

BANKS FIRE DISTRICT #13

13430 NW MAIN STREET, BANKS, OR 97106

REGULAR BOARD MEETING MINUTES

Meeting Date: Wednesday, January 14, 2025

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

Call to Order: Board Chair Kevin Henning called the meeting to order at 6:00 pm

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

Board Members Absent: None

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

Approval of Minutes of Previous Regular Board Meeting (Action Item): Motion by Clint Jackson to approve the minutes from the General Session December 10, 2025. Pete Lux seconded the motion. Voting in favor: Clint Jackson, Pete Lux and John Wren. Opposed: None. The motion carried.

Treasurer's Report: **LGIP: \$1,883,860.41**

General Fund:	\$	791,654.06
Capital Funds:	\$	944,159.51
Debt Service:	\$	295,670.59

US Bank: \$40,976.95

Approval of Accounts Payable (Action Item):

Motion by Mark Standley Jr. to approve accounts payable as of December 31st 2025, in the amount of \$161,249.95. John Wren seconded the motion. Voting in favor: Clint Jackson, Pete Lux, Mark Standley Jr 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 Clint Jackson to receive financial statements of the district dated December 31st 2025. Pete Lux seconded the motion. Voting in favor: Clint Jackson, Mark Standley Jr, Pete Lux and John Wren. Opposed: None. The motion carried.

Information Items:

Chief's Report:

- There were 68 calls in December which is above average call volume for this time of year. There were 905 calls for the year 2025 which is down from the previous year.
- OSHA Inspection meeting went very well, received a warning notice on our heat policy and we received a fine of \$2,200.00 for our expired testing bottle. Because we corrected the testing bottle quickly the fine was reduced to \$1,700. We need to create a break policy for weather at

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80 degrees and above. We have 30 days to contest the results. We won't be contesting. No other issues or referrals needed from OSHA.

- Chief is currently working on setting up consulting visits with OSHA. For a consultation on the health and safety side of OSHA, we must wait until the case is closed, which takes 30 days. After 30 days we can schedule a consultation walkthrough.
- Completed annual pump test on the engines and Engine 16 failed. E16 is currently in the shop for a vacuum leak. All engines have been serviced and are ready for Spring. E15 had some minor damage from call with a tight driveway. Side rail damage has been fixed. The crew has been talked to about tight driveways.
- ZCS will be submitting our seismic grant for Timber Station on Friday.
- Our request for Fire signal funding with State Senator Suzanne Weber didn't get sent to the correct location, we made corrections and now they have it. Our request is for \$177,000, we should hear back around April/May.
- Stab Stewart State Park contract was signed off by Chief Linz, sent back and is now waiting for the Park to sign off. This is a 2-year contract.
- The industry standard for out the door run times is around 1.05 – 1.40 minutes. All 3 shifts; A shift - 1.17 minutes, B Shift - 1.38 minutes, C Shift - 1.34 minutes. We are keeping up with career crews. All shifts are balanced with calls, 9am to 10 pm is the majority of our business.
- The volunteers asked for updated sleeping quarters at Station 13. The sleeping area will be updated with new bed frames, mattresses and a desk similar to Forest Grove and Hillsboro Fire next month.
- Awards Event will be January 31st at 6pm at Top Golf. Kari sent out the announcement.
- Michelle emailed the Board packet out. Some of the Board members didn't receive it. We will adjust the email.

Training Officer Report:

- No parking signs have been installed at station 13 and station 14 to prevent unauthorized parking.
- Concluded in service training of 4 new gas monitors.
- Concluded training of new fire reporting platform (NERIS) to shift leads and officers. A switch from NFIRS to NERIS.
- DO Haney is preparing training schedule for this year.
- DO Haney finished spring recruit academy schedule. Added bloodborne pathogens to orientation and NFPA Driver and CPR to end of academy.
- New updated inventory for E16 has been completed. Next up will be R13, water tenders and BR at station 13.

Volunteer Coordinator Report:

- Lt. Wong has 9 recruits for the 26-01 academy.
- Lt. Wong will be meeting with Liberty High School in February; this event brings Banks Fire District #13 strong intern candidate- continued to enforce participation.

EMS Officer Report:

- We had one transport for December out in Vernonia.
- We had 18 transports for the year 2025, majority of which were from Vernonia.
- We received approval for our EMR class which is slated to start February 4th and run until March 8th. We are finalizing our attendance numbers but are looking to have 6-8 in them.
- After conversations with our medical director, Dr. Mo Daya, as well as his associate medical director, Dr. Tiffany Hansen, Banks Fire will be bringing in and utilizing ultrasound in the pre-hospital setting to elevate our abilities to diagnose and care for our patients. Currently in Washington County, only Forest Grove Fire has this equipment and has had good results in their deployment and use. This will eventually become a national standard. The doctors are working on creating a training curriculum for our department which could include hospital shadows with them to really get good hands-on knowledge of this equipment. Point of Care

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Ultrasound (POCUS) is a new mindset in EMS, so this is a great opportunity for us to be at the forefront of pre-hospital medicine.

Public Information Officer (PIO Scott Adams) Report:

- We wrapped up our “Letters to Santa” program, receiving about 100 letters this year. There was an issue with the Post office not returning them on time, the letters were about 1 week late.
- The Grinch showed up and dropped off \$500 donation to the district to help the community.
- Captain Cooper picked up a stray bulldog in the middle of the road on his way to a Vernonia call with the crew on December 15th. The bulldog was injured and was found to be part of the crash the crew was enroute to. The family of the deceased sent a card thanking Capital Cooper and his crew for going above and beyond service to return the dog to the family.
- Blood Drive will be held on January 30th and a reminder is going out in the water bills.
- Awards Event will be January 31st at 6pm at Top Golf. RSVP to Kari.
- On February 1st PIO Scott Adams will start outreach on social media for our March 1st Pancake breakfast. Prices are staying the same.

Old Business (Information Item):

- **Financial Projection Update for Engine** – Chief Linz presented a PowerPoint presentation.
 - In 2024 we purchased the new Spartan Engine. Utilizing a leasing company for the Loan.
 - There are 3 pay-off options. Option 1- the original option. We currently have the initial amount minus the interest. Option 2- \$500,000 payment this month and then carry the remainder payment out for 4 years. This will save us about \$52,000 in interest. This is a safe path to pay off early. Option 3 – is an aggressive option. \$500,000 this month and then pay off an extra \$200,000 in September. This will reduce interest.

New Business:

- **Loan Payment for Engine** - Motion by Clint Jackson to proceed with option 2 of the \$500,000 payment. John Wren seconded the motion. Voting in favor: Clint Jackson, Mark Standley Jr, Pete Lux and John Wren. Opposed: None. The motion carried.

Audience Response:

- There was no response from the audience.

Good of the Order:

- Board Member Clint Jackson said it was good to hear the letters. Banks Fire responded to a call at his house, and he was impressed with the quick response, the crews represented the district well and he stated he appreciated them.

Adjourn Meeting: There being no further business Board Chair Kevin Henning adjourned the meeting at 6:50 pm.

Pete Lux, Secretary

Michelle Byrnes, Recording Secretary