Board of Director - Regular Meeting Agenda This meeting may be recorded

#### May 8, 2023

- 1. Call meeting to order (silence phones)
- 2. Flag Salute (remove hats)
- 3. Roll Call
- 4. Review of April 17, 2023 minutes
- 5. Staff Reports
  - Fire Chief Holmes
  - Deputy Chief Gavlik
  - Deputy Chief Ismaili
  - Div. Chief Sherman
  - Div. Chief Paul No report. Financials in packet
- 6. New Business:
  - Resolutions:
    - o 23-04 Supplemental Budget
  - Annexations:
    - o James and Gwynne Williams of 158 Hogue Dr. Additional .46 acres for a total of 5.46 acres.
  - Ethan Lane City of Cave Junction Liaison
  - Executive Session: Chief Holmes evaluation
- 7. Old Business:
  - Budget: budget meeting for revised budget June 5<sup>th</sup> at 4:00 and revised Budget Hearing June 12<sup>th</sup> at 3:45.
  - Finalize 2023-2028 Strategic Plan
- 8. Monthly Media Video
- 9. Comments:
  - Public Comment (This is the time set for public comment. The Board of Commissioners will listen and consider all comments for future agenda items. In accordance with HB2560, Public Participation in Electronic Meetings, Facebook Live viewers are invited to submit comments or questions via Facebook and they will be addressed at this time. No voting or action will be taken by the Board of Commissioners today.)
  - Board Comment
- 10. Next scheduled BOD Meeting is June 12, 2023 at 4:00 pm. at Admin Bldg.
- 11. 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



681 Caves Highway Cave Junction, OR 97523

phone: 541-592-2225 • fax: 541-592-6122 www.ivfire.com

#### Illinois Valley Fire District Board of Directors Meeting Minutes May 8, 2023

President Jerry Lamb called the meeting to order at 4pm. Flag Salute led by Director Jerry Lamb.

PRESENT: Chief Holmes, Dep. Chief Gavlik, Div. Chief Paul, Paula LeMasters, and Lt. Goo, FF Collin LeMasters

VOLUNTEERS: Jenny Vetter, Danny Marler, Solomon Meyer, and Q Lackey

**GUESTS:** 

ROLL CALL: Directors Binker, Lamb, Bouchard and Johnson were present.

**REVIEW OF PREVIOUS MEETING MINUTES:** Motion made by Director Richard Bouchard to accept the April 17, 2023 minutes as submitted; and seconded by Director Jerry Lamb. Director Binker abstained due to her absence at the April meeting. Motion passed, unanimous.

#### STAFF REPORTS

#### **CHIEF HOLMES:**

#### New Items:

- I was able to testify virtually to the Oregon Legislative Assembly in regards to HB-2588, (SECTION 1. In addition to and not in lieu of any other appropriation, there is appropriated to the State Fire Marshal, for the biennium beginning July 1, 2023, out of the General Fund, the amount of \$984,500, for distribution to the Illinois Valley Fire District, which the district may expend for purposes related to the district's water supply and treatment of sewage). And discussed the "why" there is the need for the money to be awarded to the Fire District. Thank you Director Johnson for sending in a letter of support.
- O Met with Lexipol in regards to updating our IVFD Policies. In discussion about annual pricing. Many pros and cons with Lexipol and discussing with other fire agencies on the positive and negatives they have seen.
- IVFD was awarded \$22,105 from the JoCo Public Health Funding for an (Emergency Backup Generator, Transfer Switch, Generator Pad, Propane Tank, Fence and Licensed Electrician to keep warranty valid) at Station 3 in O'Brien.
- IVFD was also awarded \$2,050 from FM Global for Fire Investigation scene lighting.
- O IVFD was awarded the \$35,000 from the OSFM for the Wildland Up-Staffing Grant
- IVFD just received \$729,581 from OSFM for a capacity grant for 2 firefighters for 3 years

- O IVFD received \$89,000 from for a chipper, dump trailer, and the prevention personnel to operate the chipper for one year
- We sold 8966 (Chief's truck) for \$18,000
- o IVFD will be taking ownership of a 2004 IHC Model#70 7300 Navistar Type 4 Engine within a few weeks. This engine is in the FEPP program, and remain IVFD's until we no longer need it. There is no Administrative cost for the apparatus.
- EMT class is coming to an end in mid-May. There are 5 folks from IVFD that have participated. Chief Holmes congratulated all of our participants.
- Chief Holmes is working with Jackson and Josephine County fire agencies about the Rogue Community College Fire program, along with the RITA and EMT program
- O Working with Applegate Fire District on obtaining the rescue box that is plumbed with a pump tank for placing on 8931 eventually. They are converting their brush truck into a flat bed and allowing IVFD to have this item. Division Chief Sherman or Deputy Chief Ismaili can discuss further.
- o I have written over \$2M in grant funding, and that is the main reason for adjusting the 2023-2024 budget schedule. If we are successful in all of the grant opportunities it will assist the community in many different fashions.

