

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

March 11, 2024

1. Call meeting to order (silence phones)
2. Flag Salute (remove hats)
3. Roll Call
4. Review of February 12, 2024 minutes
5. Staff Reports
 - Fire Chief Holmes
 - Deputy Chief Gavlik
 - Deputy Chief Ismaili
 - Div. Chief Sherman
6. New Business:
 - Annexations:
 - Leslie D Myers of 4609 Reeves Creek Rd. – 115.15 additional acres for a total of 120.15 acres
 - Molly and Kiley Kitchens of 3454 Deer Creek Rd. – 5 additional acres for a total of 10 acres
 - Molly and Kiley Kitchens of 3446 Deer Creek Rd. – 40 acres for a total of 40 acres
 - Dale Peters of *Caves Hwy (39-08-26 TL 200) – 20 acres for a total of 20 acres
 - Dale Peters of *Caves Hwy (39-08-27 TL 104) – 24.35 acres for a total of 24.35 acres
 - Mona Staehr & Charles Mitchell of 2301 Reeves Creek Rd. – 5.06 acres for a total of 5.06 acres
 - Walter LaPierre & Donna LaPierre Brown of 2845 Rockydale Rd. – 83.73 acres for a total of 83.73 acres
 - Resolutions: 24-01
 - Ethan Lane – City of Cave Junction Liaison
 - Fire Chief spending limit
7. Old Business: None
8. 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
9. Next scheduled BOD Meeting is April 8, 2024 at 4:00 pm. at Admin Bldg.
10. 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 March 11, 2024

President Richard Bouchard called the meeting to order at 4pm and led the flag salute.

PRESENT: Chief Holmes, Asst. Chief Ismaili, Dep. Chief Gavlik, Div. Chief Sherman, Div. Chief Paul, Lt. Pfeiffer, FF Meyer, FF LeMasters, FF Marler, Paula LeMasters, Tom McCauley

VOLUNTEERS: Judy Epperly, Charlie Foutch, Q Lackey, Josh Kasprzak, Harlan Browman, Blake Brown, Christopher Conrad, Rain Mars, Jenny Vetter **GUESTS:** Ethan Lane, Donamuree Holmes, Liz Costa, Ally Browman, Joseph Conrad, Sadie Conrad, Lou Peterson

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

REVIEW OF PREVIOUS MEETING MINUTES: Motion made by Director Michelle Binker to accept the February 12, 2024 minutes as corrected; and seconded by Director Jerry Lamb. Motion passed, unanimous.

STAFF REPORTS

CHIEF HOLMES:

- **New Items:**
 - Chief Steve McClintock from the Harbor Fire District in Brookings, has asked that I assist with the Fire Chief Panel interviews for new applicants. More details to come when the announcement closes in April.
 - As you can see from the schedule, the Duty Officers are on the ABC shift, working along the same crews each shift. So far, it is working out.
 - Deputy Chief Gavlik and I met with Rusty Riis from RCC, working out being involved with the Student Program for students who want to participate in IVFD while going through the fire academy/EMT courses. We will be sitting on the interview panels in months to come. It might be a slow start, but we will do our part for the high school to sell it to students.
 - The new “to-us” 8906 Engine will be delivered sometime during the week of March 18th, and then once it is registered and stickered, it will be placed into service before the fire season. This was part of the three-way trade with Williams FD and Applegate FD. (See pictures provided)
 - Attended the ASA County Commissioners Meeting in person, at the request of AMR Director Dave Matthews, to assist in the discussion of the contract with the Commissioners. No major issues and the Commissioners will wait for the approval, until the EMS BOD votes for the ASA at a special meeting.
- **Training:**
 - EMS Report Writing
 - Leadership

- Fire Investigations on electric vehicles
- **Fire Defense Board Items:**
 - State Training will be held on April 29 in Bend, and I plan to attend. This will also be the week of the Oregon Fire Chiefs Meetings in the same area (May 1-3).
- **OSFM – Red Team:**
 - IMT training is being held Mar 13-15 in Bend, which I plan to attend.
- **New Meetings Attended:**
 - I was invited to the Fire Officer 4 Informal meet and greet with the instructors and other Chief Officers to collaborate and gain insight into the Executive Chief position. It was an honor to have been a part of this event.
 - I was also invited to the RITA Fire Academy Graduation/Dinner, where I had the privilege of being with all our newest recruits and others around the Rogue Valley.
 - Thank you to Director Binker, I was invited as a guest to the Cave Junction Rotary Club, and I will be asking for acceptance into the group for a more permanent member.
- **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 the Cave Junction City Council Meeting (In-Person)
 - Attended the Fire Standards Meeting (Online)
 - Attending the Josephine County Commissioner's Weekly Meetings (Online)
 - Attended the International Association of Arson Investigators Monthly meeting (online)
 - Attended the Williams Fire District Board of Directors Meeting (online)
 - Attended the Jackson County #1(Rogue River FD) Board of Directors Meeting (online)
 - Attended the Applegate Fire District BOD meeting (Online)
 - Attended the CJ Chamber of Commerce Meeting (Online)
 - Attended the Safe House Alliance BOD meeting (Online)
- **Request:**
 - I have been looking at purchasing vehicles (Command and Fire Apparatus), up to and including auctions. With some auctions, there is a timeline associated, and sometimes, a district board meeting won't wait. I would like to ask for approval of purchasing needed apparatus or command vehicles up to \$50,000, without having a meeting, however verbal approval of purchases through the Board President and Vice President.
- **Fire Recruits Pinning:**
 - Harlan Browman
 - Blake Brown
 - Christopher Conrad
 - Josh Kasprzak
 - Rain Mars
- Dep. Chief Ismaili was called to the podium where he was promoted to Assistant Chief.
- Chief Holmes shared that he submitted a grant request to AFG for PPE and SCBA's. He also submitted a grant to DSFM for Wildfire Upstaffing.

