

Illinois Valley Fire District
Board of Director - Regular Meeting Agenda
This meeting may be recorded

December 11, 2023

1. Call meeting to order (silence phones)
2. Flag Salute (remove hats)
3. Roll Call
4. Review of November 13, 2023 minutes
5. Staff Reports
 - Fire Chief Holmes
 - Deputy Chief Gavlik
 - Deputy Chief Ismaili
 - Div. Chief Sherman
6. New Business:
 - Annexations: None
 - Resolutions: 23-10 Supplemental Budget
 - Ethan Lane – City of Cave Junction Liaison
7. Old Business:
 - Employee Handbook Update
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 January 8, 2024 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

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 December 11, 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. Pfeiffer, FF Marler, Paula LeMasters **VOLUNTEERS:** Q Lackey **GUESTS:** Ethan Lane

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 November 13, 2023 minutes as presented; and seconded by Director David Darnell. Motion passed, unanimous.

STAFF REPORTS

CHIEF HOLMES:

- **New Items:**
 - IVFD will be presenting Santa and Mrs. Claus to the Visitors Center next Saturday for the Chamber of Commerce.
 - I attended the OSFM Deputy State Fire Marshal Interview Panel.
 - Just invited to participate in the Grants Pass Fire interview panel.
- **Training:**
 - Attended training on “Gauging Your Grant-Readiness”
 - Attended training on “How changes in the new NFPA standards for turnout gear and SCBA will affect the fire service”
 - Attended training on “Best Practices to Streamline Your Training Program in 2024”
 - Attended the Josephine County Information Session Resilience Hub Grant Funding. It was regarding HB3409, section 86. \$10M funding to support the needs of communities.
 - Attended the Josephine County Emergency Health Information and Warning Discussions.
 - Attended in person the DPSST Director’s Oregon Fire Service Chiefs Round Table in Sun River. Well attended and the information was valuable to all fire departments/districts, and look forward to possible changes in the next year.
- **Fire Defense Board Items:**
 - I am currently in the running for Secretary/Treasurer of the Rogue Valley Fire Chief’s Association and will know more at the December Luncheon that Deputy Chief Ismaili and I will be attending.
- **OSFM – Blue Team**
 - Mandatory OSFM Training January 16-17 in Bend OR.

- **New Meetings Attended:**
 - Attended the Applegate Fire District “Levy After Action Report” with DC Ismaili. Very informative and I will share more information when we sit down for our levy process.
- **On-going and Informative Meetings:**
 - Attended the Oregon Fire Chief Association meeting (Online)
 - Attended the Rogue Valley Fire Chief’s Association Meeting (In-Person)
 - Attended Applegate FD BOD Meeting (Online)
 - Attended the Cave Junction City Council Meeting (In-Person)
 - Attending the Josephine County Commissioner's Weekly Meetings (Online)
 - Attended the Cave Junction – Chamber of Commerce (Online)
 - Attended the International Association of Arson Investigators Monthly meeting (Online)
 - Attended one of the Grants Pass City Council Meetings (Online)
 - Attended the Rogue River Fire District BOD meeting (Online)
- Attended the IAAI Meeting (Online)
- Asked to participate in the OSFM Deputy State Fire Marshal interview process in Salem in December.
- Looking to partner with a grant writer – their payment would come from successfully funded grants.

DEP. CHIEF GAVLIK:

- Training building: installed two man doors; purchased the remaining electrical supplies, and begun building the fall protection railings.
- Currently have two firefighters registered for the regional fire academy in early 2024 (January and February), with two or three potential applications being processed.
- Working with DPSST to coordinate trainings for 2024.
- The Explorers charter renewal process is complete. Currently have 10 in the club, 8 in the post. Can and bottle recycle fundraiser scheduled for 1/13/24.
- Training classes this month will cover Environmental Emergencies, Winter Driving, Fire Behavior, and Fire Extinguishers.

DEP. CHIEF ISMAILI

- For the month of October, we had a total of 106 calls: 18 public assist calls, 52 medical calls, 21 open burn/smoke investigation calls – multiple warnings and citations issued, 1 large vehicle fire, 1 structure fire, 10 motor vehicle accidents with no civilian fatalities and no firefighter injuries.
- Installed 27 smoke alarms (in six homes) within the district.
- Completed 23 fire and life safety inspections.
- Attended the JoCo Operations Group and IAAI meeting.
- Currently negotiating two intergovernmental agreements with the City of Cave Junction – trade of services and the completed water and sewer system.

DIV. CHIEF SHERMAN:

- Logistics, vehicle and station maintenance report was provided, plus expanded on verbally; including additional work on the training structure.

ADMINISTRATOR PAUL: no report, financials provided.

