

Illinois Valley Fire District

Board of Fire Commissioners

Regular Meeting Agenda

June 8, 2017

1. Call to Order - President Humphres
2. Flag Salute - (Please remove hats) President Humphres
3. Roll Call:
4. Review of May 17, 2017 Minutes
5. Staff Reports:
 - Chief Hoke
 - Deputy Chief Gavlik
 - Div. Chief Ismaili
 - Div. Chief Sherman
 - CERT report
 - Executive Admin Paul:
6. Unfinished business:
 - New Board Member/Re-Elected Board Members
7. New business:
8. Board items not on the agenda :
9. Monthly Media Video:
10. Comments:
 - Public Comment
 - Board of Director Comment
 - President Comment
11. Suggestions for Next Meeting Agenda :
12. Next regularly scheduled BOD Meeting is July 13, 2017 at 7:00 pm. at Admin Bldg
13. Adjournment

(The meeting location is accessible to persons with disabilities. Comments and/or Concerns must be submitted in writing. The Board reserves the right to hold an executive session at this meeting under the authority of ORS 192.660.)

Please turn off all Cell phones during this Business Meeting - Thank you

Illinois Valley Fire District Administration Office - 681 Caves Hwy. - Cave Junction - OR 97523

May 17, 2017

President Humphres called the meeting to order at 1900 hours.

Flag Salute was lead by President Humphres.

PRESENT: President Ron Humphres, Vice President Richard Bouchard, Secretary Carol Dickson, Fire Commissioner Edwin (Bob) Butler, Fire Commissioner Jerry Lamb, Chief Dennis Hoke, Deputy Chief Jeff Gavlik, Division Chief Kamron Ismaili, Division Chief Kris Sherman, Executive Administrator Jamie Paul, and District Secretary Paula LeMasters. Joe Feldhaus was also present.

VOLUNTEERS: Dale Sandberg, Austin Elesky, Joe Latva, and Kris Ismaili.

PUBLIC PRESENT: Colleen Bouchard, Robin Paulson, Bob Schmidt, Delaine Sherman and Joyce (last name unknown).

President Humphres informed the B.O.D. that there were two sets of minutes that needed approved; March 9th and May 5th. Fire Commissioner Butler made the motion to accept the minutes and Fire Commissioner Lamb seconded the motion.

March 9, 2017 minutes: Roll call vote: yes – 4/1. President Humphres - no, the other four board members – yes.

May 5, 2017 minutes: Roll call vote: yes – 4/1. President Humphres - no, the other four board members – yes.

STAFF REPORTS:

CHIEF HOKE REPORT:

- Chief Hoke talked about the Levy for FF/EMT's passing on May 16, 2017 with an approval rate of 60%. He thanked the Board of Directors, Staff, and Board members for the work that was done to help pass this levy. He felt it was a team effort to pull this together. He discussed some of the procedures that would soon follow such as: changing the personnel manual, the application process, the testing processes that would be put in place, etc. He anticipates that in late November or early December we should be able to actually bring the new personnel on board. Chief Hoke also wanted to publicly thank the community for their support. Some discussion followed about all four levies that were up for vote.
- Chief Hoke then brought up "an issue" that he felt the Board of Directors needed to address. He stated that we (IVFD) do not have a procedure in place when a board member spends District money. Specifically, Commissioner Humphres has contacted Ken Jones – attorney, and the District now has a bill that needs to be paid. After talking with Kristy Munson, Chief Hoke was informed that the District will be responsible for any charges incurred by Commissioner Humphres, with Ken Jones' office. Chief Hoke asked the Board of Directors where that money is expected to come from. He did not know what the total of the bill would be, as he did not know how many hours were being billed, but was informed that the charge was \$220.00 per hour. He then asked the Board what they wanted to do, since the money would need to come out of some other portion of the budget, and how they would like to handle this situation in the future.

Fire Commissioner Dickson asked Chief Hoke about Special Districts legal and wanted to know if we had free legal through them. Chief Hoke informed her that we did since we are a Special Districts member and they do provide us with legal advice. He also informed her that Ken Jones charges us by the hour and is not part of the free legal assistance.

Commissioner Humphres stated that Kristy Munson conveyed to him that we are supposed to have a few free hours. Chief Hoke then re-stated what Kristy had told him, which was that the District would be charged for the hours Commissioner Humphres used.