#### Training:

o Wildland ICS and table-top exercises

#### • Fire Defense Board Items:

o I attended the Oregon State Fire Defense Board Chief meeting in Bend, Oregon. Great information found from how the other FDBCs are conducting business with the OSFM. Approved the mobilization plan for 2023.

#### New Meetings Attended:

O I was able to attend the Oregon Fire Chief's Association Annual Conference in Bend. Well attended and a great educational experience, along with networking.

#### On-Going and Informative Meetings:

- Attended the Applegate Fire District Board Meeting (online)
- O Attended Rogue Valley Fire Chief Association Meeting (In-Person)
- o Attended the Oregon Fire Chief Association meeting (On-Going/online)
- o Attended the Fire Prevention Co-Op Meeting (online)
- o Attended the Cave Junction City Council Meeting (online)

#### DEP. CHIEF GAVLIK:

- A number of grants have been awarded for the new training building:
  - o Chaney Family Foundation \$10,000 for metal staircases
  - o Roundhouse Foundation \$16,000 lighting and electrical work
- The West Family Foundation (\$10,000 for metal staircases) was not funded
- Some used staircases were found that should fall within the budget from the grants awarded
- The Four-Way Foundation came out for a site visit, waiting on their board meeting for a decision (man doors and windows)
- RITA's SOWS Wildland Training is scheduled for June 3 and 4 in White City
- The Explorers attended the Children's Fair and Pet Parade. They played "hose bowling" with event participants, that was very popular

- Currently assembling a training binder of outlines and performance standards for classes and drills
- ISO review in June have begun gathering training information for the review process
- Training classes this month will cover EMS Skills, Physical Agility, Wildland Hose Lays and Engine Operations, Fire Shelters, Radio Use, and Wildland Refresher

#### DEP. CHIEF ISMAILI: (not at the meeting - written report included with the packet)

- For the month of April, we had a total of 131 calls: 25 public assist calls, 66 medical calls, 15 open burn/smoke investigation calls with multiple warnings issued, 1 small vehicle fire, 2 grass fires 1 flue fire, 1 structure fire, 18 motor vehicle accidents with 2 civilian fatality and no firefighter injuries
- Completed 6 fire and life safety inspections last month
- Interviewed a potential volunteer, he will get back to us.
- Completed three (3) plan reviews with no comments to Josephine County.
- Attended the IVFROG, IAAI, and RV Fire Prevention Coop meetings on the prevention side. Also attended the Josephine County Operations Group meetings.
- The reception area project is nearly completed.

#### DIV. CHIEF SHERMAN: (not at the meeting - written report included with the packet)

• Logistics, vehicle and station maintenance report was provided

**ADMINISTRATOR PAUL:** no report, financials provided.

#### **NEW BUSINESS:**

- Resolution #23-04 2022-2023 Supplemental Budget to accept supplemental funding as follows: \$6,700 DPSST; \$22,105 Josephine County; and \$2,050 FM Global Motion made by Director Richard Bouchard to approve Resolution 23-04 Supplemental Budget, seconded by Director Michelle Binker. All in favor, motion passed unanimously.
  - Recommend two annexations request as follows:
    - O Gwynne and James Williams, for 158 Hogue Dr., Selma adding .46 acres for a total of 5.46 acres
- o Jacqueline and Jason Early on O'Brien Road, for a total of 17.13 acres Motion made by Director Cheryl Johnson to approve the annexation requests, seconded by Director Richard Bouchard. All in favor, motion passed unanimously.
- Ethan Lane City of Cave Junction: no report

  Board meeting adjourned for Executive Session at 4:22pm in accordance with ORS 192.660(i) –

  Evaluate Performance of the Chief. Executive session convened at 4:24pm

Executive session adjourned at 4:40pm; Regular board meeting resumed at 4:43pm. Director Richard Bouchard reported that we will have an annual evaluation of the Chief every year in April.

VIDEO: Thank you to Dale Sandberg for an excellent video for April/early May.

