

Illinois Valley Fire District

Board of Director - Regular Meeting Agenda

This meeting may be recorded

November 13, 2023

1. Call meeting to order (silence phones)

2. Flag Salute (remove hats)

3. Roll Call

4. Review of October 16, 2023 minutes

5. Staff Reports

- Fire Chief Holmes
- Deputy Chief Gavlik
- Deputy Chief Ismaili
- Div. Chief Sherman

6. New Business:

- Annexations: None
- Resolutions: None
- Personnel Manual Update
- Chief Holmes annual performance review - discussion
- 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 Directors 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 Directors today.)*
- Board Comment

10. Next scheduled BOD Meeting is December 11, 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



Illinois Valley Fire District

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Cave Junction, OR 97523
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Illinois Valley Fire District Board of Directors Meeting Minutes November 13, 2023

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

PRESENT: Chief Holmes, Dep. Chief Gavlik, Dep. Chief Ismaili, Div. Chief Sherman, Div. Chief Paul, Lt. Lane, FF Meyer **VOLUNTEERS:** Steve Corwin, Charlie Foutch

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

REVIEW OF PREVIOUS MEETING MINUTES: Motion made by Director Michelle Binker to accept the October 16, 2023 minutes as corrected; and seconded by Director David Darnell. Motion passed, unanimous.

STAFF REPORTS

CHIEF HOLMES:

- **New Items:**
 - IVFD was awarded “Fire District of the Year” by OFDDA. Thank you, Director Johnson.
 - Don’t forget about the IVFD Family Christmas Party on December 9th. (1400-1545 Santa and Mrs. Claus visit for kids and Banquet 1600-1800). This will be in the bay for Fire Station #1.
 - We will be supporting the Grants Pass Fire Rescue Department with a Letter of Support for a State Preparedness and Incident Response Equipment grant through the Oregon Department of Emergency Management for a wheeled Utility Terrain Vehicle (UTV).
 - Through The Fetch Foundation, and Deputy Chief Prince, through Rural Metro Fire, we have been given an additional two “Fido-Bags” (Pet Oxygen Kits).
- **Training:**
 - OFDDA Conference: (Ballot Measure Boot camp, First Responder Mental Health & Wellness, Engaging your community through social media, Budget Law for Special Districts, Cooperative Service Agreements, Mutual Aid/Shared Resources, Understanding BOLI Law to keep your district’s volunteer/intern/explorer programs in compliance, and Volunteer Recruitment and Retention.
 - Cyber Grant Webinar
- **Fire Defense Board Items:**
 - Elections have commenced, and I am the FDBC for Josephine County for the next three years.
- **OSFM – Blue Team**
 - Nothing to Report at this time.

New Meetings Attended:

- Attended the tax information meeting for the Josephine County Sheriff's Department.
- **On-going and Informative Meetings:**
 - Attended the Oregon Fire Chief Association meeting (In Person at the Conference)
 - Attended the Rogue Valley Fire Chief's Association Meeting (In-Person)
 - 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)
 - Attended the Cave Junction – Chamber of Commerce (Online)
 - Attended the Quarterly Rogue Valley PIO group meeting
 - Attended the International Association of Arson Investigators Monthly meeting
 - Attended one of the Grants Pass City Council Meetings
 - Attended the Quarterly JoCo EMS BOD Meetings
- Asked to participate in the OSFM Deputy State Fire Marshal interview process in Salem in December.

DEP. CHIEF GAVLIK:

- Training building exterior staircases are installed; roof reinforcement modifications done; light posts mounted. Determining cost for electrical work. Next will be fall protection railing, installing doors and windows, and modifying the interior layout.
- The NFPA Fire Officer I class went well with 9 students attending, 5 FF from IVFD.
- Currently have three firefighters waiting for the regional fire academy in early 2024, with two potential applications going through the process.
- Our Explorers re-charter process is beginning. Currently have 10 in the club, 7 in the post.
- Training classes this month will cover Reach Helicopter, Rope Systems, Incident Command/Size Up, and Driving Evaluation.

DEP. CHIEF ISMAILI

- For the month of October, we had a total of 113 calls: 22 public assist calls, 47 medical calls, 23 open burn/smoke investigation calls – multiple warnings and citations issued, 2 large vehicle fires, 1 grass fire, 1 structure fire, 17 motor vehicle accidents with no civilian fatalities and no firefighter injuries.

DIV. CHIEF SHERMAN:

- Logistics, vehicle and station maintenance report was provided, plus expanded on verbally; including additional work on the training structure.
- CERT training was canceled due to lack of enrollment. Looking to reschedule in the future.

ADMINISTRATOR PAUL: no report, financials provided.

NEW BUSINESS:

- Personnel Manual Update/Review: First reading at this meeting with the second reading and final corrections to be approved at the December 11, 2023 board meeting.
- Chief Holmes Annual Performance Review: His review is due to be completed by February 27, 2024. Chief's performance will be measured against the strategic plan, board initiatives, and leadership abilities. The board will hold an executive session at the January 2024 board

meeting, with a final evaluation (and possible executive session) at the February 2024 board meeting.