Commissioner Dickson addressed the Board of Directors and asked if anybody knew why Commissioner Humphres had contacted Ken Jones. The other board members indicated they were not aware. Commissioner Humphres stated he felt he needed to consult with Ken Jones office about accusations he felt were made against him at the last two Board meetings. He stated that he was steered toward Spear Hoyt's office when he called the State Board of Directors. He stated that Spear Hoyt's office did give him some advice as to how to proceed.

Chief Hoke stated that Kristy Munson had specifically stated that the "clock was running" at \$220.00 hour when he spoke to her. Chief Hoke asked Kristy about the process and Kristy stated that the only two people who can incur these charges are the Fire Chief and the Board President. Chief Hoke then asked her how other Board of Director's handle this situation and Kristy stated that some Districts have it in their policies that there had to be a majority vote of the Board before an outside attorney can be contacted. He then stated that the bill would be paid but it will have to come out of some other portion of the budget since this was an unknown expenditure.

Commissioner Butler asked if we had a total for the cost. Chief Hoke stated he did not, since he was not involved in the conversation. Commissioner Humphres again stated that he was told that there should be no cost. Chief Hoke again stated that Kristy conveyed to him the cost would be \$220.00 an hour.

Commissioner Dickson stated that she felt that no board member should be doing anything to incur a cost toward the district that has been approved by the Board. Chief Hoke again stated that there was currently no policy in place.

Further discussion followed:

A motion was made by Commissioner Dickson and seconded by Commissioner Butler that a policy would be put in place.

Policy to read as follows: **Before the Board spends any District dollars a majority approval by the Board of Directors is required.**

Roll Call Vote – yes Unanimous.

- Chief Hoke went over the financial statement. Bringing to attention any anomalies. Asked the Board to make sure they looked this over each month and if any questions arise please let him know.

DEPUTY CHIEF GAVLIK:

- Chief Gavlik gave grant status updates; still waiting on AFG and CFA grants.
- Training center update: waiting on bids for site preparation. Work in progress.
- EMR class update: Week of the 22nd is EMS week and we are partnering up with AMR to provide a hands only CPR training for the public at Shopsmart.
- Fire Academy update: 1 IVFD member still involved and 1 has dropped out.
- Training update: This month will cover Environmental emergencies, Wildland Refresher, Hose Packs, Progressive Lays, Mercy Flight Helicopter and Wildland/Structural Interface.

At this time Commissioner Humphres asked for Board approval to contact Ken Jones' office to try to straighten this out. The other members agreed that he could make contact. Outcome of this conversation is to be relayed to Jamie for budgeting purposes.

DIVISION CHIEF ISMAILI: (absent at this time – on a call) Chief Hoke to give report.

There were (2) two annexations presented to the Board:

1. Gary and Sandra Carmody of 750 Garner Rd.
2. Merry Eiler of 500 Terrace Heights.

I recommend that we annex both pieces into the District.

Motion to annex both pieces of property into the district was proposed by Commissioner Dickson and seconded by Commissioner Butler. Roll Call Vote: Yes - Unanimously

DIVISION CHIEF SHERMAN:

We are getting the apparatus prepared for the fire season.

The new tender is in service at station #2. Chief Sherman thanked Gary for putting on the decals and striping. It was very much appreciated.

Work on Station #5 is proceeding as finances allow. Not sure at this time if we are going to remodel or rebuild the station. Further information will be coming after quotes come in.

Copy of maintenance report was given. (see attached)

CERT:

We completed our scheduled Ready-Set-Go meetings with the public with three (3) meetings held in O'Brien at Station #3.

7 members participated in the CJ Preparedness fair at IVHS. Eleven members assisted with the high school's fund raiser at Lake Selmac and provided traffic control, participant tracing, and first aid.

YTD CERT has accumulated 457 hours of service to IVFD.

In April Sue Williams, Kris Sherman, and Deputy Cory Krauss attended a week long workshop in Bend on emergency preparedness. They are in the process of identifying and documenting our unique needs for the Valley and implementing recommendations on preparedness.

SHSP Grant was successful this year; CERT requested \$15,000 and were awarded \$13,000. They are hoping to fund items such as: radios, ADE, LED headlamps, and additional Pelican Lights.

CERT will be supporting the JoCo SAR summer exercise at Lake Selmac in June for approximately 400 SAR members from Oregon and Northern California. We anticipate doing logistics, PIO, and admin support for the exercise.

