BANKS FIRE DISTRICT #13

13430 NW MAIN STREET, BANKS, OR 97106

REGULAR BOARD MEETING MINUTES

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

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

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

Board Members Present: Ed Ewing, Rae Weaver and John Wren.
Board Members Absent: Kevin Henning.

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

EXECUTIVE SESSION ORS 192.660(2)(f) to consider "information or records that are exempt from public inspection." At 6:01 pm Rae Weaver announced the Board would be going into Executive Session to consider information or records that are exempt from public inspection.

The Board reconvened the General Session at 6:26 pm.

Approval of Minutes of Previous Regular Board Meeting and Special Board Meeting (Action Item): Rae Weaver pointed out a correction on page 2 of the June 8, 2022 Regular Board Meeting Minutes. Under the Chief's Report in the fifth bullet point the sentence should state "This was one of the largest payments received year to date." Motion by John Wren to approve the minutes from the General Session, June 8, 2022 as corrected. Ed Ewing seconded the motion. Voting in favor of the motion: Ed Ewing and John Wren. Opposed: None. The motion carried. Ed Ewing made a motion to approve the Special Board Meeting Minutes of June 14, 2022 as presented. John Wren seconded the motion. Voting in favor: Ed Ewing and John Wren. Opposed: None. The motion carried.

Treasurer's Report: **LGIP: $1,406,252.38**

General Fund:	**$**	**669,257.90**
Capital Funds:	**$**	**521,729.31**
Debt Service:	**$**	**2,584.70**
Bond Projects:	**$**	**200,609.55**

US Bank: $60,997.93

Approval of Accounts Payable (Action Item): Rae Weaver pointed out that checks 31237 through 31247 were not listed on the payables. This was due to checks being dated in May and all checks had been approved except for 31237 and 31238 at the last board meeting. 31237 and 31238 would be presented at the next board meeting. Motion by Ed Ewing to approve accounts payable as of June 30, 2022, in the amount of $135,594.01. John Wren seconded the motion. Voting in favor: Ed Ewing and John Wren. Opposed: None. The motion carried. Motion to approve checks that were written and issued 6/24/22 through 7/12/22, numbers 31281 to 31319 totaling $77,254.81

by Ed Ewing. John Wren seconded the motion. Voting in favor: Ed Ewing 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 Ed Ewing to receive financial statements of the District dated June 30, 2022. John Wren seconded the motion. Voting in favor: Ed Ewing and John Wren. Opposed: None. The motion carried.

Information Items:

Chief's Report:

- The District had 87 calls in June 2022 which is above average. The forecast is that this upward curve will continue.
- New turnout racks were installed on the south side of the bay at Station 13. Thank you to Captain Arlin for coordinating this project.
- The district is trying a new incentive for volunteers that pull at least two shift per week. There is a statewide shortage of volunteer fighters so to encourage higher participation we will give volunteers that pull two shifts per week a $25 gas gift card. This should help with the high increase in the cost of fuel.
- Engine 16 is out of service. It is riding rough and it needs to go in for service. It could possibly be a computer issue.
- With the construction on Highway 26 (repaving) and the closure of Highway 47 for the Dairy Creek Bridge replacement we have seen an increase in motor vehicle accidents. There has been a total of 5 accidents at the intersection of Highway 26 and Seller Road due to the increased traffic on Seller Road. People are pulling out onto Highway 26 from Sellers Road into the turn lanes. ODOT and Washington County are aware of the issues. Most of the issues are from people losing their patience and pulling onto the highway when it is not safe. Marsha Kirk (City Councilmember) stated that the State has given a grant to Oregon State Police for extra patrol in these areas.
- Storage Building at Hornshuh Creeks station will need three construction bids. CONEX boxes, as suggested at the last board meeting, are not large enough to house the props that will be stored in the building.
- The Oregon State Fire Marshal's Office (OFSM) awarded the district a grant in the amount of $34,845.08 for staffing. We are looking at hiring a new supervisory role person for the district. This grant requires we hire a person that has experience which will help the current staffing of the district. We will be looking for someone that is a paramedic.