#### **OLD BUSINESS:**

• Budget: Budget Committee meeting for revised budget on June 5, 2023 at 4pm. Budget hearing will be held June 12, 2023 at 3:45 p.m. for approval of 2023- 2024 Budget

• Finalize 2023-2028 Strategic Plan – as approved (with changes) in the March 20, 2023 board meeting, the final/corrected Strategic Plan was signed by all board members

**PUBLIC COMMENT:** Chief Holmes thanked OSFM for their support that has helped us to be successful. Thank you to Grants Pass Fire and AMR for responding to an accident involving the Chief's son. Thank you to the crews for all of their hard work day and night; and our volunteers as well. Congratulations to Lt. Goo, who will soon be headed to the National Fire Academy. Thank you to the board for trusting in him for the last three years and holding him accountable.

#### **BOARD COMMENT:**

- Director Bouchard is grateful for all of the families of all of our firefighters, and their sacrifices of family time for their firefighter mom or dad to work for IVFD.
- Director Johnson expressed condolences to the family of CERT member Mark Sudyka. She also shared that there is a no cost EAP Self Help Resource Center. Posters are posted in Station 1. Take advantage of these free to you resources.
- Director Lamb thanked all of the crews for their fine job we couldn't get it done without you. To the board appreciate your support and you are all easy to work with.

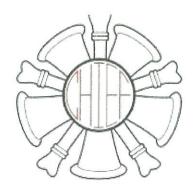
The next regularly scheduled BOD meeting will be Monday, June 12, 2023 at 4:00pm at the Administration building, 681 Caves Hwy., Cave Junction, OR.

This meeting adjourned at 4:56pm.

Respectfully submitted,

Cheryl Johnson

**Board Secretary** 



#### **Fire Chief Report**

05.08.2023

#### • New Items:

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- o IVFD was also awarded \$2,050 from FM Global for Fire Investigation scene lighting.
- IVFD was awarded the \$35,000 from the OSFM for the Wildland Up-Staffing Grant
- IVFD will be taking ownership of a 2004 IHC Model#70 7300
   Navistar Type 4 Engine within a few weeks. This engine is in the FEPP program, and remain IVFD's until we no longer need it. There is no Administrative cost for the apparatus.

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- Attended the Cave Junction City Council Meeting (online)

# Illinois Valley Rural Fire Protection District Deputy Chief / Training Report May 8, 2023



FIRE DISTRICT

The Chaney Family Foundation grant was awarded for \$10,000 to help purchase some of the staircases needed for the training building. However, the West Family Foundation was not funded. Division Chief Sherman and I are actively searching for the best price options to extend this money in the best way possible.

Additionally, we were awarded the Roundhouse Foundation grant for \$16,000 to help cover the cost of the electrical work and area lighting for the training grounds.

I am coordinating RITA's SOWS training event this year which is scheduled for June 3<sup>rd</sup> & 4<sup>th</sup> in the White City area.

I am currently putting together a binder of training outlines of various topics for our personnel to aid them in teaching classes as well as a performance standard for a number of hand-on firefighter skills.

With the ISO review coming next month, I have started gathering the needed training information required for the review process happening next month.

Training for this month will be covering areas of EMS Skills, Physical Agility testing, Wildland Hose Lays & Engine Operations, Fire Shelters, Radio use, and our annual Wildland Refresher training.

Respectfully Submitted by Jeff Gavlik, Deputy Chief



# May Schedule 2023



Date	Training	Location	Instructor	
5/2/2023	Association Meeting EMS Skills	Admin Admin	President Gavlik	
5/9/2023	Physical Agility	Sta. 1	Ismaili	
5/16/2023	Progressive Hose Lays & Type 6 Eng. Ops	Sta. 1	Pfeiffer	
5/23/2023	Fire Shelters & BK Radios	Sta. 1	Gavlik	
5/30/2023			Gavlik	

#### Note:

"EMS Skills" will be our monthly medical continuing education for recertification; "Physical Agility" will be our annual required agility test; "Progrssive Hose Lays & Type 6 Eng. Ops" will cover the use of hose packs and wildland engine operations; "Fire Shelters / BK Radio" will be practicing efficiency in deploying a fire shelter and learning how to use the BK radio; "Wildland RT-130" will be our annual required wildland refresher training.



## Illinois Valley Fire Protection District

Board of Directors Meeting Operations/Prevention Notes 05/08/2023

The shift schedule is attached.

For the month of April, we ran a total of 131 calls.