EXECUTIVE ADMINISTRATOR PAUL: No new business.

UNFINISHED BUSINESS: None.

NEW BUSINESS: None not on agenda.

BOARD ITEMS NOT ON THE AGENDA: None

VIDEO: The monthly video was presented and was, as usual, outstanding.

PUBLIC COMMENT: None.

BOARD COMMENT: Commissioner Dickson congratulated Joe Feldhaus for his new position with the Board. Commissioner Butler thanked Commissioner Dickson for her service on the Board.

CHIEF COMMENT: Historical day that four levy's passed in one election. Commissioner Dickson praised Chief Hoke for his hard working in helping to get the Levy passed. Chief also gave praise to both Rehab services and CERT for the hard work they provide.

PRESIDENT COMMENT: Congratulations Joe Feldhaus, who will be our new Commissioner and Joe Latva who is now a Captain.

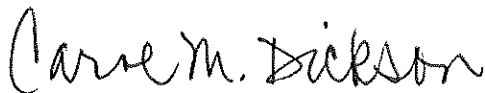
SUGGESTIONS FOR NEXT MEETING AGENDA:

Budget meeting will be prior to the Board of Director's meeting on June 8, 2017 at 1830 hours.

Next Board meeting is June 8, 2017 at the regular time of 1900 hours at the Administration Building.

This meeting was adjourned at 20:30 hours.

Respectfully submitted,



Board Secretary

Illinois Valley Rural Fire Protection District

Deputy Chief's Report

May 17, 2017



We have not heard anything yet on our grants so we continue to wait.
AFG Grant - Hydraulic Extrication Tools, VFA - Wildland PPE

Training Building Update: I have several contractors in the process of giving us a bid for the site work but have not received anything from them yet. Also, I am in contact with the training building company and are working out the specifics for the props so they can hit the ground running as soon as we give them the okay to start.

The EMR class is maintaining with eleven students and everyone is doing well so far. Also, we will be at Shop Smart on the 25th of this month in partnership with AMR for the EMS Week CPR challenge. We will teach hands-only CPR to the public at large.

We lost one of our fire academy recruits attending the fire academy leaving us with one. We are over halfway through the academy with the next class happening this weekend.

This month's training will be covering areas of Environmental Emergencies, Wildland Refresher, Hose Packs / Progressive Lays, Mercy Flight Helicopter, and Wildland / Structural Interface.

Respectfully Submitted by Jeff Gavlik, Deputy Chief



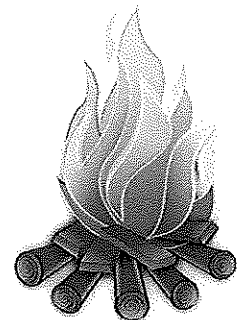
May Training Schedule 2017



Date	Battalion	Training	Location	Instructor
5/2/2017	All	Assoc. Meeting	Admin	President
	All	Environmental Emergencies	Admin	Gavlik
5/9/2017	All	Wildland Refresher	Admin	Gavlik
5/16/2017	All	Hose Packs / Progressive Lays	Sta. 1	Latva
5/23/2017	All	Mercy Flight Helicopter	Sta. 2	Gavlik
5/30/2017	All	Wildland / Structural Interface	Sta. 1	Kamron

Note:

"Environmental Emergencies" This will be our monthly EMS continuing education for the month covering Environmental Emergencies; **"Wildland Refresher"** will be our annual required wildland refresher training; **"Hose Packs / Progressive lays"** will be for reviewing how to use and deploy wildland hose packs and plumb a wildland fire; **"Mercy Flight Helicopter"** will be for reviewing how to assist in working with Mercy Flight when loading patients into the helicopter; **"Wildland / Structural Interface"** will be for practicing how to safely and effectively protect structures from an advancing wildfire event.





Illinois Valley Fire District

681 Caves Highway

Cave Junction, OR 97523

phone: 541-592-2225 • fax: 541-592-6122

www.ivfire.com

May 18, 2017

Board of Directors
Illinois Valley Fire District

RE: Annexation of property into Fire District

Board Members:

Carmody, Gary E & Carmody, Sandra J of 750 Garner Rd, Cave Junction, owner of the property at Garner Rd., Map 39-07-29 TL 400, would like to be annexed into the Fire District.

