

BANKS FIRE DISTRICT #13

13430 NW MAIN STREET, BANKS, OR 97106

REGULAR BOARD MEETING MINUTES

Meeting Date: Wednesday, December 10, 2025

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

Call to Order: Board Vice Chair Mark Standley Jr. called the meeting to order at 6:00 pm.

Board Members Present: Clint Jackson, Mark Standley Jr., John Wren and Pete Lux

Board Members Absent: Kevin Henning

Approval of Agenda (Action Item): John Wren made a motion to approve the agenda as presented. Pete Lux seconded the motion. Voting in favor: Clint Jackson, 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 November 12, 2025. Clint Jackson seconded the motion. Voting in favor: Clint Jackson, Pete Lux and John Wren. Opposed: None. The motion carried.

Treasurer's Report:

LGIP: \$1,993,874.25

General Fund: \$	909,251.56
Capital Funds: \$	951,674.36
Debt Service: \$	222,723.03

US Bank: \$67,157.53

Approval of Accounts Payable (Action Item):

Motion by Clint Jackson to approve accounts payable as of November 30th 2025, in the amount of \$94,887.65. John Wren seconded the motion. Voting in favor: Clint Jackson, 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 November 30th 2025. Clint Jackson seconded the motion. Voting in favor: Clint Jackson, Pete Lux and John Wren. Opposed: None. The motion carried.

Information Items:

Chief's Report:

- There were 73 calls in October which is a normal call volume for this time of year.
- OSHA reached out to reschedule the upcoming meeting due to unforeseen circumstances. The meeting will be rescheduled soon.
- Chief is currently working on renewing the District's protection contract with the State. The contract will continue to add a 3% increase each year.

REGULAR BOARD MEETING MINUTES FOR DECEMBER 10, 2025

- Rescue 13 was on a call and had an issue when backing up and got stuck in a culvert. The tow company came out and lifted it out. The driveway was very narrow so backing up was very challenging leading to the incident.
- The District has received the California conflag reimbursement from the January 2025 LA Fires. We received \$117,023.23.
- Portland Fire donated EMS equipment valued at approximately \$12,000. Banks Fire is very appreciative of this donation.
- The water storage pond at Station 14 has leaks. It was discovered that the pond liners have some punctures. We are working on repairs and a prevention plan so this does not occur again. This does not jeopardize water storage.
- Update on two new Banks housing developments: The West Side development remains calm with no new information. The East Side project is naming streets and the district has been involved to make sure the names (Loop, Street, Circle etc.) is consistent for effective response.
- Station 14's water pump had a controller issue and has been repaired.
- Bay 10 opener gave out – this was the last original opener from 1999. It has been replaced.
- A few months ago, our radios were upgraded (flushed) by WCCCA and at this time we discovered we were missing a radio. Since that time, we were able to retrieve the missing radio and we have dropped it off at WCCCA for flashing.
- The District Christmas party is this next Monday, December 15th at 6pm. We have had 180 people RSVP.

Training Officer Report:

- No Parking signs have been ordered and received for our training facility at Station 14 to prevent unauthorized access and prevent vehicle extrication accidents. We are also marking the hoods of vehicles being used for extrication. Signs will also be posted in the Station 13 training grounds as well.
- New gas monitors and calibration unit has arrived. We will begin training on shifts and at the next volunteer fire drill.
- DO Haney has begun preparing a training schedule for next year.
- DO Haney met with representatives from Stihl to learn about free training they provide on their saws.
- New format for vehicle inventories has been completed for Engines 14 and 15. These are standardized checklists that include pictures. We will begin working on these checklists for our other apparatus as well.

Volunteer Coordinator Report:

- Lt. Wong will be meeting with PCC Fire Science on December 12th to discuss recruitment ideas.
- Lt. Wong continues to enforce participation and encourage volunteers to participate by pulling shifts, responding to calls and attending drills.
- Spring recruit interviews continue, and we anticipate another large academy.

EMS Officer Report:

- We had one transport for the month of November.
- Captain Cooper is in the process of planning the District's annual EMR class slated to occur in February. This will encompass our current volunteers without a medical certification as well as the prospective recruits for the next fire academy.
- Life Flight Network announced that they will be opening a base at the Hillsboro Airport. This will directly impact Banks as it will reduce our wait time for a helicopter.