DEP. CHIEF GAVLIK:

- Training building: Moving forward slowly due to weather; interior staircases on the way.
- Five firefighters completed the regional fire academy at Applegate Fire.
- Working with RCC and IVHS to provide schooling to enhance our firefighter ranks.
- Rogue Girls Fire Camp is in its 4th year. We will be sending 2 of our explorers to participate.
- RITA potentially offering another SOWS wildland fire class in June 29-30, 2024.
- Dep. Chief Gavlik and Asst. Chief and Ismaili attended NFPA Fire Officer 4 in White City.
- Training classes this month will cover DPSST F.L.A.G. prop, Obstetrics, Search and Rescue, and Basement Fires.

ASST. CHIEF ISMAILI

- For the month of February, we had a total of 74 calls: 9 good intent/no incident calls; 13 public assist call, 39 medical calls, 7 illegal open burn/smoke investigation calls, 1 flue fire, 1 grass fire, 1 structure fire, 4 motor vehicle accidents with no civilian fatalities and no firefighter injuries. Assisted (mutual aid) on 1 structure fire.
- 248 acres were added to the district, which will increase our tax revenue by over \$1,600.
- We installed 7 smoke alarms.
- Completed 13 fire and life safety inspections.
- Attended the NFPA Fire Officer IV training.
- We have received one offer for Station 5, that was turned down, still on the market.
- Still negotiating with the City of Cave Junction for two intergovernmental agreements– trade of services and the completed water and sewer system.
- Will look into the disposal of battery operated devices and report back at the next meeting.

DIV. CHIEF SHERMAN:

- Logistics, vehicle and station maintenance report was provided in the board packet.
- Picked up 8945 in Prineville.
- The air trailer was busy and went to two mutual aid incidents.
- CERT class started last week and will go through April 1.

ADMINISTRATOR PAUL: no report, financials provided.

NEW BUSINESS:

- Recommend seven annexations request as follows:
 - Leslie Myers of 4609 Reeves Creek Rd., Selma – 115.15 acres for a total of 120.15 acres
 - Molly and Kiley Kitchens of 3454 Deer Creek Rd., Selma – 5 acres for a total of 10 acres
 - Molly and Kiley Kitchens of 3446 Deer Creek Rd., Selma – 40 acres
 - Dale Peters of *Caves Hwy (39-08-26 TL 200), Cave Junction – 20 acres
 - Dale Peters of *Caves Hwy (39-08-27 TL 104) , Cave Junction – 24.35 acres
 - Mona Staehr & Charles Mitchell of 2301 Reeves Creek Rd., Selma – 5.06 acres
 - Walter LaPierre & Donna La Pierre Brown of 2845 Rockydale Rd., Cave Junction – 83.73 acres

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

- Resolution 24-01 – Supplemental Budget to accept \$40,582.54 from U.S. Forest Service to be added to the Capital Outlay (\$30,582.54) and Materials & Services (\$10,000) budget lines.

Motion made by Director Cheryl Johnson to approve Resolution 24-01 to accept \$40,582.54 into the Capital Outlay and Materials & Services budget lines, seconded by Director Jerry Lamb. All in favor, motion passed unanimously.

- Ethan Lane – City of Cave Junction: Waiting for KOA to open on schedule this month. Nothing further as of right now with the Junction Inn.
- Chief John Holmes asked the board for spending authority of up to \$50,000 without having to wait until a board meeting for approval; rather to garner verbal approval from the Board President and Vice-President to proceed. Due to the nature of buying used vehicles, time is of the essence and we have lost out on a few vehicles due to the Chief's inability to proceed without approval.

Motion made by Director Michelle Binker to grant approval to Chief Holmes to have spending authority of up to \$50,000 for vehicles from now through June 30, 2025, when receiving the verbal approval of the Board President or Vice-President to proceed. The motion was seconded by Director Cheryl Johnson. All in favor, motion passed unanimously.

- Chief Holmes mentioned the need for the board to complete training as specified in the SDAO/SDIS Best Practices survey to allow us a 10% discount on our insurance. He provided the brochure with the details. The board agreed to review the requirements and will discuss at future meetings, and possibly hold a board workshop.

OLD BUSINESS: (none)

MONTHLY VIDEO: Dale Sandberg is out ill and no monthly video was available this month.

PUBLIC COMMENT: (none)

BOARD COMMENT:

- Director Johnson congratulated and welcomed our newest firefighters. Additionally, she reminded all personnel that personal wellness is a priority. With our recent airplane accident, do not hesitate to reach out. Services are free and available through the RV Chaplain's Association or the Employee Assistance Program; and are confidential and no charge.
- Director Bouchard added his congratulations to our newest firefighters. He also reminded folks and the public to clean their fireplace flues on a regular basis.

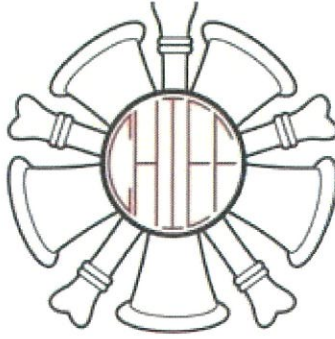
The next regularly scheduled BOD meeting will be Monday, April 8, 2024 at 4:00pm at the Administration building, 681 Caves Hwy., Cave Junction, OR.