 $\mathbf{W}$ e had twenty-five (25) public assist calls. Lift assists, Gas leaks, Powerline Problems, Smoke & Fire Alarms, etc.

We had sixty-six (66) medical calls.

We had fifteen (15) open burn/smoke investigations calls. There were multiple warnings issued.

We had one (1) SVF. The cause of the was undetermined. The was more than like intentionally set.

We had two (2) Grass fires. The fire on Hummingbird was a two-foot vegetation fire in a ditch. The cause was undetermined. The fire on Westside Road was unintentional. The cause of the fire was unattended open burn. A fine and a suppression charge will be issued.

We had one (1) flue fire. The fire was unintentional. The fire was contained to the flue and wood stove.

We had one (1) structure fire. The fire on Old Stage Rd was was unintentional. The cause of the fire was the pig pulling down the heat lamp on to the hay.

We had eighteen (18) Motor Vehicle Accidents with  $\mathbf{Two}$  (2) civilian fatalities and  $\mathbf{NO}$  firefighter injuries.

**We** completed six (6) fire and life safety inspections this month.

We interviewed one potential volunteer. He subsequently was exposed to Covid and stated he would be in touch when he felt better.

I have completed three (3) plan reviews with no comments to Josephine County.

I attended the IVFROG, IAAI, and the Rogue Valley Fire Prevention Coop meetings on the prevention side. I also attended the Josephine County Operations Group meeting.

The reception area project is nearly completed. We are just waiting on a few parts

Any questions????

May 2023

 May 2023
 June 2023

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 SuMo TuWe Th Fr Sa

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# Maintenance Report April 2023

8931 Rescue Truck: Replace rear brake pads, rear calipers, and rear rotors.

8904 Engine: Service DPF filter system.

8977 Command SUV: Engine swap, replace water pump, power steering pump, rear and front brake pads, rear rotors, and rear brake calipers.

Fill Rural Metro air cascade systems at Station 1, 2, and 4.

Recalibrate air trailer.

8974 ½ week vacation 8953 week vacation

# BEFORE THE BOARD OF DIRECTORS STATE OF OREGON, COUNTY OF JOSEPHINE ILLINOIS VALLEY RURAL FIRE PROTECTION DISTRICT

**RESOLUTION NO. 23-04** 

#### 2022-2023 SUPPLEMENTAL BUDGET

**WHEREAS**, Oregon Revised Statute 294.471 allows for a supplemental budget when an unforeseen situation occurs that requires a change in financial planning, and

**WHEREAS**, the unanticipated receipt of \$6,700 from Department of Public Safety Standards and Training & \$22,105 from Josephine County Community Benefit Funding & \$2050 from FM Global meets the requirements established by ORS 294.471, and

WHEREAS, providing this contractual service was unplanned and unforeseen; and

**WHEREAS**, Illinois Valley Rural Fire Protection District intends to expend some or all the funds made available as a result of the above noted receipt,

Be it RESOLVED, therefore, that the Illinois Valley Rural Fire Protection District supplements the 2022-2023 budget as follows:

Resources: Department of Public Safety Standards and Training \$ 6,700

Josephine County \$22,105 FM Global \$2,050

Be it further RESOLVED that the following changes are made to the 2022-2023 appropriations:

Amount:

Capital Outlay \$ 28,805

Materials & Services \$ 2,050

Total Appropriations \$30,855.00

**NOW, THEREFORE**, Be it resolved that the Board of Directors of the Illinois Valley Rural Fire Protection District authorizes the acceptance of said Contractual funds - in the sum of \$30,855.00 - and to increase said 2022-2023 Budget by same, specifically funding as noted above.

**ADOPTED** and **Attested** by the Board of Directors of the Illinois Valley Rural Fire Protection District on this 8th day of May, 2023.

Bøard President – Jerry Lamb

Secretary to the Board - Cheryl Johnson



681 Caves Highway Cave Junction, OR 97523

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www.ivfire.com

April 17, 2023

Board of Directors Illinois Valley Fire District

RE: Annexation of property into Fire District

Board Members:

James Williams & Gwynne Williams of 310 Ekoa Pl, Wailuku, HI 96793, owner of the property at 158 Hogue Dr, Map 38-08-15 TL 101, would like to annex their property 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.

