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

October 16, 2023

- 1. Call meeting to order (silence phones)
- 2. Flag Salute (remove hats)
- 3. Roll Call
- 4. Review of September 11, 2023 minutes
- 5. Staff Reports
 - Fire Chief Holmes
 - Deputy Chief Gavlik
 - Deputy Chief Ismaili No report; bereavement leave
 - Div. Chief Sherman
- 6. New Business:
 - Annexations:
 - Gary Rosenthal & Cindy LaCrone of 976 Deer Creek Rd. would like to annex .88 acres for a total of 5.88 acres.
 - o Michael Schieffer of 3358 Rockydale Rd. would like to annex 5.06 acres for a total of 10.06 acres.
 - Quarterly Drug Testing
 - Ethan Lane City of Cave Junction Liaison
- 7. Old Business:
- 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 November 13, 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

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



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 October 16, 2023

President Richard Bouchard called the meeting to order at 4pm. Director Bouchard led the Flag Salute.

PRESENT: Chief Holmes, Dep. Chief Gavlik, Div. Chief Paul, Div. Chief Sherman, Paula LeMasters, Lt. Goo, FF LeMasters, **VOLUNTEERS:** Steve Corwin, Judy Epperly, Jenny Vetter, Ryan Hartman

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

REVIEW OF PREVIOUS MEETING MINUTES: Motion made by Director Michelle Binker to accept the September 11, 2023 minutes as submitted; and seconded by Director Richard Bouchard. Motion passed, unanimous.

STAFF REPORTS CHIEF HOLMES:

• New Items:

 Lt. Ismaili's memorial service will be held on 21 October 2023, at the Community Christian Academy (113 S. Caves Ave) at 2 p.m.

• Training:

- o NFPA-241 "A Tool for Subrogation" (Direct, demonstrative, documentary, opinion, hearsay, circumstantial and real).
- Non-Accidental Pediatric Trauma
- o IAAI "Courtroom Testimony & Demeanor"
- o SDAO State and Local Cyber Grant Oregon's Plan
- Homaltro Vehicle Extrication Technician Training (Dept., Rural Metro, Grants Pass Fire, and Wolf Creek Fire in attendance)

• Fire Defense Board Items:

 Elections will be coming out for the FDBC/Alternates. Looks like I will remain the FDBC for JoCo, for another two years.

• OSFM – Blue Team

Attached is my Mobilization Evaluation from the Golden Fire.

• New Meetings Attended:

- o Asante Three Rivers MCI Drill Planning/Evaluator (Actual Drill on Oct 6)
- Attended the Josephine County Commissioners Fire District Formation Town Hall Meeting at the North Valley High School. Informative, but not sure where this will go with the current Josephine County Commissioners.
- IV-FROG (Illinois Valley Fire Resiliency Oversight Group) had their yearly public meeting, hosted at Station 3. Great turnout of people, and thank you to Director Johnson for being in attendance.

- On-going and Informative Meetings:
 - o Attended the Quarterly EMS Advisory BOD Meeting
 - O Attended the Oregon Fire Chief Association meeting (Online)
 - o Attended the Rogue Valley Fire Chief's Association Meeting (In-Person)
 - O Attended the Cave Junction City Council Meeting (In-Person and online))
 - Attended the Applegate Fire District BOD meeting (Online)
 - Attended the Fire Standards Meeting (Online)
 - Attending the Josephine County Commissioner's Weekly Meetings (Online and In-Person)
 - o Attended the quarterly JoCo Pre-Hospital Care Curriculum Meeting (Online)
 - O Attended the Cave Junction Chamber of Commerce (Online)
- The Christmas Party will be held December 9th. The board is asked to solicit raffle prizes.
- The Business Oregon/IVFD Water Hydrant and Sewer project is progressing. Will be looking for a grant administrator.

Director Cheryl Johnson made a motion to grant Chief Holmes signatory authority on all Hydrant/Sewer project documents with board oversight. Seconded by Director David Darnell. Motion passed unanimously. Michelle Binker requested to be appraised real-time on the project and was supported by the board to work with Chief Holmes on the project.