This meeting adjourned at 4:54pm.

Respectfully submitted,

Michelle Binker, director

Director Cheryl Johnson
Board Secretary



Fire Chief Report

03.11.2024

- **New Items:**

- Chief Steve McClintock from the Harbor Fire District in Brookings, has asked that I assist with the Fire Chief Panel interviews for new applicants. More details to come when the announcement closes in April.
- As you can see from the schedule, the Duty Officers are on the ABC shift, working along the same crews each shift. So far, it is working out.
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- **Training:**
 - *EMS Report Writing*
 - *Leadership*
 - *Fire Investigations on electric vehicles*
- **Fire Defense Board Items:**
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- ***Fire Recruits Pinning***
 - *Harlan Browman*
 - *Blake Brown*
 - *Christopher Conrad*
 - *Josh Kasprzak*
 - *Rain Mars*



Happy St. Patrick's Day!







Daily Dispatch For Advertising & More Services

MEMBER LOGIN	TODAY'S DISPATCH
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Search...



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Used Fire Trucks

2008 Ford Expedition

\$2,425.00

Location: Spokane, WA

2008 Ford Expedition:

5.4L Engine

6 Speed Automatic Transmission

4 Wheel Drive

VIN: 1FMFU16548LA67634

Color -- White

Mileage: 94,860

Price: \$2,425.00

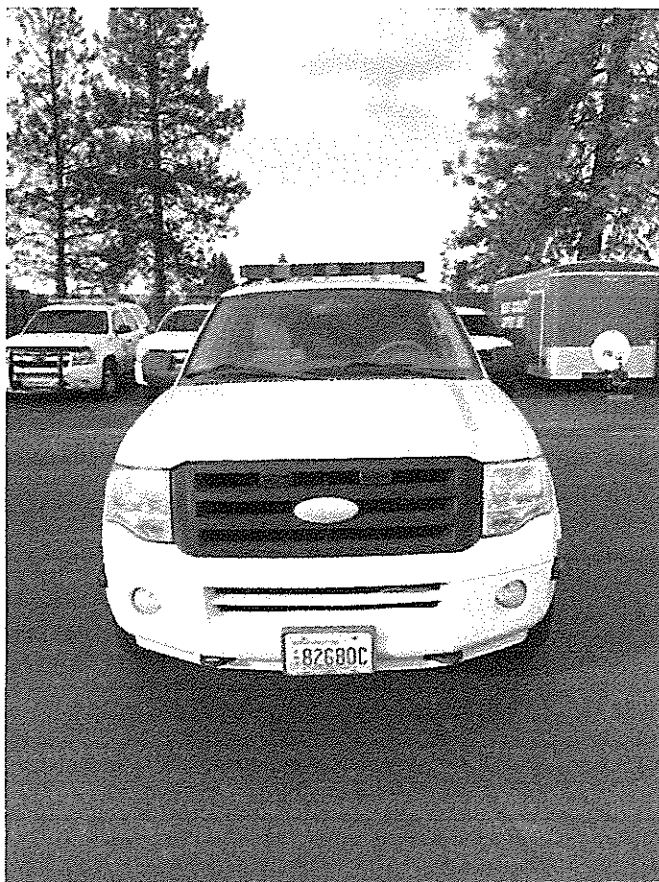
Point of Contact:

Division Chief Doug Strong

509-990-7201

dstrong@scfd9.org

Location: Spokane, Washington







Illinois Valley Rural Fire Protection District

Deputy Chief / Training Report

March 11, 2024

**ILLINOIS VALLEY
FIRE
DISTRICT**

There has not been a lot of progress made on the training building since the last report due to the weather and people being out of the area but I plan to work on installing the interior staircases before the end of this month.

All of our recruits have completed their fire academy training and are ready to start working on the completion of their task books. Some of them are already jumping into the pumper operator course to keep their learning processes moving forward.

RITA is attempting to coordinate another SOWS wildland class again this year and trying to muster up enough overhead personnel to make that possible. If successful, the class will be planned for June 14 & 15th.

Deputy Chief Ismaili and I attended the NFPA Fire Officer 4 class hosted in White City at the beginning of the month, which was a great class with a good mix of agencies represented.

Training for this month will cover areas of DPSST F.L.A.G. Prop, Obstetrics, Search and Rescue, and Basement Fires.

Respectfully Submitted by Jeff Gavlik, Deputy Chief



March Schedule 2024



Date	Training	Location	Instructor
3/5/2024 Special Time 1830 hours	DPSST F.L.A.G. Prop	Admin	Cooper
3/12/2024	Association Meeting	Admin	President
	Obstetrics	Admin	JoAnna Gavlik
3/19/2024	Search & Rescue	Sta. 1	Lane
3/26/2024	Basement Fires	Sta. 1	Goo

Note:

“DPSST F.L.A.G.” will be practicing how to deal with flammable liquids and gas fires; “Obstetrics” will be our monthly medical continuing education for recertification; “Search & Rescue” will be covering victim search and rescue within a tenable structure fire setting; “Basement Fires” will be practicing how to approach and deal with attacking a sub level fire situation.



Illinois Valley Fire Protection District
Board of Directors Meeting
Operations/Prevention Notes
03/11/2024

The shift schedule is attached.

For February, we ran a total of 74 calls.

We had nine (9) Good intent calls these are no incidents found, canceled en-route, & legal open burns.