OLD BUSINESS: (none)

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

PUBLIC COMMENT: (none)

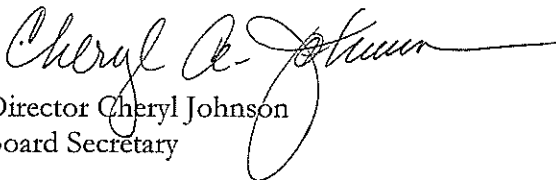
BOARD COMMENT:

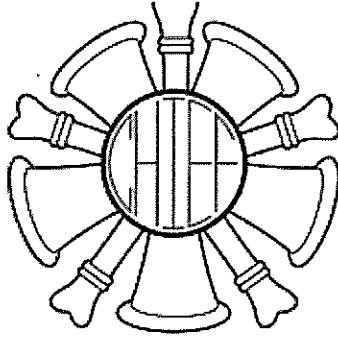
- Director Johnson thanked the board for their supporting her attendance at the OFDDA Conference in Seaside. It was a terrific conference with many excellent workshops.
- Director Bouchard thanked Dale Sandberg for his terrific video. He also urged everyone to be careful and do things correctly. Also, if you are needing help, see the Chief for assistance. He appreciates everyone's work and dedication.

The next regularly scheduled BOD meeting will be Monday, December 11, 2023 at 4:00pm at the Administration building, 681 Caves Hwy., Cave Junction, OR.

This meeting adjourned at 4:38pm.

Respectfully submitted,


Director Cheryl Johnson
Board Secretary



Fire Chief Report

11.13.2023

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Illinois Valley Rural Fire Protection District

Deputy Chief / Training Report

November 13, 2023



**ILLINOIS VALLEY
FIRE
DISTRICT**

The exterior staircases are up and the roof reinforcement modifications performed as well as the light posts are mounted. I met with an electrician to see what it would take to get the power out to the lights and training building and have a materials list made to see if enough money is available to continue moving forward with purchasing those supplies. The next steps are to build the fall protection railing, install the doors and windows, and modify the interior layout.

The Fire Officer I class went well with nine students in attendance. Thank you to Lt. Lane, FF LeMasters, FF Marler, FF Meyer, and FF Vetter for taking the time out of their schedules to attend this class.

The regional fire academy registration is now open and we have three people planning on attending, with a few more applications still in process.

It is that time of year again to start the re-charter process for the Explorer program and I am working on making sure that all of the leaders have their required training.

Training for this month will cover areas of Reach Helicopter, Rope Systems, Incident Command/Size Up, and Driving Evaluation.

Respectfully Submitted by Jeff Gavlik, Deputy Chief



November Schedule 2023



Date	Training	Location	Instructor
11/7/2023	Association Meeting	Admin	President
	Reach Helicopter	Airport	Gavlik
11/14/2023	Rope Systems	Sta. 1	Lane
11/21/2023	Incident Command/Size Up	Sta. 1	Goo
11/28/2023	Driving Evaluation	Sta. 1	Sherman

Note:

“**Reach Helicopter**” will be our monthly medical continuing education for recertification; “**Rope Systems**” will be for reviewing anchors, knots, rope care, and mechanical advantage systems; “**Incident Command/Size Up**” will be covering the role of the incident commander and the size-up communication process; “**Driving Evaluation**” will be for reviewing apparatus operator driving skills and capabilities.



Illinois Valley Fire Protection District

*Board of Directors Meeting
Operations/Prevention Notes
11/13/2023*

The shift schedule is attached.

For the month of October, we ran a total of 113 calls.

We had twenty-two (22) public assist calls. Lift assists, Gas leaks, Powerline Problems, Smoke & Fire Alarms, etc.

We had forty-seven (47) medical calls.

We had twenty-three (23) open burn/smoke investigation calls. There were multiple warnings and citations issued.

We had two (2) Large Vehicle Fires. The fires on Caves Highway and Holland Loop were undermined.

We had one (1) Grass fires. The fire on Dick George Rd was an escaped open burn. Occupants were cited.

We had one (1) Structure Fire. The structure fire on Stevenson was undetermined at this time. The origin of the fire was in the center of the room with no source of ignition nearby. During the investigation, we obtained some information that we have passed on to Oregon State Police for follow-up.