Training Officer Report:

- Fire Academy is on the home stretch and will be finished up shortly. They will be completing extrication training this weekend and evaluations and testing will take place next weekend. Graduation will be July 27th.
- Last Saturday Banks Fire participated in a live burn in Vernonia partnering with Vernonia Fire. Three of our members participated and gained experience with low pressure nozzles.
- There is an upcoming extrication course that will be held at Station 14 and taught by an outside vendor. Upon completion of the course and task book, the participants will be eligible for a passenger vehicle extrication certificate.
- We have been training on new struts over the past week. The new struts are a much simpler and easier to use system.
- Fire Ex Training will be holding a lecture at Station 14 on October 4, 2022. Chief Mo Davis of Houston Fire will be presenting information on Command and May Day Operations. We are expecting 50 to 100 to attend.

Volunteer Coordinator Report:

- Five volunteers completed the CPR instructor course last Saturday. We will be utilizing them to facilitate the training to the community members that received an AED from the AED grant. This should take place in the next few weeks. Twenty AED's were distributed throughout the district. We are also working with PulsePoint to add these AED's systems in PulsePoint to show the locations of the AEDs in our district.
- Five of our interns have completed the program and have been moved to TOD status. We currently have 4 new interns that will be coming on board in the next few weeks. The majority of our new interns are coming from the current Fire Academy participants.
- To show appreciation to our volunteers the district has started some incentives for volunteers that pull two or more shifts per week. If they pull two shifts per week, they will receive a gas gift card for $25. If they pull three shifts, they receive an additional $10 gift card to Amazon. On the first drill of each new month we hold raffles for the volunteers that attend drill. We have added a second night to have the raffles during the month. This is to show appreciation to all the volunteers for their participation at Banks Fire.

Public Information Officer (PIO Scott Adams) Report:

- Last week we had a citizen come to the station to ask for help. He had been living on the streets in the extreme heat for four days and was dehydrated and very sunburned. The staff and crew brought him into the station and checked his vitals and contacted local agencies to look for assistance for this man. Staff reached out to the Salvation Army and Washington County Sheriff . The three agencies all worked together to find food, clothing and shelter for him.
- The recent Red Cross blood drive that was held last month exceeded its collection goal. Our citizens consistently give blood when we hold a drive and many times, we fill all the available spots. The next blood drive will be August 26, 2022.
- The LZ at Station 14 has been used frequently since Hornshuh Creek Station opened and is a great benefit to our community to have a place for Lifeflight to land.
- We are trying to increase our social media presence. We try to post informative, positive topics to help and engage the community.
- On the 4th of July volunteers assisted with the fireworks at Banks Speedway by to make sure the community had a safe and fun fireworks display.

May Safety/Near Miss Report

- No injuries or damages to equipment. 2022 has had no injuries or damaged equipment.
- One COVID positive reports.

Old Business:

- **2022 Banks Fire District Strategic Plan (Action Items)**

1. **Action Item 5.2-Hold community events at Buxton and Timber in addition to Banks.** Ed Ewing made a motion to approve Action Item 5.2 with 2022 updates. John Wren seconded the motion. Voting in favor of the motion Ed Ewing and John Wren. Opposed: None. The motion carried.

2. **Action Item 5.3-Develop and implement public information options for the District to effectively communicate with our patrons.** John Wren made a motion to approve Action Item 5.3 with 2022 updates. Ed Ewing seconded the motion. Voting in favor of the motion Ed Ewing and John Wren. Opposed: None. The motion carried.

3. **Action Item 5.4-Evaluate the use of PulsePoint in our community and how to increase participation.** Ed Ewing made a motion to approve Action Item 5.4 with 2022 updates.

John Wren seconded the motion. Voting in favor of the motion Ed Ewing and John Wren. Opposed: None. The motion carried.