NEW BUSINESS:

- Resolution #23-10 – 2023/2024 Supplemental Budget in the amount of \$131,850.28:
 - Oregon State Fire Marshal - \$15,410.28
 - U.S. Forest Service - \$100,440.
 - Six Rivers National Forest - \$16,000.

Motion made by Director Cheryl Johnson to accept the funding to supplement the budget as presented; and seconded by Director Jerry Lamb. Motion passed, unanimous.

- Ethan Lane – City of Cave Junction offered that the City of Cave Junction will be considering regulations on signage standards within the city limits.

OLD BUSINESS: (none)

- Personnel Manual Update/Review: We are reviewing the proposed SDAO personnel manual and modifying to work with our policies as they apply.

PUBLIC COMMENT: (none)


BOARD COMMENT:

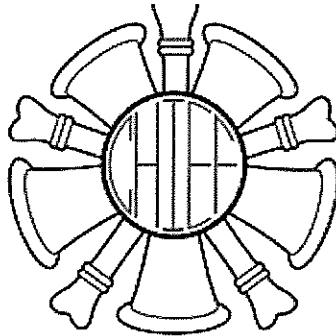
- Director Darnell wished everyone a Merry Christmas
- Director Lamb thanked everyone who put on the banquet, with kudos for a great job! It is one of the better banquets that he has attended.
- Director Johnson apologized for not being able to attend the Awards Banquet and congratulated all who were recognized. She also encouraged board members to attend the SDAO Conference in Seaside in February 2024. It is a terrific conference with many excellent workshops.
- Director Bouchard recognized everyone involved in the banquet, and the recognition of those that were awarded. Chief Holmes thanked all of the donors that offered prizes for the banquet: Napa Auto Parts, Seven Feathers, Field's Home Improvement, Chevron, IV Building Supply, and Bigfoot Auto

The next regularly scheduled BOD meeting will be Monday, January 8, 2024 at 4:00pm at the Administration building, 681 Caves Hwy., Cave Junction, OR.

This meeting adjourned at 4:36pm.

Respectfully submitted,


Director Cheryl Johnson
Board Secretary



Fire Chief Report

12.11.2023

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 - *Attended the International Association of Arson Investigators Monthly meeting (Online)*
 - *Attended one of the Grants Pass City Council Meetings (Online)*
 - *Attended the Rogue River Fire District BOD meeting (Online)*
 - *Attended the IAAI Meeting (Online)*



Illinois Valley Rural Fire Protection District

Deputy Chief / Training Report

December 11, 2023



**ILLINOIS VALLEY
FIRE
DISTRICT**

The rainy weather has hampered our ability to work on the training building as much as I would have liked. However, we were able to install two man doors, purchase the remaining electrical supplies and started building the fall protection railings.

So far, we have two people registered for the upcoming RITA fire academy and still have two applications being processed. The academy will run from January 6th through February 24th.

I completed the Explorer charter renewal process for another year with ten members in the club and eight members in the post. Their next can & bottle return fundraiser is scheduled for January 13, 2023.

Training for this month will cover areas of Environmental Emergencies, Winter Driving, Fire Behavior, and Fire Extinguishers.

Respectfully Submitted by Jeff Gavlik, Deputy Chief



December Schedule 2023



Date	Training	Location	Instructor
12/5/2023	Association Meeting	Admin	President
	Environmental Emergencies	Admin	Gavlik
12/12/2023	Winter Driving	Sta. 1	Pfeiffer
12/19/2023	Fire Behavior/Fire Extinguishers	Sta. 1	Lane
12/26/2023	No Scheduled Training		

Note:

“**Environmental Emergencies**” will be our monthly medical continuing education for recertification; “**Winter Driving**” will be for reviewing how to install tire chains, avoid braking/corner skids, and driving considerations for the road conditions; “**Fire Behavior/Fire Extinguishers**” will be reviewing fire behavior and its predictability as it relates to the structure and the use of fire extinguishers; “**No Scheduled Training**”.



Illinois Valley Fire Protection District

Board of Directors Meeting Operations/Prevention Notes 12/11/2023

The shift schedule is attached.

For the month of October, we ran a total of 106 calls.

We had eighteen (18) public assist calls. Lift assists, Gas leaks, Powerline Problems, Smoke & Fire Alarms, etc.

We had fifty-two (52) medical calls.

We had twenty-one (21) open burn/smoke investigation calls. There were multiple warnings and citations issued.

We had one (1) Large Vehicle Fire. The fire on West Side Rd was undetermined. But this location on Westside Road is known for drop-off vehicle fires.

We had one (1) Structure Fire. The structure fire on Kirkham Road was undetermined at this time. The fire and the bedroom had multiple sources of ignition nearby. However, during the investigation, we obtained additional information that we have passed on to the Oregon State Police for follow-up.