Respectfully,

Kamron Ismaili Deputy Chief

Operations / Prevention

Illinois Valley Fire District

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

www.ivfire.com

May 2, 2023

Board of Directors Illinois Valley Fire District

RE: Annexation of property into Fire District

Board Members:

Jason Early & Jacqueline Early of 730 Cambridge Ct, Tracy, CA 95377, owner of the property at \* O'Brien Rd, Map 40-08-19 TL 1000, would like to annex their property 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.

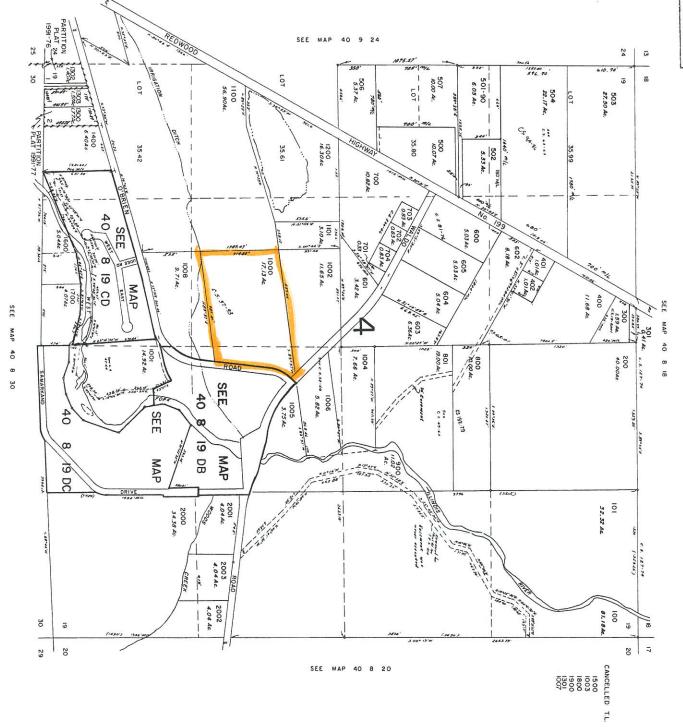
Respectfully,

Kamron Ismaili Deputy Chief

Operations / Prevention

Illinois Valley Fire District

1"=400



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# Illinois Valley RFPD Profit & Loss Budget vs. Actual July 2022 through May 2023

	Jul '22 - May 23	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
4010-00 · Current Taxes	1,406,412.02	1,477,482.00	-71,069.98	95.19%
4020-00 · Prior Taxes	21,976.45	20,000.00	1,976.45	109.88%
4030-00 · Other Tax Offsets	-3,971.68			
Total 4630-00 · INTEREST INCOME	20,326.97	1,000.00	19,326.97	2,032.7%
Total 4710-00 · Miscellaneous	131,147.50	123,248.33	7,899.17	106.41%
4712-00 · Explorers Savings	6,527.51			
4800-70 · Transfer Out - General Fund	0.00	5,000.00	-5,000.00	0.0%
Total Income	1,582,418.77	1,626,730.33	-44,311.56	97.28%
Gross Profit	1,582,418.77	1,626,730.33	-44,311.56	97.28%
Expense				
Total 5000-00 · Personal Services	1,190,093.79	1,674,618.33	-484,524.54	71.07%
Total 6000-02 · Materials & Services	356,199.74	578,133.00	-221,933.26	61.61%
Total 7000-03 · Capital Outlay	38,404.31	98,155.00	-59,750.69	39.13%
7950-03 · Contingency Fund	0.00	40,000.00	-40,000.00	0.0%
Total 8000-04 · Debt Service/Lease Purchase Agr	51,495.94	58,794.00	-7,298.06	87.59%
8000-46 · Loan Fees	3,043.85			
Total Expense	1,639,237.63	2,449,700.33	-810,462.70	66.92%
Net Ordinary Income	-56,818.86	-822,970.00	766,151.14	6.9%
Other Income/Expense				
Other Income				
Total BOND INDEBTEDNESS	201.23			
4040-00 · Levy Funds				
Total 4040-00 · Levy Funds	381,862.48	395,028.00	-13,165.52	96.67%
9000-10 · Bond Taxes - Prior	2,704.98			
9000-11 · Bond Taxes	164,108.78			
Total Other Income	548,877.47	395,028.00	153,849.47	138.95%
Other Expense				
Total BOND INDEBTEDNESS FUND	172,550.00	175,100.00	-2,550.00	98.54%
Total Other Expense	172,550.00	175,100.00	-2,550.00	98.54%
Net Other Income	376,327.47	219,928.00	156,399.47	171.11%
	319,508.61	-603,042.00	922,550.61	-52.98%