They will provide adequate driveway access or a signed non - compliance letter, thus adhering to the rules of the Oregon Fire Code and the Illinois Valley Fire District.

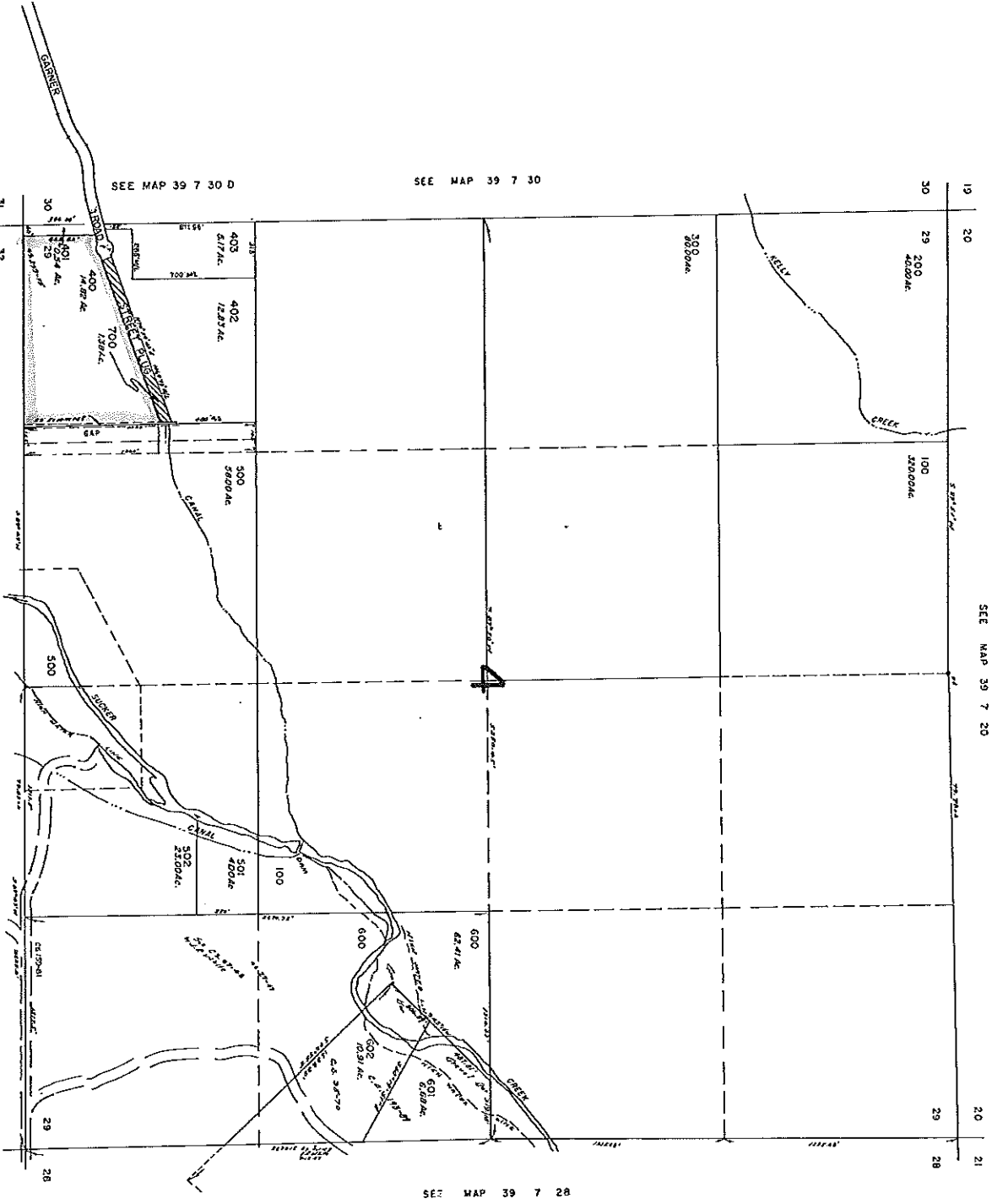
It is in the best interest of the Fire District that we annex the property.

See map attached.

Kamron Ismail
Division Chief
Operations / Prevention
Illinois Valley Fire District

This map was prepared for
assessment's purpose only.