We had ten (10) Motor Vehicle Accidents with **NO** civilian fatalities and **NO** firefighter injuries.

We have installed twenty-seven (27) smoke alarms within the district.

We completed twenty-three (23) fire and life safety inspections.

I attended the Josephine County Operations Group meeting.

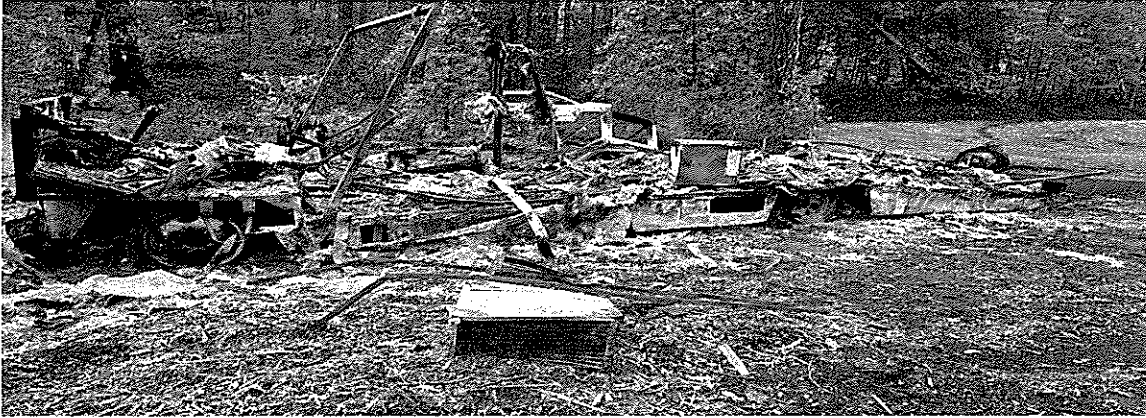
We are currently in negotiations with the city of Cave Junction to come up with two intergovernmental agreements. The first agreement is a trade of services and the second agreement is the takeover of the water and sewer system after it has been completed.

Do you have any questions?

December 2023

December 2023							January 2024						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
					1	2		1	2	3	4	5	6
3	4	5	6	7	8	9	7	8	9	10	11	12	13
10	11	12	13	14	15	16	14	15	16	17	18	19	20
17	18	19	20	21	22	23	21	22	23	24	25	26	27
24	25	26	27	28	29	30	28	29	30	31			
					31								

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Nov 26	27	28	29	30	Dec 1	2
					8954 B 1 LT Lane B Meyer D Browman D Hartman Called Off D Scaroni	8954 B 1 LT Lane 12hr Tpm B LeMasters 12hr Tam B Meyer
3	4	5	6	7	8	9
8954 C 1 LT Goo C LeMasters D Jarrett	8952 C 1 LT Goo C LeMasters T Off C Pfeiffer T N Vetter	8954 A 1 LT Pfeiffer A Marler D Demuth	8953 A 1 LT Pfeiffer A Marler	8954 B 1 LT Lane B Meyer D Beck Explorer D Demuth	8954 B 1 LT Lane B Meyer D Norton	8954 C 1 LT Goo C LeMasters D Jarrett N Hartman
10	11	12	13	14	15	16
8954 C 1 LT Goo C LeMasters D Mitchell	8952 A 1 LT Pfeiffer A Marler	8954 A 1 LT Pfeiffer A Marler	8953 B 1 LT Lane B Meyer	8951 B 1 LT Lane B Meyer D Beck Explorer D Hartman N Vetter	8953 C 1 LT Goo C LeMasters D Norton	8953 C 1 LT Goo C LeMasters D Demuth
17	18	19	20	21	22	23
8953 A 1 LT Pfeiffer A Marler D Browman	8954 A 1 LT Pfeiffer A Marler	8954 B 1 LT Lane B Meyer D Mitchell	8951 B 1 LT Lane B Meyer D Norton	8953 C 1 LT Goo Off C 1 SC LT Lane C LeMasters D Beck Explorer D Kasprzak N Hartman	8952 C 1 LT Goo Off C 1 SC LT Pfeiffer C LeMasters D Gavlik Explorer D Gavlik M N Mavity	8952 A 1 LT Pfeiffer A Marler DN Mavity
24	25	26	27	28	29	30
8952 A 1 LT Pfeiffer A Marler	8952 B 1 LT Lane B Meyer	8954 B 1 LT Lane B Meyer	8954 C 1 LT Goo C LeMasters	8951 C 1 LT Goo C LeMasters D Beck Explorer D Kasprzak N Vetter	8954 A 1 LT Pfeiffer A Marler D Gavlik Explorer D Gavlik M	8954 A 1 LT Pfeiffer A Marler D Hartman
31	Jan 1, 24	2	3	4	5	6
8954 B 1 LT Lane B Meyer D Browman						



Maintenance Report November 2023

8931 Rescue Truck: Repair wiring to marker lights, replace low beam headlights, and replace siren speaker.

8911 Brush Truck: Service primer handle, adjust pump packing, and secure hand tools in compartment.

8954 Command SUV: Replace water pump, thermostat, rotate tires, service engine and transmission, safety inspection, and replace low beam headlights.