REGULAR BOARD MEETING MINUTES FOR DECEMBER 10, 2025

- The District had some remaining funds in a FEMA grant earmarked for paramedic education. We have entered into an agreement with one of our volunteers to fund her paramedic program that she will begin in January 2026.
- Last month we received a donation from Portland Fire of surplus Lifepak 15 cardiac monitor durable supplies as they have upgraded to a newer version of the monitor. These donated items will help us keep our inventory of cardiac monitors in service while helping keep our cost down.

Public Information Officer (PIO Scott Adams) Report:

- The District hosted a Red Cross Blood Drive the day after Thanksgiving.
- We participated in the Christmas Light Parade on December 7th. Our apparatus escorted Santa in the parade and also helped monitor traffic during the parade.
- Santa from Banks Fire attended several events this season including Sunset Park event, Jim's Market event, Tree Lighting, and a Banks School District wrestling event.
- The Volunteer Association sponsored Christmas families again this year. Five families were sponsored, and the association and volunteers will provide gifts and meals.
- Letters to Santa program is in full force with the district receiving many letters.
- Tripti and Kurt Kopp recently donated to the Volunteer Association to help community members.
- The Banks Fire District Christmas party is this upcoming Monday, December 15th.
- The Awards Banquet will be held at Top Golf on Saturday, January 31st.

Old Business (Information Item):

- **Support Incident Update** (Information Item) – Chief handed out replacement schedules of the District's apparatus to the Board. He explained that Engine 16 is up for replacement and the engine we have on order will replace it. Engine 16 will then become the training engine. Engine 14 will be surplussed and sold. Its current value is approximately \$50,000. BR13's chassis is up for replacement. Pickup 15 is also up for replacement. We will look at getting a replacement in the next budget year. The longer we wait to replace these vehicles, the higher the cost will be to purchase them.
- The Board discussed purchasing new equipment versus updating current equipment. Board Member Jackson asked how much a new pick up would cost. Chief stated that a new pick up would cost approximately \$92,000 to \$94,000. Board Member Wren asked if we could purchase a 150 instead of a 350. Chief stated we need it to tow our UTV/Trailers so needed the 350.
- After reviewing and discussing the Replacement Schedule the Board understood the need for purchasing new apparatus on a schedule.
- Board Member Jackson asked that Chief explain what the district is doing to pay for the new engine. Chief explained that the engine has been paid for by the lease purchase that we secured last year. There are a few different options that we could do it just depends on how much we want to keep in reserves. Board Member Jackson asked if we could prepare a document showing the different payment options and present this at the next meeting. Chief agreed that we would have a presentation and discussion at our next board meeting.

New Business:

- **Resolution 12102025A** – In November 2025, the Banks Fire District 13 received unanticipated revenue from the Oregon State Fire Marshal's Office/Conflagration in the amount of **\$117,023.20** for support of the 2025 California Early January Wildfires. John Wren made a motion to approve Resolution 12102025A. Pete Lux seconded the motion. All in favor: Clint Jackson, Pete Lux and John Wren. The motion carried.

REGULAR BOARD MEETING MINUTES FOR DECEMBER 10, 2025

Audience Response:

- PIO Adams commented to the Board that the discussion they just had about the replacement of our apparatus was very good. He appreciated their diligence in asking questions and being good stewards of our tax revenues that we receive.

Good of the Order:

- Board Member Lux stated that he was on shift with TVFR and responded to a mutual aid call with Banks Fire and that Banks Fire responded to a call at his home and he was very impressed with our crews. He said they did a great job.
- Board Member Jackson stated that Banks Fire's engagement with our community is excellent. He continued that the Volunteer Association's support of local families at Christmas time is an excellent way to support our community.
- Chief Linz stated that at the upcoming Christmas party we have a video showcasing everything that we do.

Adjourn Meeting: There being no further business Board Vice Chair Mark Standley Jr. adjourned the meeting at 7:18 pm.

Pete Lux, Secretary

Kari Erwert, Recording Secretary