We had thirteen (1) public assist calls. Lift assists, Gas leaks, Powerline Problems, Smoke & Fire Alarms, etc.

We had thirty-nine (39) medical calls.

We had seven (7) illegal open burn/smoke investigation calls. Most of these calls are transient-related. We did issue one citation.

We had one (1) Flue Fire. This fire on Rockydale was unintentional. The fire was contained to the flue. The cause was creosote buildup.

We had one (1) Grass Fire. The fire on Deer Creek Rd was unintentional. It was caused by a downed power line.

We had one (1) Structure Fires. The fire on Waldo Road was unintentional. This was a flue fire that extended into the roof line.

We had four (4) Motor Vehicle Accidents with **NO** civilian fatality and **NO** firefighter injuries.

We assisted our mutual aid partners with one (1) structure fire.

We had 248-plus acres with a \$682,890.00 assessed value that has applied for annexation. This will be an increase in taxes by \$1,618.45 (\$2.37 per \$1k) annually if you vote yes.

We have installed seven (7) smoke alarms within the district.

We completed thirteen (13) fire and life safety inspections.

I attended the Fire Officer IV Academy.

We have had one (1) offer on station five that has been turned down.

We are still in negotiations with the city of Cave Junction to come up with two intergovernmental agreements to get this water project on its way.

Do you have any questions?

March 2024

March 2024

Su Mo Tu We Th Fr Sa

						1	2
3	4	5	6	7	8	9	
10	11	12	13	14	15	16	
17	18	19	20	21	22	23	
24	25	26	27	28	29	30	
31							

April 2024

Su Mo Tu We Th Fr Sa

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28	29	30				

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Feb 25	26	27	28	29	Mar 1	2
					8952	8952
					B 1 LT Lane	C 1 LT Goo
					B Meyer	C LeMasters
						D Kasprzak
3	4	5	6	7	8	9
8952	8953	8953	8954	8954	8952	8952
C 1 LT Goo	A 1 LT Pfeiffer	A 1 LT Pfeiffer	B 1 LT Lane	B 1 LT Lane	C 1 LT Goo	C 1 LT Goo
C LeMasters	A Marler	A Marler	B DSC LT Pfeiffer	B Meyer	C LeMasters	C LeMasters
D Mars		D Brown	B Meyer		D Gavlik Explorer	D Norton
			N Hartman		D Gavlik MS	
10	11	12	13	14	15	16
8953	8953	8954	8954	8952	8952	8953
A 1 LT Pfeiffer	A 1 LT Pfeiffer	B 1 LT Lane	B 1 LT Lane	C 1 LT Goo	C 1 LT Goo	A 1 LT Pfeiffer
A Marler	A Marler	B Meyer	B DSC LT Pfeiffer	C LeMasters	C LeMasters	A Marler Off T
	D Mars	DN Browman	B Meyer	D Brown	D Demuth	A Meyer T
	D Norton		D Demuth		D Hartman	DN Mavity
	D Vetter				N Mavity	
17	18	19	20	21	22	23
8953	8954	8954	8952	8952	8953	8953
A 1 LT Pfeiffer Off	B 1 LT Lane	B 1 LT Lane	C 1 LT Goo	C 1 LT Goo	A 1 LT Pfeiffer	A 1 LT Pfeiffer
A 1 Marler	B Meyer	B Marler T	C LeMasters	C LeMasters	A Marler	A Marler
A SC Meyer	D Mars	B Meyer Off T		D Browman	D Demuth	D Kasprzak
D Gavlik MS	N Vetter	D Brown				
24	25	26	27	28	29	30
8954	8954	8952	8952	8953	8953	8954
B 1 LT Lane	B 1 LT Lane	C 1 LT Goo	C 1 LT Goo	A 1 LT Pfeiffer	A 1 LT Pfeiffer	B 1 LT Lane
B Meyer	B Meyer	C LeMasters Off	C LeMasters Off	A Marler	A Marler	B Meyer
D Mars	D Conrad PH	C SC Meyer	C SC Marler	D Gavlik MS	D Jarrett	D Jarrett
		D Norton	D Conrad PH			
31	Apr 1	2	3	4	5	6
8954						
B 1 LT Lane						
B Meyer						
D Hartman						



Maintenance Report February 2024

8951 Command SUV: Replace L/F headlight bucket, 2 lights on rear light bar, and battery.

8901 Engine: Replace batteries.

8945 Water Tender: Have pump and pump driveline installed, replace valve stem in L/R tire, and install draft line tubes.

8931 Rescue Truck: Replace windshield washer nozzles.

8974 Service Truck: Install trailer plug, rewire taillights, and replace one taillight.

8911 Brush Truck: Replace L/F intersection light, remove rear strobe light and replace it with a work light, and replace 2 rear emergency light with new lights.

8941 Water Tender: Replace visor marker lights.

8962 Brush Truck: Replace batteries.

8977 Command SUV: Service and safety inspection.

8978 Staff SUV: Service and safety inspection.

8905 Engine: Service and replace vent fan.

Air trailer to Rural Metro stations 1, 2, and 3 to fill their cascade systems. Fill our cascade systems at stations 1 and 2.

Admin. Service rear gate and fill holes with gravel.

Station 1: Replace damaged door panel on rear middle door.

Station 2: Service station generator.