DEP. CHIEF GAVLIK:

- Training building steel for fall protection and walkway reinforcement is ordered; light post
 conduit trenching is complete; light post bases are poured. Determining cost for installation
 of staircases and light posts.
- Hosting a NFPA Fire Officer I class in November for IVFD/outside agencies, Nov. 4 & 5
- Currently have three firefighters waiting for the winter fire academy in early 2024
- The Holmatro vehicle extrication training class was excellent. The instructor was happy to see that Rural Metro and Grants Pass FD as participants as well.
- Our Explorers participation is increasing two new members, with others asking, 7 in the post, 8 in the club
- Training classes this month will cover Mega Code, HazMat Refresher, DPSST Vehicle Fire Prop, and Forcible Entry.

DEP. CHIEF ISMAILI - no report, on leave

DIV. CHIEF SHERMAN:

- Logistics, vehicle and station maintenance report was provided, plus expanded on verbally; including the new flooring in the Admin conference room.
- CERT Training will be held Oct 23 through Nov 20 on Monday and Thursday evenings
- Div. Chief Sherman participated in the regional fire department chili cookoff at Medford District Station 5. He seemed to have the crowd favorite chili, just not the judges favorite.

ADMINISTRATOR PAUL: no report, financials provided.

NEW BUSINESS:

- Recommend two annexations request as follows:
 - o Gary Rosenthal & Cindy LaCrone, 976 Deer Creek Rd, Selma; .88 acres for a total of 5.88 acres
 - Michael Schieffer, 3358 Rockydale Rd., Cave Junction; 5.06 acres for a total of 10.06 acres

Motion made by Director Cheryl Johnson to approve the annexation requests, seconded by Director Michelle Binker. All in favor, motion passed unanimously.

• Quarterly Drug Testing: 06200, 72410, 86650, 49520, 06120, 31920, 37960

OLD BUSINESS: (none)

VIDEO: The video was an excellent review of September/early October.

PUBLIC COMMENT: (none)

BOARD COMMENT:

- Director Johnson expressed her sympathy to the Ismaili family as well as the IVFD family it is a loss for all of us. She also encouraged anyone interested in free confidential assistance to contact the Public Safety EAP. There is also our chaplaincy group that is available for support if needed. This is a very tough time for the IVFD family. Reach out for the support you need; it is available at no charge to you.
- Director Richard Bouchard also expressed his care and concern for everyone in the IVFD family and you do not have to go through this alone. Help is available if you ask for someone to listen.

The next regularly scheduled BOD meeting will be Monday, November 13, 2023 at 4:00pm at the Administration building, 681 Caves Hwy., Cave Junction, OR.

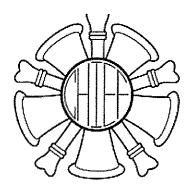
This meeting adjourned at 4:35pm.

Respectfully submitted,

Cheryl Johnson

Box 15

Board Secretary



Fire Chief Report

10.16.2023

• New Items:

• Lt. Ismaili's memorial service will be held on 21 October 2023, at the Community Christian Academy (113 S. Caves Ave) at 2 p.m.

• Training:

- NFPA-241 "A Tool for Subrogation" (Direct, demonstrative, documentary, opinion, hearsay, circumstantial and real).
- Non-Accidental Pediatric Trauma
- o IAAI "Courtroom Testimony & Demeanor"
- SDAO State and Local Cyber Grant Oregon's Plan
- Homaltro Vehicle Extrication Technician Training (Dept., Rural Metro, Grants Pass Fire, and Wolfcreek Fire in attendance)
- o SDAO Webinar "State and Local Cyber Grant Oregon's Plan"

• Fire Defense Board Items:

o Elections will be coming out for the FDBC/Alternates. Looks like I will remain the FDBC for JoCo, for another two years.

• OSFM – Blue Team

o Attached is my Mobilization Evaluation from the Golden Fire.

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 Hall Meeting at the North Valley High School. Informative, but not sure where
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- o Attended the quarterly JoCo Pre-Hospital Care Curriculum Meeting (Online)
- o Attended the Cave Junction Chamber of Commerce (Online)



OREGON STATE FIRE MARSHAL OVERHEAD PERSONNEL PERFORMANCE EVALUATION

INSTRUCTIONS: The immediate supervisor shall complete this form for each subordinate. This evaluation shall be reviewed with the subordinate, who will acknowledge such by signing at the bottom of the form. The supervisor shall deliver this form to the planning section before leaving the incident.

