BANKS FIRE DISTRICT #13

13430 NW MAIN STREET, BANKS, OR 97106

REGULAR BOARD MEETING MINUTES

Meeting Date: **Wednesday, September 7, 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, Kevin Henning, Rae Weaver and John Wren.

Board Members Absent: None.

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

Approval of Minutes of Previous Regular Board Meeting (Action Item): Motion by Kevin Henning to approve the minutes from the General Session, August 10, 2022 as presented. Ed Ewing seconded the motion. Voting in favor of the motion: Ed Ewing, Kevin Henning and John Wren. Opposed: None. The motion carried.

Treasurer's Report: **LGIP: $1,394,752.57**

General Fund:	**$**	**604,516.11**
Capital Funds:	**$**	**679,529.45**
Debt Service:	**$**	**3,731.44**
Bond Projects:	**$**	**140,463.38**

US Bank: $280.47

Approval of Accounts Payable (Action Item): Motion by John Wren to approve accounts payable as of August 31, 2022, in the amount of $119,495.06. Ed Ewing seconded the motion. Voting in favor: Ed Ewing, Kevin Henning and John Wren. Opposed: None. The motion carried. Motion to approve checks that were written and issued 09/07/2022, numbers 31385 to 31413 totaling $57,850.01 by Kevin Henning. Ed Ewing seconded the motion. Voting in favor: Ed Ewing, 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 Ed Ewing to receive financial statements of the District dated August 31, 2022. Kevin Henning seconded the motion. Voting in favor: Ed Ewing, Kevin Henning and John Wren. Opposed: None. The motion carried.

Information Items:

Chief's Report:

- The District had 84 calls in August 2022 which continues the above average trend over the past few months and the district anticipates this upward trend will continue.
- Level Zero (no ambulances available to take calls) continues to occur frequently with Emergency Medical Services declining in the County as a whole.
- Engine 14 had to be towed for repairs due to a broken high-pressure fuel pump.
- Engine 16 had an antifreeze leak and was repaired.

- The District received its largest Forestry Revenue payment to date in the amount of $152,647.89.
- Chief is traveling to Minnesota to pre-inspect the new Rosenbauer engines. Delivery should be sometime in October.
- The Crew installed a split rail fence around the pond at Station 14. The fencing materials were all donated.
- The Chief asked if the Board had any questions. Kevin Henning asked how many mutual aid transport calls had the district been responding to due to the frequent Level Zero status in the County. He also asked if we get reimbursed for these transports. Chief responded that he did not know how many mutual aid calls we had responded to, but he would include a Mutual Aid Report in the Board Meetings going forward. He also stated that we do get reimbursed from approximately $285 to $700 per transport.

Training Officer Report:

- The District will be hosting Chief Mo Davis from the City of Houston Fire for a lecture at Station 14 in October 2022. Chief Davis will be presenting information on Command and May Day Operations. A non-profit organization facilitates this program.
- DPSST loaned Banks Fire a new vertical ventilation prop about two weeks ago. Our crews have enjoyed the opportunity to train using this valuable prop. We should have the prop for another two to four weeks and we will continue to train during this time.
- Washington County's Sheriff Office reached out to the District to see if we would be interested in collaborating with them over water rescue training.
- New intern training is going well. A week by week schedule has been prepared to determine hands on training that needs to be accomplished during each week. They are assigned chapters in their textbooks and training is coordinated with the subject they cover each week in the books. They also continue to work on their task books. This is a new process for the district as we typically send our recruits through Fire Academy two times a year. Due to all of our last pool of interns leaving for career jobs we decided to try training while they are on shift. They are learning the same material that they would in traditional Fire Academy and the only difference is the format of the training.
- Last month we did extrication training with Chris Mills of Fire Rescue Equipment, NW. The training went well, and several participants completed the training. The training demonstrated areas where we can improve our extrication process. We are going to work on developing a more standardized process for extrication and incorporate the process into an SOG. Extrication processes have changed over the years and having everyone trained with the same process will improve the efficiency of the process.

Volunteer Coordinator Report:

- The District participated in Banks BBQ in August. We had a good turnout of volunteers and took two pieces of apparatus. We had to respond to an MVA during the BBQ. All in all, everything went very well.
- Volunteers participated in collecting donations for the MDA Fill the Boot event and collected a total of $5,247.74 over the BBQ weekend.
- All the vacant intern positions have been filled.
- On Sunday some of the newer members responded on a call with Brennan for a cardiac arrest mutual aid call with TVFR Engine 17. Brennan received feedback from TVFR that they were very impressed how well our newer crew members performed, and they had no idea this was their first cardiac arrest call.

Public Information Officer (PIO Scott Adams) Report:

- The crew responded to a DNR call last night. The family of the patient reached out to Scott to state how well our crew did, and they made a tough situation easier.

- Banks BBQ parade went very well. There were two volunteers walking the parade and interacting with the public – they did a great job! Their interactions with the community was excellent particularly with the kids. People were running up to the UTV to put their donations in the boot for Fill the Boot. The crew stayed all day Sunday through the Combine Derby. It was a great success!
- National Night Out last month had a great turnout and great interactions with the community. There were many positive comments on social media. We always try to focus on positive events and comments on social media.
- Emergency Preparedness Group has been putting different emergency preparedness messages each week on social media.
- Vernonia Fire is working on getting a medic from Metro West (the same way Banks Fire is set up) which should relieve some of the pressure for Banks Fire.
- All school supplies donated by the Banks Fire Volunteers were delivered to Banks Elementary, Banks Middle School and Banks High School.