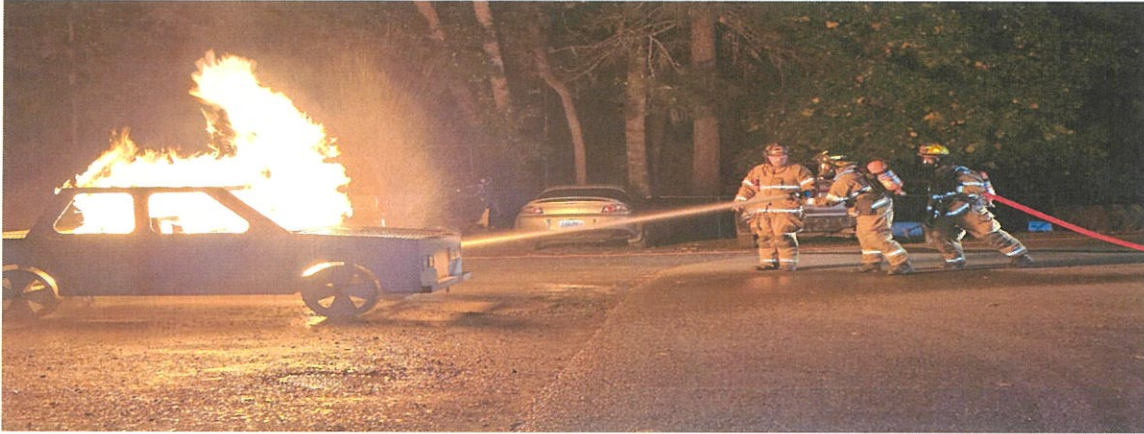
We had seventeen (17) Motor Vehicle Accidents with **NO** civilian fatalities and **NO** firefighter injuries.

Do you have any questions?

November 2023

November 2023							December 2023						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4						1	2
5	6	7	8	9	10	11	3	4	5	6	7	8	9
12	13	14	15	16	17	18	10	11	12	13	14	15	16
19	20	21	22	23	24	25	17	18	19	20	21	22	23
26	27	28	29	30			24	25	26	27	28	29	30
							31						

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



Maintenance Report October 2023

8931 Rescue Truck: 4-new rims, replace stabilizer bars, rebalance tires, rebuild rear slide unit, replace tie rod end and track bar, and front-end alignment.

8977 Command SUV: Replace hood struts and wiper blades.

8901 Engine: Replace front brake slack adjusters and repair attic ladder mount clamps.

8979 Truck: Repair taillights.

8951 Command SUV: Service and safety inspection.

8954 Command SUV: Replace wiper blades.

8911 Brush Truck: Replace in cab tank level lights.

Calibrate air trailer, replace 2 air fill hoses for bottle fill.

Hose and Ladder Testing completed.

Ground maintenance all stations.

Install metal roof on first floor and half of second floor of training building, install 3-stairways and platforms, prep 3rd floor roof for sheet steel, and place steel sheets on 2nd and 3rd floor roofs.

Assemble and install parking lot lights.

Station 3: Set generator and secure it to pad. Propane tank delivered and set up for generator.

Station 4: Station maintenance.

Illinois Valley RFPD

Profit & Loss Budget vs. Actual

July through October 2023

	Jul - Oct 23	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
4010-00 · Current Taxes	13,190.00	1,480,442.00	-1,467,252.00	0.89%
4020-00 · Prior Taxes	8,933.57	20,000.00	-11,066.43	44.67%
4630-00 · INTEREST INCOME				
Total 4630-00 · INTEREST INCOME	15,983.25	5,000.00	10,983.25	319.67%
4710-00 · Miscellaneous				
Total 4710-00 · Miscellaneous	40,458.27	2,243,066.00	-2,202,607.73	1.8%
4712-00 · Explorers Savings	1,492.60			
4850-00 · Proceeds, Sale of Fixed Assets	0.00	158,000.00	-158,000.00	0.0%
Total Income	80,057.69	3,906,508.00	-3,826,450.31	2.05%
Gross Profit	80,057.69	3,906,508.00	-3,826,450.31	2.05%
Expense				
5000-00 · Personal Services				
Total 5000-00 · Personal Services	566,432.23	2,032,246.00	-1,465,813.77	27.87%
6000-02 · Materials & Services				
Total 6000-02 · Materials & Services	122,205.23	790,362.00	-668,156.77	15.46%
7000-03 · Capital Outlay				
Total 7000-03 · Capital Outlay	105,896.55	1,504,525.00	-1,398,628.45	7.04%
7950-03 · Contingency Fund	0.00	50,000.00	-50,000.00	0.0%
8000-04 · Debt Service/Lease Purchase Agr				
Total 8000-04 · Debt Service/Lease Purchase Agr	13,589.06	67,606.00	-54,016.94	20.1%
8000-46 · Loan Fees	0.00	550.00	-550.00	0.0%
Total Expense	808,123.07	4,445,289.00	-3,637,165.93	18.18%
Net Ordinary Income	-728,065.38	-538,781.00	-189,284.38	135.13%
Other Income/Expense				
Other Income				
BOND INDEBTEDNESS				
Total BOND INDEBTEDNESS	18.56			
4040-00 · Levy Funds				
4040-20 · Levy Funds - Prior Year	2,017.86			
4040-50 · Levy Funds (2022)- current year	3,592.43	395,833.00	-392,240.57	0.91%
4040-60 · Levy Funds (2022)-Prior Year	297.58			
Total 4040-00 · Levy Funds	5,907.87	395,833.00	-389,925.13	1.49%
9000-10 · Bond Taxes - Prior	2,679.64			
Total Other Income	8,606.07	395,833.00	-387,226.93	2.17%
Net Other Income	8,606.07	395,833.00	-387,226.93	2.17%
	-719,459.31	-142,948.00	-576,511.31	503.3%