****THESERATINGS/ARE TO BE USED	DNLYF	OR DE				PERF	ORMANCE OF AN OVERHEAD TEAM MEMBER***		
1. Name (subordinate) Tith Holmes				4. Fire Name					
2. Home Unit (address)			5.	5. Location of Fire (complete address or nearest town)					
3. Overhead Team Position							Bonan 7a		
3. Overhead ream Position DILLS Trainee			6. 1	Date of	Assign	ment	,		
SE	MOV	erhe	ád Pe	rforn	nanc	From e Ev	alliation		
	T	T	1		T	1	Positive performance / general comments		
Rating Factors Place an "X" in the box that best describes the	ig i	Above Average	tony)vem	Unacceptable	rved	(attach additional sheets as needed)		
performance of the subordinate. * Deficiencies and areas for improvement must	Excellent	ê A	Satisfactory	l mg	ccep	Not Observed	Competent on faction		
be explained in remarks	, w	Abo	Sal	Needs Improvement	Una	Not	Considerations, Good		
7. Management Skills (Overall Rating)	1						leadership SKills,		
Professional approach to the job		7					Good Communications		
Decisions under stress			y				,		
Initiative			X				a good attitude		
Consideration for personnel welfare		X							
Attends all required meetings			X'	$\neg \dagger$					
Physical ability for the job			X						
Safety considerations			Х				i I		
Other (specify)					1	λ.			
Leadership Skills (Overall Rating)							* Deficiencies and areas for improvement		
Ability to obtain performance			Y		T	j'	(attach additional sheets as needed)		
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Assumes and maintains leadership role		,	9				team personnel to		
Other (specify)							Make direct Contacts,		
Communication (Overall Rating)							Could a house knowledge		
Attitude		\	<u> </u>				of OSEM LONE and		
Effective communication skills (oral & written)			X.				Could enhance knowledge of OSFM/ODF procedure, ecoms, etc.		
Other (specify)					1)	7 '	relative, forms, etc.		
. Technical Ability (Overall Rating)					-				
Knowledge of the job		X		****					
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Follows SFM procedures		V			1				
Other (specify)			1		1		POLY AND		
By signing below, the subordinate	ackno	wledg	es re	viewin	g the	cont	ents / comments on this form.		
Subordinate Evaluated (signature)		12.	Subor	Subordinate Evaluated (print name) 13. Date					
Evaluated By (signature) 15.	Evalua	l ated By	(print	Dame)	oh	12	16. ICS Position 17, Date		
JOHN HOLMES	7,	~ed	He	til			16. ICS Position 17. Date 7/27		

Illinois Valley Rural Fire Protection District Deputy Chief / Training Report



October 16, 2023



The steel for the fall protection and walkway reinforcement is ordered, also, the underground conduit drilling is done and the concrete area light post bases are poured. The next steps are to determine how much it will cost for an electrician and the heavy equipment rental to install the staircases and light posts.

I am working on hosting a Fire Officer I class scheduled for the beginning of next month. We have five interested personnel and the class will be opened up to outside agencies.

We currently have three firefighters waiting for the winter fire academy, which typically starts in early January.

There is an increasing number of kids interested in joining the Explorers; we had two new kids check out the program last week and a few more asked about the program by phone. Currently, there are seven active post members and eight in the club.

Training for this month will be covering areas of Mega Code, HazMat Refresher, DPSST's Vehicle Fire Prop, and Forcible Entry.

Respectfully Submitted by Jeff Gavlik, Deputy Chief



October Schedule 2023



Date	Training	Location	Instructor
10/3/2023	Association Meeting Mega Code	Admin Admin	President Gavlik
10/10/2023	HazMat Refresher	Sta. 1	Gavlik
10/17/2023	DPSST Vehicle Fire Prop	Sta. 1	Jones
10/24/2023	Forcible Entry	Sta. 1	Pfeiffer
10/31/2023	Halloween – No Training		

Note:

"Mega Code" will be our monthly medical continuing education for recertification; "HazMat Refresher" will be our annually required refresher training on hazardous materials; "DPSST Vehicle Fire" will be working with DPSST's vehicle fire prop and extinguishing a vehicle fire; "Forcible Entry" will be for practicing effective ways to gain entry into a structure.