1" = 400'





Illinois Valley Fire District

681 Caves Highway

Cave Junction, OR 97523

phone: 541-592-2225 • fax: 541-592-6122

www.ivfire.com

May 10, 2017

Board of Directors
Illinois Valley Fire District

RE: Annexation of property into Fire District

Board Members:

Merry Ann Eiler of P.O. Box 505, Selma, OR 97538, owner of the property at 500 Terrace Heights Dr., Selma, Map 38-07-34B TL 102, would like to be annexed into the Fire District.

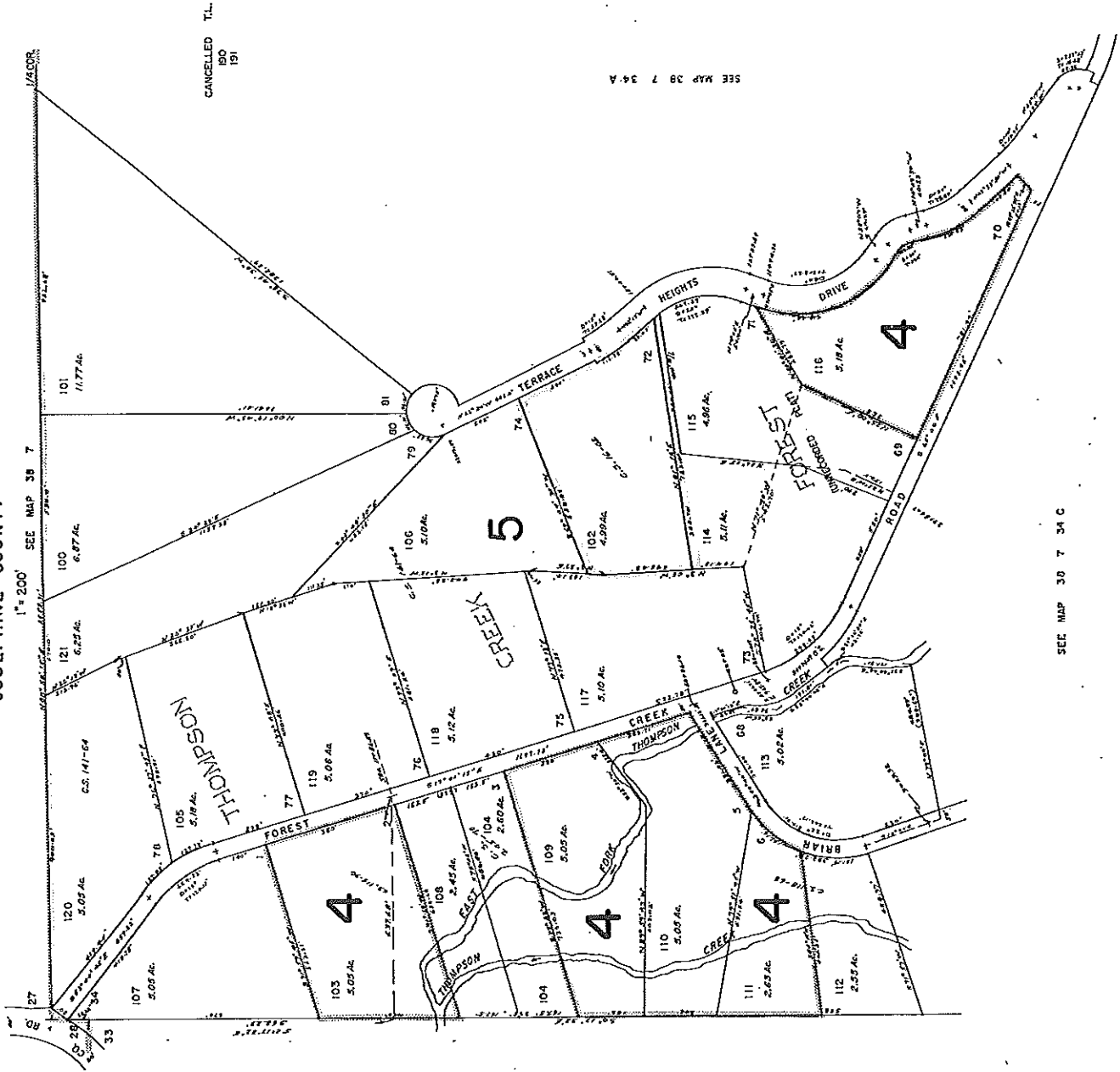
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See map attached.

