BANKS FIRE DISTRICT #13

13430 NW MAIN STREET, BANKS, OR 97106

REGULAR BOARD MEETING MINUTES

DRAFT

Meeting Date: Wednesday, July 8th, 2020

Meeting Location: Banks Fire District #13 Administrative Office, 13430 NW Main Street, Banks, Oregon 97106

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

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

Approval of Agenda (Action Item): Matt Pihl made a motion to approve the July agenda, second to motion by Ed Ewing. Motion passed unanimously.

Approval of Minutes of Previous Meetings (Action Item): Motion by Kevin Henning to approve the minutes from the General Session, June 10th, 2020. 2nd to motion by Ed Ewing. Motion passed unanimously.

Recessed to Executive Session Per ORS 162.660 (2) (h) To consult with your attorney regarding your legal rights and duties in regard to current litigation or litigation that is more likely than not to be filed at 6:04 pm.

Regular Meeting resumed at 6:44 pm. No action was taken.

Treasures Report: **LGIP: $2,847,339.43**

General Fund: $ 451,314.67
Capital Funds: $ 683,807.87
Debt Service: $ <424.11>

Bond Projects: $ 1,712,640.98

US Bank: $ 7,947.12

Approval of Accounts Payable (Action Item): Motion by Ed Ewing to approve accounts payable as of June 30th, 2020, in the amount of $963,440.20. Second to motion by Kevin Henning. Motion passed unanimously. Motion to approve July checks for signature numbered 29828 to 29859 totaling $408,564.88 by Ed Ewing. Second to motion by Matt Pihl. Motion passed unanimously.

Financial Statements Received by Board of Directors (Action Item): Financial statements were received and reviewed by the board. Motion by Matt Pihl to receive financial statements of the District dated June 30th, 2020. 2nd to motion by Kevin Henning. Motion passed unanimously.

Information Items:

Chief's Report:

- The month of June saw 65 calls which is average for the District and PulsePoint registrations continue to increase.
- The District has been working to improve landscaping around the station and spread bark dust. Extra bark dust was spread at the park across the street and the City was very grateful for the kind gesture.

- The California Conflag reimbursement from last year for $34,488 has been received.
- DPSST issued a grant for $14,752 for the district to purchase tables and chairs for the Hornshuh Creek Station Training Room.
- Life Flight issued a grant for paving of the 40' X 40' landing zone at the Hornshuh Creek Station.
- The District received approval for the second phase of the fiber installation for $92,519 from the Metropolitan Area Communications Counsel.
- Marketing materials purchased under the PulsePoint grant have arrived.
- Request for quotes to four vendors for the new engine have been released.
- Driveway inspections are up, reflecting a number of new builds in our district.

Training Report:

- The training structure installation is final and the train the trainer class on its operation will be held July 25th.
- Monday night drills are going well, and we are getting a good response from the group after the shutdown.
- We have had two members come down with Covid-19 from activities outside the District. Neither had a great deal of presence in the District and are recovering well. They are quarantined and will need to be symptom free for a week before discussing their return.

Volunteer Coordinator Report:

- Birthday drive-bys are still a big hit with district patrons.
- Crews provided stand-by for the July 4th fireworks.
- Crews assisted with yard work for a station neighbor with terminal cancer. She was very appreciative, and the crews have requested to go back when needed.
- New recruits continue to come forward and we should have 9 in the new academy.

Old Business:

a. **New Buxton Station Site (Information Item):** The siding is going up on the station, the turn lane has been approved, and drywall will begin on Monday. There is an approximate one-month delay mainly due to delays in obtaining electrical components.
b. **Board Policy 0009-Policy on Mutual Aid (Action Item):** Rae Weaver made a motion to approve Policy 0009 as updated. 2nd to motion by Matt Pihl. The motion passed unanimously.
c. **Board Policy 0010A-Superceded by Policy #0030 (Information Item):** No action required as this was for information purposes only.
d. **Board Policy 0011-Policy of Safety and Loss Prevention (Action Item):** This policy was tabled to next month in order to allow review of SOGs for duplication.
e. **Board Policy 0012- Personnel Equal Opportunity Policy (Action Item):** This information is covered in the Personnel Manual. Matt Pihl made a motion to delete Policy 0012. 2nd to motion by Kevin Henning. The motion passed unanimously.

New Business:

a. **Board Policy 0013-Harassment Policy (Information Item):** This information is covered in the Personnel Manual.
b. **Board Policy 0014-Grievance Procedures with Regard to Board of Directors (Information Item):** This information is covered in the Personnel Manual.
c. **Board Policy 0015-Policy on Reimbursements (Information Item):** The Board requested this policy be updated to address Board members only as all other personnel are covered under the Personnel Manual.
d. **Board Policy 0016-Fire Board Evaluation Procedures (Information Item):** No changes requested.
e. **Executive Assistant Position (Information Item):** Board members were given copies of the Executive Assistant Job Description and new hire timeline for the position. The Board expressed concern over the scope of the position and impact on potential applicants.

Audience Response: None.

Good of the Order: Members were given samples of the PulsePoint giveaways.

Adjourn Meeting: Meeting adjourned at 7:44 p.m.

Ed Ewing
Secretary

Deanna Friedman
Recording Secretary

*Due to Covid-19 precautions all attendees received a temperature check upon arrival and were spaced 6 feet apart. In addition, masks were supplied.