October 2023

October 2023

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November 2023

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SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Oct 1 8952 A 8982 A Marler	2 8952 B 8983 B Meyer	3 8951 B 8983 B Meyer D Scaroni	4 8953 C 8981 C LeMasters	5 8951 C 8981 C LeMasters	6 8951 A 8982 A Marler	7 8951 A 8982 A Marler D Demuth
8 8951 B 8983 B Meyer	9 8952 B 8983 B Meyer	10 8954 C 8981 C LeMasters	11 8953 C 8981 C LeMasters	12 8951 A 8982 A Marler D Browman	13 8951 A 8982 A Marler D Norton	14 8951 B 8983 B Meyer D Demuth
15 8951 B 8983 B Meyer D Gavlik	16 8952 C 8981 C LeMasters	17 8954 C 8981 C LeMasters D Demuth D Scaroni	18 8953 A 8982 A Marler D Browman	19 8951 A 8982 A Marler	20 8953 B 8983 B Meyer D Gavlik	21 8953 B 8983 Off B Meyer B SC 8982 D Norton
22 8953 C 8981 C LeMasters	23 8952 C 8981 C LeMasters	24	25 8953 A 8982 A Marler D Browman	26 8954 B 8983 B Meyer	27 8952 B 8983 B Meyer N Mavity	28 8952 C 8981 C LeMasters DN Mavity
29 8952 C 8981 C LeMasters	30 8952 A 8982 A Marler	31 8951 A 8982 A Marler Off B SC Meyer	Nov 1	2	3	4

October 2023

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SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
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29 1 Hartman Kaspızak	30 1 Vetter Hartman Mitchell	31 1.Hartman Kasprzak Mitchell	Nov 1	2	3	4



Maintenance Report September 2023

8944 Water Tender: Replace front rims and tires.

8901 Engine: Add oil to front wheel hubs and replace rubber pads on ladder rack.

8941 Water Tender: Replace relay for pump control, exchange out fire extinguisher, and perform regen.

8931 Rescue Truck: Replace both radiators, service and safety inspection.

8954 Command SUV: Replace front bumper skin, install rear box, build shelf and install shelf in rear of

Vehicle, service and safety inspection.

8904 Engine: Run check and clear codes.

8960 Brush Truck: Replace batteries.

8902-8907 Engines: Exchange front tires.

Air Trailer: Replace leaking air hose from panel to tank and calibrate system.

Take air trailer to Rural Metro and fill their cascade systems.

Replace rope on training ladder.

Station 3: Pour pad for station generator and ground maintenance.

Station 4: Pour pad for station generator, mount soap dispensers, and ground maintenance.



681 Caves Highway Cave Junction, OR 97523

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

www.ivfire.com

September 12, 2023

Board of Directors Illinois Valley Fire District

RE: Annexation of property into Fire District

Board Members:

Gary Rosenthal & Cindy LaCrone of 836 SW Westwood Dr, Portland, OR 97239, owner of the property at 976 Deer Creek Rd, Map 38-08-12 TL 200, would like to annex .88 acres of their property into the Fire District for a total of 5.88 acres.

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.

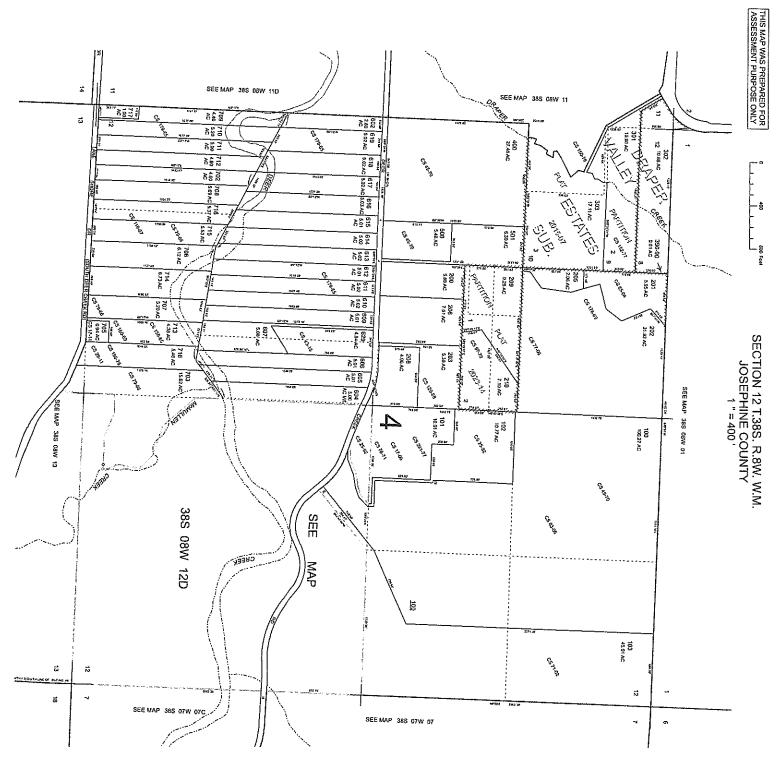
See map attached.