Illinois Valley RFPD

Profit & Loss Budget vs. Actual

July 2023 through February 2024

	Jul '23 - Feb 24	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
4010-00 · Current Taxes	1,435,027.54	1,480,442.00	-45,414.46	96.93%
4020-00 · Prior Taxes	20,093.16	20,000.00	93.16	100.47%
4030-00 · Other Tax Offsets	-8,878.81			
4630-00 · INTEREST INCOME				
Total 4630-00 · INTEREST INCOME	38,310.36	5,000.00	33,310.36	766.21%
4710-00 · Miscellaneous				
Total 4710-00 · Miscellaneous	215,514.00	2,374,916.28	-2,159,402.28	9.08%
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	1,701,558.85	4,038,358.28	-2,336,799.43	42.14%
Gross Profit	1,701,558.85	4,038,358.28	-2,336,799.43	42.14%
Expense				
5000-00 · Personal Services				
Total 5000-00 · Personal Services	1,117,881.11	2,092,646.00	-974,764.89	53.42%
6000-02 · Materials & Services				
Total 6000-02 · Materials & Services	277,220.98	815,362.00	-538,141.02	34.0%
7000-03 · Capital Outlay				
Total 7000-03 · Capital Outlay	132,819.20	1,550,975.28	-1,418,156.08	8.56%
7950-03 · Contingency Fund	0.00	50,000.00	-50,000.00	0.0%
8000-04 · Debt Service/Lease Purchase Agr				
1070-00 · Flexlease US Bank Interest	6,606.88	19,016.00	-12,409.12	34.74%
1075-00 · Flexlease US Bank Principal	35,000.00	35,000.00	0.00	100.0%
8002-01 · Rescue Engine - Principal	13,110.53	13,111.00	-0.47	100.0%
8002-02 · Rescue Engine - Interest/fees	478.53	479.00	-0.47	99.9%
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	1,583,667.23	4,577,139.28	-2,993,472.05	34.6%
Net Ordinary Income	117,891.62	-538,781.00	656,672.62	-21.88%
Other Income/Expense				
Other Income				
BOND INDEBTEDNESS				
Total BOND INDEBTEDNESS	18.56			
4040-00 · Levy Funds				
Total 4040-00 · Levy Funds	389,048.46	395,833.00	-6,784.54	98.29%
9000-10 · Bond Taxes - Prior	3,970.40			
Total Other Income	393,037.42	395,833.00	-2,795.58	99.29%
Net Other Income	393,037.42	395,833.00	-2,795.58	99.29%
	510,929.04	-142,948.00	653,877.04	-357.42%



Illinois Valley Fire District

681 Caves Highway
Cave Junction, OR 97523
phone: 541-592-2225 • fax: 541-592-6122
www.ivfire.com

February 8, 2024

Board of Directors
Illinois Valley Fire District

RE: Annexation of property into Fire District

Board Members:

Leslie D Meyers of 4609 Reeves Creek Rd, Selma, OR 97538, owner of the property at 4609 Reeves Creek Rd, Map 38-08-34 TL 200, would like to annex 115.15 acres of their property into the Fire District for a total of 120.15 acres.

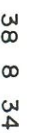
They will provide adequate driveway access or a signed non - compliance letter, thus adhering to the rules of the Oregon Fire Code and the Illinois Valley Fire District.

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





Illinois Valley Fire District

681 Caves Highway

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February 28, 2024

Board of Directors
Illinois Valley Fire District

RE: Annexation of property into Fire District

Board Members:

Molly Kitchens & Kiley Kitchens of PO Box 96, Selma, OR 97538, owner of the property at 3454 Deer Creek Rd, Map 38-07-08 TL 600, would like to annex 5 acres of their property into the Fire District for a total of 10 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

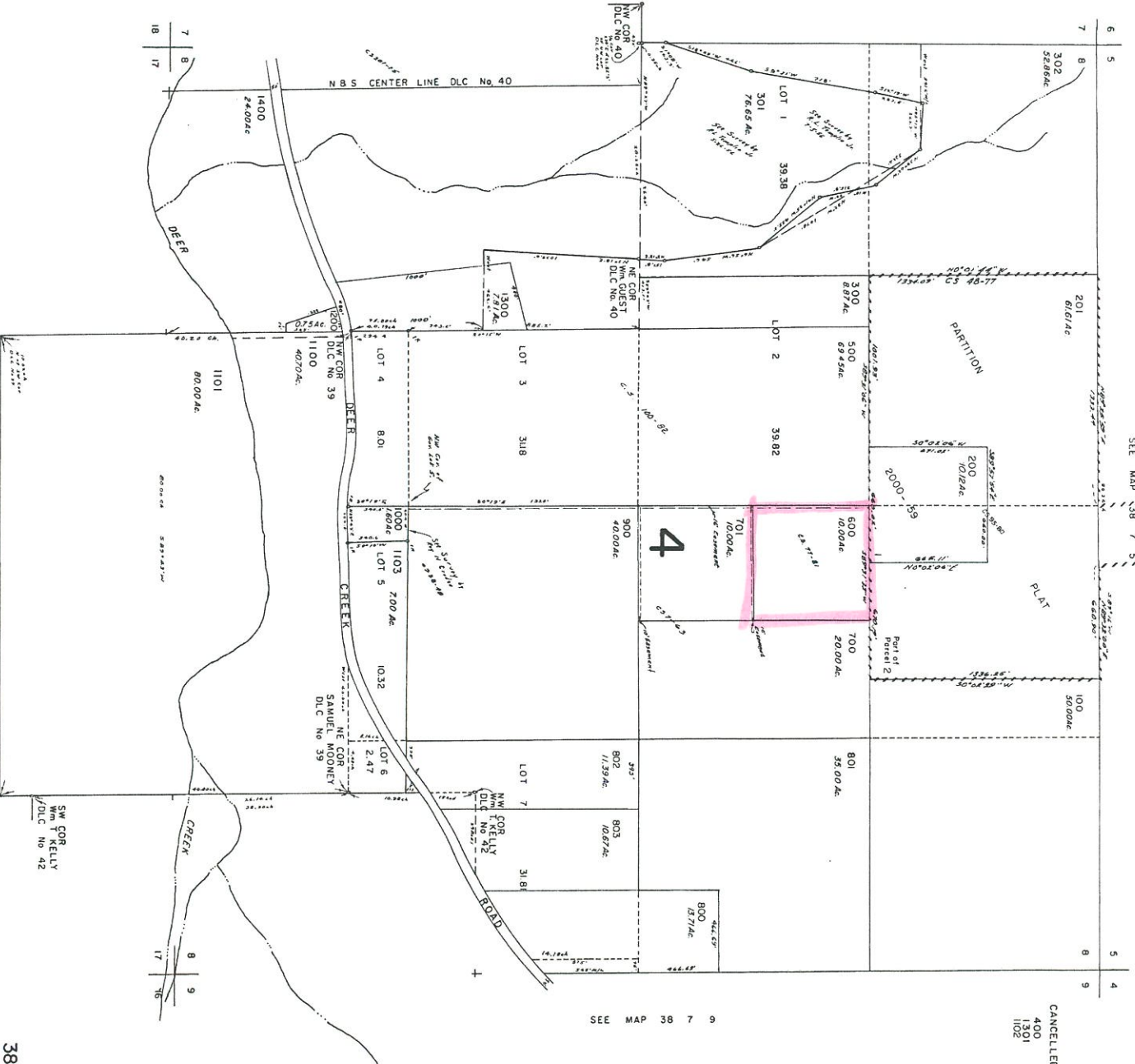
This map was prepared for
assessment purpose only.