Kamron Ismaili
Division Chief
Operations / Prevention
Illinois Valley Fire District

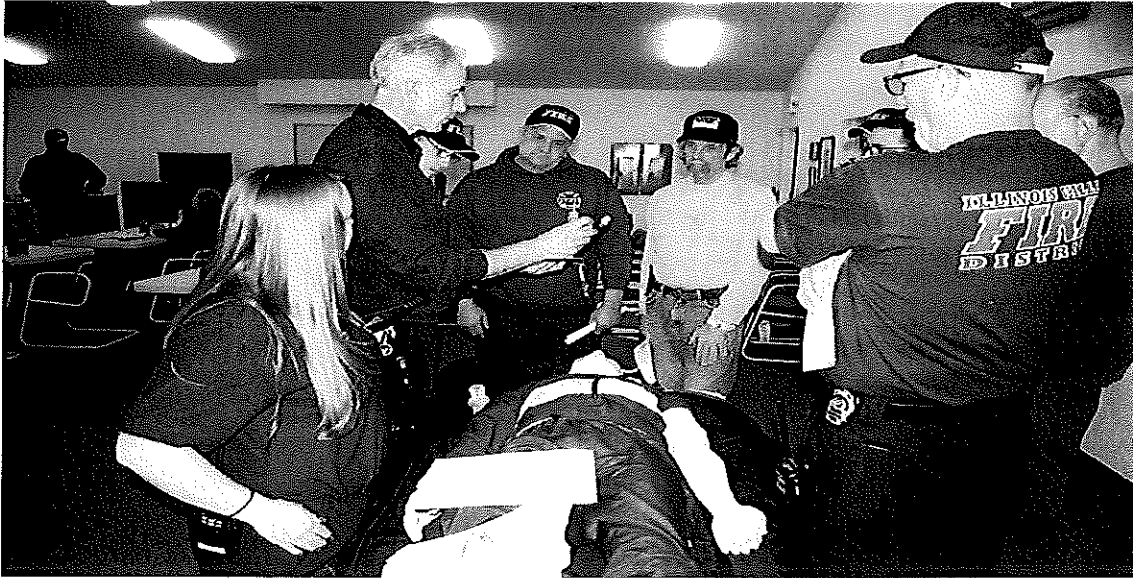
This map was prepared for
assessments purposes only.



SEE MAP 38 7 34 A

SEE MAP 38 7

SEE MAP 38 7 34 C



Maintenance Report April 2017

8905 Engine: Repair plumbing on tank valves and replace exhaust manifold gaskets.

8952 Command SUV: Replace heater hose assembly spark plugs, wiring harness clips for coil packs, tire sensor in right rear tire, service, and safety inspection.

8966 Brush Truck: Service, rotate tires, adjust rear brakes, have truck seat recovered, replace emergency lights on rear of truck, and safety inspection.

8943 Water Tender: Replace batteries and replace fuse in light bar.

8974 Service Truck: Service and safety inspection.

8951 Command SUV: Have transmission serviced and replace light bulb for license plate.

8954 Command SUV: Replace struts and safety inspection.

8977 Staff: Service, service rear differential, and safety inspection.

New Tender: Install exhaust shield, grab handles on exhaust shields, door decals, side and rear stripping, rear step ladder, battery charger, emergency radio and antenna, and program emergency radio.

CERT Report – IVFD Board Meeting – May 17, 2017

We completed our scheduled Ready-Set-Go meetings with the public with 3 meetings held in O'Brien at Station 3.

We had 7 members participate in the CJ Preparedness Fair at IVHS. Eleven members assisted with the high school's fund raiser at Lake Selmac and provided traffic control, participant tracking over the run course (40 runners), and were available for first aid if needed.

YTD through April 30, CERT has provided 457 hours of support to IVFD.

In April, Kris Sherman, Dep. Cory Krauss and I attended the week-long workshop in Bend on emergency preparedness. We are in the process of identifying and documenting our unique needs for the valley and implementing recommendations on preparedness.

Our SHSP grant was successful again this year. We requested \$15,000 and were funded \$13,000. Specific items approved for purchase will be identified soon, but I believe our radios, AED, LED headlamps, and additional Pelican lights have been approved.

CERT will be supporting the Josephine County SAR summer exercise at Lake Selmac in June for approximately 400 SAR members from Oregon and northern California. We anticipate doing logistics, PIO, and administrative support for the exercise.