Respectfully,

Kamron Ismaili Deputy Chief

Operations / Prevention

Illinois Valley Fire District



38 08 12



681 Caves Highway Cave Junction, OR 97523

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

www.ivfire.com

October 2, 2023

Board of Directors Illinois Valley Fire District

RE: Annexation of property into Fire District

Board Members:

Michael A Schieffer of PO Box 695, Selma, OR 97538, owner of the property at 3358 Rockydale Rd, Map 40-08-03 TL 300, would like to annex 5.06 acres of their property into the Fire District for a total of 10.06 acres.

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.

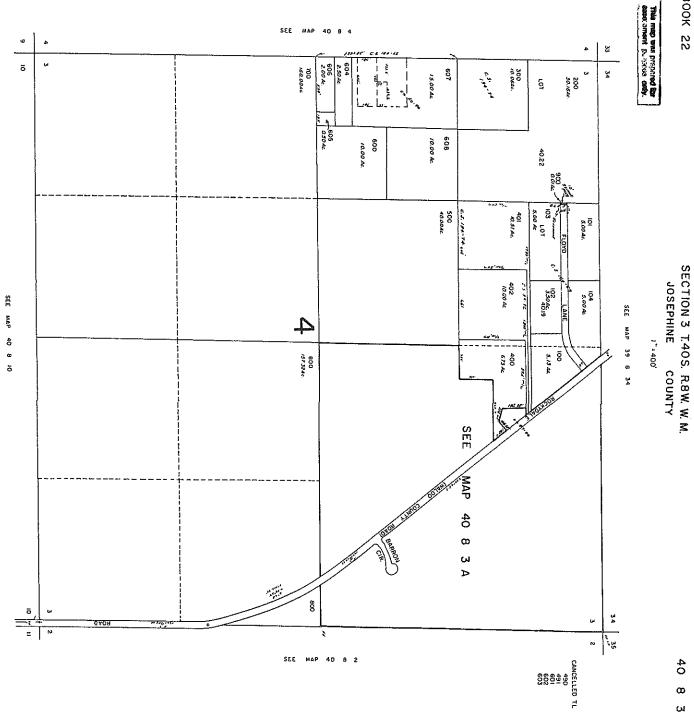
Respectfully,

Kamron Ismaili

Deputy Chief

Operations / Prevention

Illinois Valley Fire District



40 8 W

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7:14 AM 10/11/23 Cash Basis

Illinois Valley RFPD Profit & Loss Budget vs. Actual July through September 2023

Jul - Sep 23	Budget	\$ Over Budget	% of Budget
11,904.68	1,480,442.00	-1,468,537.32	0.8%
7,816.56	20,000.00	-12,183.44	39.08%
11,641.13	5,000.00	6,641.13	232.82%
20,042.34	2,243,066.00	-2,223,023.66	0.89%
928.15			
0.00	158,000.00	-158,000.00	0.0%
52,332.86	3,906,508.00	-3,854,175.14	1.34%
52,332.86	3,906,508.00	-3,854,175.14	1.34%
438,722.13	2,032,246.00	-1,593,523.87	21.59%
90,312.96	790,362.00	-700,049.04	11.43%
102,830.80	1,504,525.00	-1,401,694.20	6.84%
0.00	50,000.00		0.0%
		•	17.3.7.47
0.00	67,606.00	-67,606.00	0.0%
0.00	550.00	-550.00	0.0%
631,865.89	4,445,289.00	-3,813,423.11	14.21%
-579,533.03	-538,781.00	-40,752.03	107.56%
16.94			
2,017.31			
3,248.74	395,833.00	-392,584.26	0.82%
5,266.05	395,833.00	-390,566,95	1.33%
2,390.91			
7,673.90	395.833.00	-388.159.10	1.94%
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