SEE MAP 38 7 5
1" = 400'

CANCELLED T.L.
400
1301
1102

SEE MAP 38 7 7

SEE MAP 38 7 9





Illinois Valley Fire District

681 Caves Highway

Cave Junction, OR 97523

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

www.ivfire.com

February 28, 2024

Board of Directors
Illinois Valley Fire District

RE: Annexation of property into Fire District

Board Members:

Molly Kitchens & Kiley Kitchens of PO Box 96, Selma, OR 97538, owner of the property at 3446 Deer Creek Rd, Map 38-07-08 TL 900, would like to annex 40 acres of their property into the Fire District for a total of 40 acres.

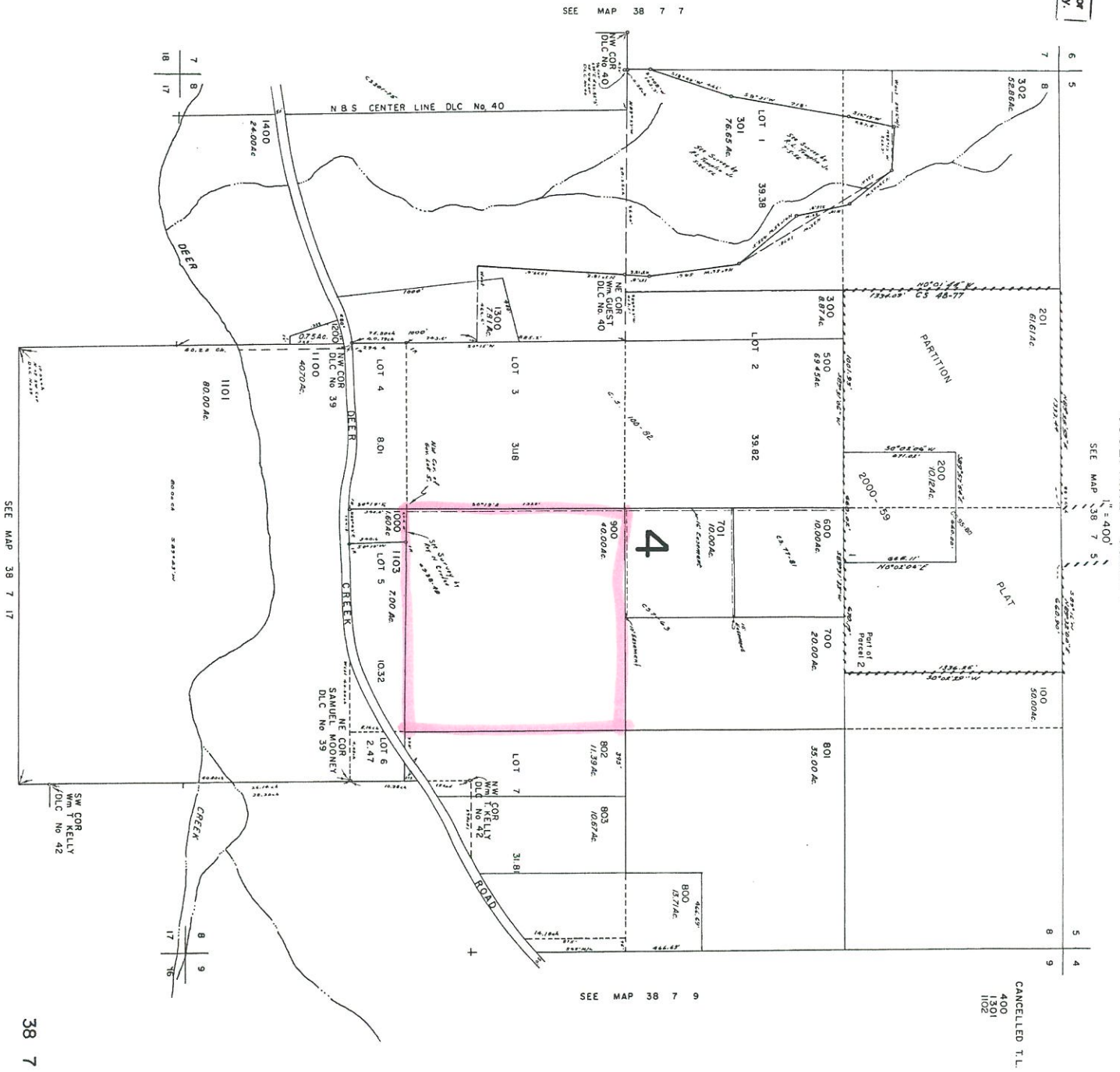
They will provide adequate driveway access or a signed non - compliance letter, thus adhering to the rules of the Oregon Fire Code and the Illinois Valley Fire District.

