Fire volunteer/intern has been hired by Corvallis Fire. This continues to show how our program supports the volunteers and interns going through this program.

Public Information Officer (PIO Scott Adams) Report:

- Published advisory reports the past few days on social media warning of the possibility of inclement weather conditions.
- Last Sunday was the Vernonia Marathon. Banks Fire interacted and interfaced with marathon coordinators to make sure they were available if there were any issues. The District's Emergency Operating Center (EOC) was utilized by the event to keep track of the progress of the event. This was good use of our EOC for a community event.
- A patron called and needed help with their smoke detectors. As it turned out, the detectors needed their batteries changed. DO Hammond took the crew out to help the patron change the batteries and the patron was very happy for the help.
- On March 28th an awards ceremony was held for an 11-year-old girl whose quick thinking saved her mother's life. FOX News was present to interview the girl and her mother. The girl was given an award and goodie bags were handed out to her siblings and cake was available to all to celebrate the young lady's bravery.

March Safety/Near Miss Report

- No injuries or damages to equipment.
- The Safety Committee is currently investigating a social media post made by a volunteer regarding her concerns of staffing and safety issues in the district. The investigation is underway, no conclusions have been made at this time.

Old Business:

- **2022 Banks Fire District Strategic Plan (Action Items)**
  - **Action Item 3.2 Hold regular Officer meetings to communicate issues within the district and to receive feedback on the course of the district.** Ed Ewing made a motion to approve Action Item 3.2 with 2022 updates. Rae Weaver seconded the motion. Voting in favor of the motion Rae Weaver, Ed Ewing, Kevin Henning and John Wren. Opposed: None. The motion carried.
  - **Action Item 3.3 Enhance the volunteer recruiting and intake system by incorporating Volunteer Coordinator position into staffing structure.** Rae Weaver made a motion to approve Action Item 3.3 with correction to remove the word "and" from bullet point IV in the 2022 Updates. John Wren seconded the motion. Voting in favor of the motion Rae Weaver, Ed Ewing, Kevin Henning and John Wren. Opposed: None. The motion carried.
  - **Action Item 3.4 Develop a marketing plan to recruit student firefighters by January 2018.** Rae Weaver made a motion to approve Action Item 3.4 with 2022 updates. Ed Ewing seconded the motion. Voting in favor of the motion Rae Weaver, Ed Ewing, Kevin Henning and John Wren. Opposed: None. The motion carried.
  - **Action Item 3.5 Enhance the coordination of training for volunteers that parallels the career training programs in themes and topics.** Kevin Henning made a motion to approve Action Item 3.5 with the 2022 updates. John Wren seconded the motion. Voting in favor of the motion Rae Weaver, Ed Ewing, Kevin Henning and John Wren. Opposed: None. The motion carried.

New Business:

- **2022 Banks Fire District Strategic Plan (Information Items)**
  - **Action Item 3.6 Evaluate and identify opportunities for a modular training center into grant opportunities/requests.**
  - **Action Item 3.7 Broaden and develop the existing health and wellness program that shows the scope and benefits by January 2018.**
  - **Action Item 4.1 Define and update the pre-fire program by 2019.**
  - **Action Item 4.2 Evaluate district to assess risk, revise performance standards and accurately portray the suburban and rural areas.**

- **Resolution 04132022A-Resolution for Intrafund Transfer (Action Item)**- Resolution to transfer $40,768 from Bond Project Fund Reserve to Bond Projects/Real Property/Construction Cost. This request is to pay the remaining retainage of the Hornshuh Creek Station build. Rae Weaver asked if this would complete the project. Chief stated everything except for the shrinkage issue of the windows was complete. The windows had been painted to match the rest of the building and are no longer covered by the warranty due to the paint application. The cost will be a joint responsibility between Five Star

Builders and the District. Five Star is determining what is the best solution to resolve the shrinkage issues. Rae Weaver made a motion to approve the resolution. John Wren seconded the motion. Voting in favor of the motion Rae Weaver, Ed Ewing, Kevin Henning and John Wren. Opposed: None. The motion carried.

Audience Response:

- **Vicki Morton, Banks, OR**: Asked why the windows were painted if it was known the warranty would be affected. Chief Linz responded at the time when the windows were installed, they were white and after several discussions it was decided to fit the aesthetics of the building, they should be painted brown. The shrinkage of the windows was not expected, and the manufacturers are uncertain as to why it occurred.

Good of the Order:

No further questions were asked and Board Chair Schmidlin thanked everyone for coming and adjourned the meeting.

Adjourn Meeting: Meeting adjourned at 7:11 pm.

Ed Ewing
Secretary

Kari Erwert
Recording Secretary