September Safety/Near Miss Report

- No safety or near miss issues to report.
- No COVID cases to report.

Old Business:

- **Heat Pump Replacement (Information/Action Item)**- In August's Board Meeting a discussion to repair A/C Unit #1 occurred. A motion was passed to repair the unit utilizing Columbia NW Heating and Air Conditioning. Two weeks ago, during the semi-annual maintenance of the HVAC system it was discovered that Heat Pump #2 has stopped working. It is over 20 years old and parts are not available to repair the unit. Chief approached Columbia NW Heating (the approved vendor to replace Unit #1) and asked if they would give us a discount if we ordered another new unit to replace Unit #2. It will be a cost savings of just under $2,000. This is a non-budgeted expense and will be taken from the Capital Reserve Fund. Next year more will be budgeted for this line item due to the age of the HVAC system. Ed Ewing made a motion to approve the replacement of Heat Pump #2 in the amount of $17,486. Kevin Henning seconded the motion. Voting in favor of the motion: John Wren, Kevin Henning and Ed Ewing. Opposed: None. The motion carried.
- **EMS OFFICER Job Opening (Information Item)**- One candidate met all of the qualifications for the EMS Officer position. He is a licensed Paramedic and has been practicing for over ten years. He has volunteer fire experience with Seaside Fire and Lincoln City Fire and has experience in water rescue. He is currently a supervisor in his current employment role. He will be brought in at Captain level. Once he is trained and up to speed there is a possibility we might work to ABC shifts.
- **Board Member Application Process (Information/Action Item)** The Board and staff completed the Board Application scoring sheets for each applicant. The Board decided they would like to interview the top three candidates. Ed Ewing made a motion to interview the top three candidates from the scoring of the supplemental questions. Kevin Henning seconded the motion. Voting in favor of the motion: John Wren, Kevin Henning and Ed Ewing. Opposed: None. The motion carried.
    - The Board decided tentatively to hold a Special Board Meeting to interview the candidates. Tuesday, September 27th was the date chosen. Board Chair, Rae Weaver, would reach out to each candidate to confirm availability for that date. The interviews should be approximately 20 minutes each and the same questions can be asked that were on the application and supplemental application. If new questions are asked all candidates must be asked the same questions.

- **Surplus of Engine 15 Donation to Elsie Vinemaple (Action Item)** Elsie Vinemaple Fire District reached out to Banks Fire and asked if we would be interested in donating Engine 15 to their district. Once we receive the new engines, we were going to either sell or donate the engine. Its value is approximately $10,000. All gear on the engine will be kept by Banks Fire. Elsie Vinemaple's annual budget is $87,000 so their resources for buying assets is very limited. Their current apparatus is old. We have donated a water tender to them in the past. The Board decided to be good neighbors and donate the engine to Elsie Vinemaple. Ed Ewing made a motion to donate Engine 15 to Elsie Vinemaple Fire District once the new engines have been received at Banks Fire. Kevin Henning seconded the motion. Voting in favor of the motion: John Wren, Kevin Henning and Ed Ewing. Opposed: None. The motion carried.

Adjourned for Executive Session at 7:37 pm. EXECUTIVE SESSION PER ORS 192.660 (2) (i)-To evaluate the performance of an officer, employee or staff member.

New Business:

- **Resolution 09072022A – Resolution Appropriating Grant Funds (Action Item)** Banks Fire District received $5,847.00 in grant funds from the Metropolitan Area Communications Commission (MACC) for the District's annual Broadband User Group (BUG) fees. Kevin Henning made a motion to approve Resolution 09072022A as presented. John Wren seconded the motion. Voting in favor of the motion: John Wren, Kevin Henning and Ed Ewing. Opposed: None. The motion carried.

Audience Response: None.

Good of the Order:

- Sheila McGonigal – Hillsboro, OR – Sheila was transported a few weeks ago by Banks Fire. She was very impressed with the crew. They were very professional and took very good care of her.
- Chief Linz presented a slide that included information on the number of volunteers at Banks Fire over the years. The district has changed over the years with most of the volunteers from 1995 to 1999 being local volunteers. In 2004 the addition of student interns was added to the mix. In 2014 the Tour of Duty (TOD) program was started with volunteers coming from outside the district and pulling shifts. The volunteer numbers are remaining steady as our calls continue to increase. Our volunteer ratio has consistently been between 65 and 85 volunteers over the past several years.
- Chief Linz warned of an East wind event coming sometime tomorrow evening. PGE will be doing rolling brown outs from 2 to 48 hours. Conditions are very similar to the 2020 wildfires and all precautionary measures are being taken to avoid wildfires.
- Rae Weaver's family owned business was doing some work for Elsie Vinemaple Fire District. Elsie Vinemaple's chief had nothing but wonderful things to say about Banks Fire. He stated that they wouldn't have known about the OSFM wildfire staffing grant had Chief Linz not reached out to him. As a result, Elsie Vinemaple applied for and was awarded the grant. This if a fine example of good neighbors helping the community.

Adjourn Meeting: There were no further comments and Board Chair Rae Weaver adjourned the meeting at 8:07 pm.

Ed Ewing
Secretary

Kari Erwert
Recording Secretary