8952 Command SUV: Replace starter and safety inspection.

8974 Service Truck: Replace glow plug relay.

8979 Support Van: Replace solenoid for emergency lights.

8901 Engine: Temporary repair on pole light.

8932 Rescue SUV: Replace hood struts.

8977 Command SUV: Repair wiring in center console.

8951 Command SUV: Replace belt tensioner and serpentine belt.

Pump testing complete.

Training Building: Finish welding flooring on roof and install 2- man doors.

Station 1: Replace light tubes in stairwell.

Station 3: Dig ditch for electrical wiring for the generator.

Station 4: Set generator on pad and secure it. Move truck box out of station bay.

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

RESOLUTION NO. 23-10

2023-2024 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 \$15,410.28 from Oregon State Fire Marshal, \$16,000.00 from Six Rivers National Forest and \$100,440.00 from the US Forest Service 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 2023-2024 budget as follows:

Resources:	Oregon State Fire Marshal	\$15,410.28
	US Forest Service	\$100,440.00
	Six Rivers National Forest	\$16,000.00

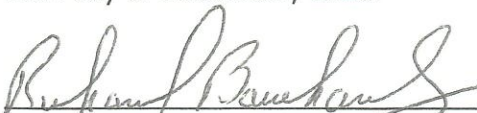
Be it further RESOLVED that the following changes are made to the 2022-2023 appropriations:

	Amount:
Personal Services	\$ 60,400.00
Capital Outlay	\$ 46,450.28
Materials & Services	\$ 25000.00

Total Appropriations \$131,850.28

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 \$131,850.28 - and to increase said 2023-2024 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 11th day of December, 2023.


Board President – Richard Bouchard


Secretary to the Board – Cheryl Johnson

Illinois Valley RFPD Profit & Loss Budget vs. Actual

July through November 2023

	<u>Jul - Nov 23</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
4010-00 · Current Taxes	978,711.88	1,480,442.00	-501,730.12	66.11%
4020-00 · Prior Taxes	12,875.88	20,000.00	-7,124.12	64.38%
4030-00 · Other Tax Offsets	18.42			
4630-00 · INTEREST INCOME				
Total 4630-00 · INTEREST INCOME	20,592.95	5,000.00	15,592.95	411.86%
4710-00 · Miscellaneous				
Total 4710-00 · Miscellaneous (grant)	166,589.16	2,243,066.00	-2,076,476.84	7.43%
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	<u>1,180,280.89</u>	<u>3,906,508.00</u>	<u>-2,726,227.11</u>	<u>30.21%</u>
Gross Profit	1,180,280.89	3,906,508.00	-2,726,227.11	30.21%
Expense				
5000-00 · Personal Services				
Total 5000-00 · Personal Services	756,658.28	2,032,246.00	-1,275,587.72	37.23%
6000-02 · Materials & Services				
Total 6000-02 · Materials & Services	156,169.74	790,362.00	-634,192.26	19.76%
7000-03 · Capital Outlay				
Total 7000-03 · Capital Outlay	108,626.55	1,504,525.00	-1,395,898.45	7.22%
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	55,195.94	67,606.00	-12,410.06	81.64%
8000-46 · Loan Fees	550.00	550.00	0.00	100.0%
Total Expense	<u>1,077,200.51</u>	<u>4,445,289.00</u>	<u>-3,368,088.49</u>	<u>24.23%</u>
Net Ordinary Income	103,080.38	-538,781.00	641,861.38	-19.13%
Other Income/Expense				
Other Income				
BOND INDEBTEDNESS				
Total BOND INDEBTEDNESS	18.56			
4040-00 · Levy Funds				
Total 4040-00 · Levy Funds	265,114.59	395,833.00	-130,718.41	66.98%
9000-10 · Bond Taxes - Prior	3,133.41			
Total Other Income	<u>268,266.56</u>	<u>395,833.00</u>	<u>-127,566.44</u>	<u>67.77%</u>
Other Expense				
Capital Projects Fund - Expense				
Total Capital Projects Fund - Expense	0.00	0.00	0.00	0.0%
Total Other Expense	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.0%</u>
Net Other Income	<u>268,266.56</u>	<u>395,833.00</u>	<u>-127,566.44</u>	<u>67.77%</u>
	<u><u>371,346.94</u></u>	<u><u>-142,948.00</u></u>	<u><u>514,294.94</u></u>	<u><u>-259.78%</u></u>