- **USDA Rural Development Community Facilities Grant funding for LIFEPAK 15 V4 Cardiac Monitor/Defibrillators** (Information Item) Open for Public Comment. Chief Linz summarized the USDA Rural Development Community Grant request that was requested and awarded last year by Representative Susan Bonamici.

  1. Last year, Washington County EMS Alliance advised all EMS agencies in the County transition to the Lifepak 15 v4 Cardiac Monitor/Defibrillators
  2. Banks Fire District approached Representative Bonamici with a request to fund the replacement of our outdated Phillips Cardiac Defibrillator Monitors and replace with the LIFEPAK 15 v4 Cardiac Monitor/Defibrillators. Representative Bonamici received over 70 requests for her Community projects and fortunately she chose Banks Fire District to be the recipients of one of these grants.
  3. Banks needs six of these monitors to be kept on six of our first out apparatus. The total cost of the six monitors is $156,916.50 and Representative Bonamici offered $93,500 towards the project. The district also received funding from Washington County EMS towards the purchase of these monitors which has allowed us to fund these monitors almost entirely with grant funding.
  4. The monitors have been ordered but have not yet been received.

  Chief Linz asked the audience if anyone had any questions regarding this grant request. John Wren asked if the monitors needed to be switched all at once or if the new monitors were interchangeable with the old monitors. Chief Linz stated that they are not interchangeable. He also stated that we have one on loan from Metro West to familiarize the crew with the new monitor.

  No other questions were asked.

- **Heat Pump Replacement (Information/Action Item)**-The heat pump that is connected to the office is in need of either replacement or repair. This is a 22-year-old system that will eventually need to be replaced. We are required to receive three bids before we can move forward. Three HVAC specialists have assessed the situation and have provided bids. American Heating bid $15,372 to repair. Columbia NW Heating & Air Conditioning bid $10,181 to repair. Hybrid Heating & Air stated the unit needs to be replaced and did not bid for repair. Chief Linz recommends going with Columbia NW Heating and Air Conditioning. John Wren asked how many heat pumps there were in total. Chief answered there are seven. John asked if we should start budgeting for total replacement of this system. Chief stated that there is $500K set aside in the Urban Renewal District for station improvements and the HVAC system will be updated when the district receives these funds.

  Ed Ewing made a motion to move forward with the repair by Columbia NW Heating & Air Conditioning. John Wren seconded the motion. Voting in favor: John Wren and Ed Ewing. Opposed: None. The motion carried.

- **Board Member Application Process (Information/Action Item)** The district has received 5 applications for the vacant board seat. Supplemental questions were sent to the applicants and once those have been returned (deadline is July 22, 2022) the process will move forward. There could be another work session once the supplemental questions have been received. No timelines have been set at this time.

New Business:

- **Resolution 07132022A – Resolution Appropriating Grant Funds (Action Item)** Banks Fire District received grant funds from the Office of State Fire Marshal (OSFM) for staffing for the 2022 wildfire season in the amount of $34,485.00. John Wren made a motion to approve Resolution 07132022A as presented. Ed Ewing seconded the motion. Voting in favor of the motion: John Wren and Ed Ewing. Opposed: None. The motion carried.

Audience Response:

- **Jeff Thompson, Banks, OR**: Asked if the District's upcoming new website will have a calendar of events. Chief stated that it would.

Good of the Order:

- Chief Linz stated that the final draft of the Banks Community Emergency Coordination Framework is complete and all documents by participating agencies have been signed. There will be a video created regarding the process and progression of this framework and it will be available on both the City of Bank's website and Banks Fire's website once it is complete.
- Rae Weaver read a thank you card from St. Bedes Episcopal Church in Forest Grove for the donation of an AED unit.

Adjourn Meeting: There were no further comments and Board Chair Rae Weaver adjourned the meeting at 7:33 pm.

Ed Ewing
Secretary

Kari Erwert
Recording Secretary