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





Illinois Valley Fire District

681 Caves Highway

Cave Junction, OR 97523

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

www.ivfire.com

March 4, 2024

Board of Directors
Illinois Valley Fire District

RE: Annexation of property into Fire District

Board Members:

Dale Peters of 996 Aspen St, Medford, OR 97501, owner of the property at *Caves Hwy, Map 39-08-26 TL 200, would like to annex 20 acres of their property into the Fire District for a total of 20 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

1" = 400'

CANCELLED:
101
102
190
201
103





Illinois Valley Fire District

681 Caves Highway
Cave Junction, OR 97523
phone: 541-592-2225 • fax: 541-592-6122
www.ivfire.com

March 4, 2024

Board of Directors
Illinois Valley Fire District

RE: Annexation of property into Fire District

Board Members:

Dale Peters of 996 Aspen St, Medford, OR 97501, owner of the property at *Caves Hwy, Map 39-08-27 TL 104, would like to annex 24.35 acres of their property into the Fire District for a total of 24.35 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

This map was prepared for
assessment purpose only

SEE MAP 39 8 22 CC

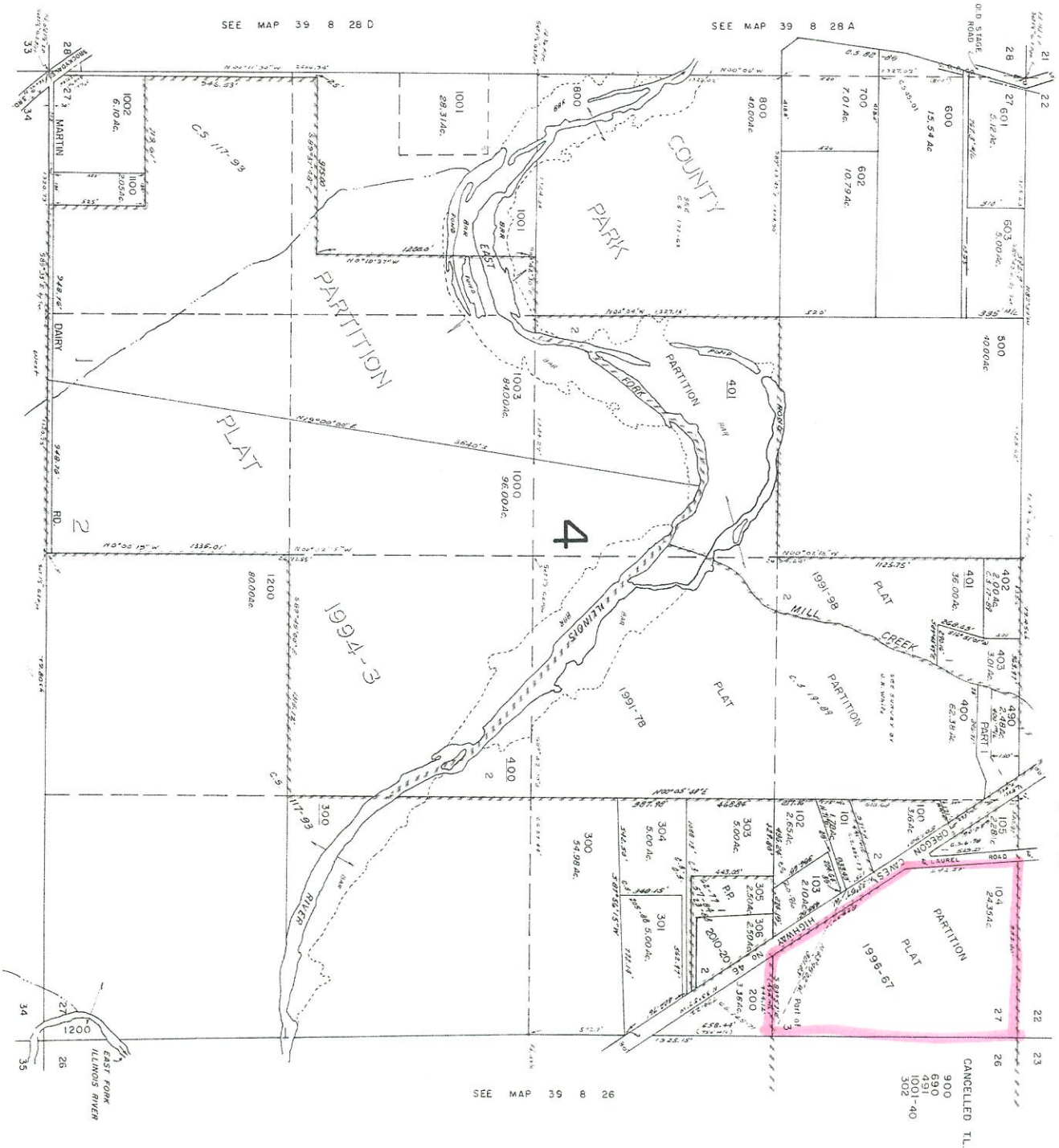
SEE MAP 39 8 22 C

SEE MAP 39 8 22

SEE MAP 39 8 26

SEE MAP 39 8 28 A

SEE MAP 39 8 28 D



SEE MAP 39 8 34



Illinois Valley Fire District

681 Caves Highway
Cave Junction, OR 97523
phone: 541-592-2225 • fax: 541-592-6122
www.ivfire.com

February 21, 2024

Board of Directors
Illinois Valley Fire District

RE: Annexation of property into Fire District

Board Members:

Mona Staehr & Charles Mitchell of 2301 Reeves Creek Rd, Selma, OR 97538, owner of the property at 2301 Reeves Creek Rd, Map 38-08-00 TL 801, would like to annex 5.06 acres of their property into the Fire District for a total of 5.06 acres.

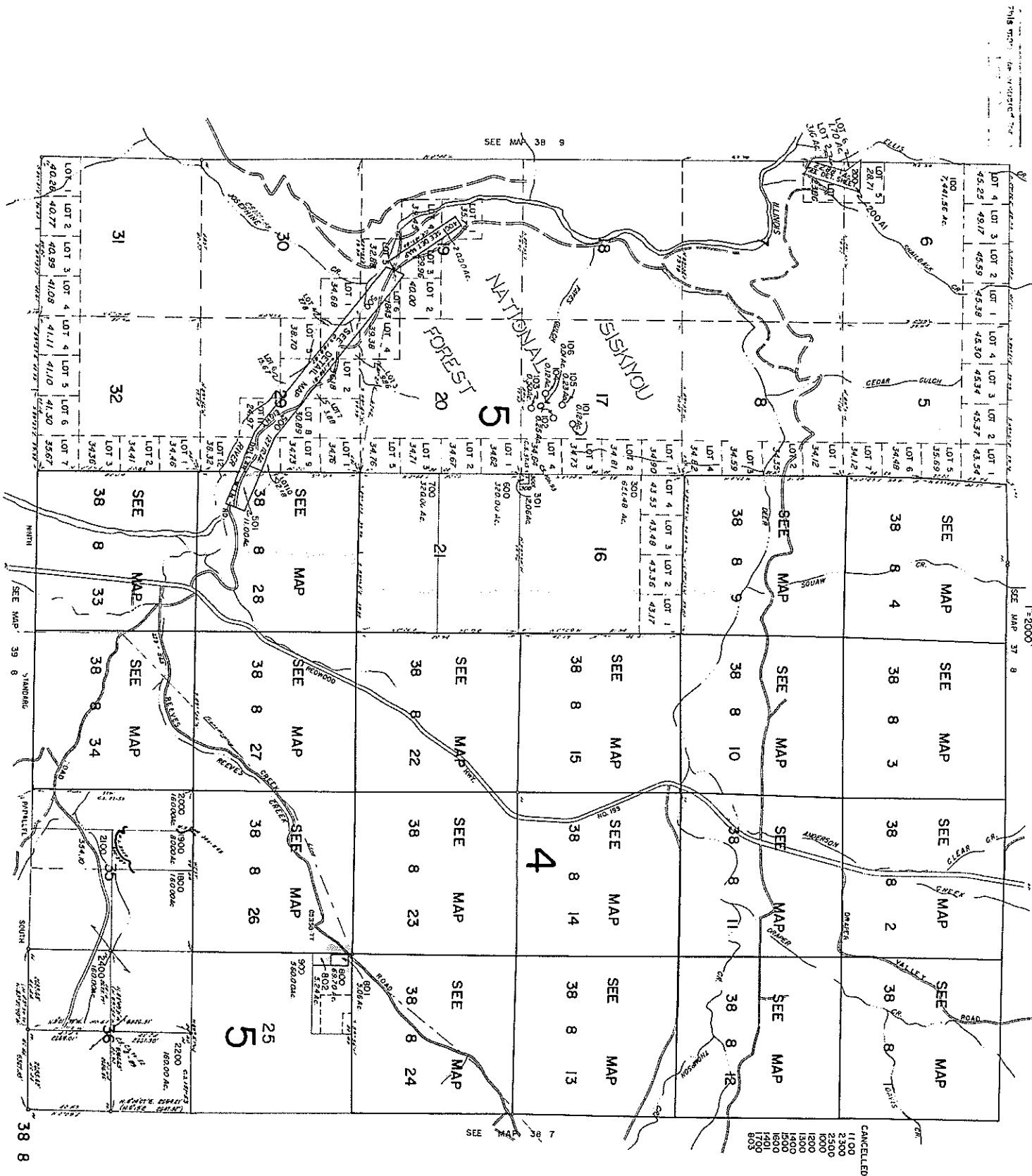
They will provide adequate driveway access or a signed non - compliance letter, thus adhering to the rules of the Oregon Fire Code and the Illinois Valley Fire District.

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





Illinois Valley Fire District

681 Caves Highway
Cave Junction, OR 97523
phone: 541-592-2225 • fax: 541-592-6122
www.ivfire.com

February 14, 2024

Board of Directors
Illinois Valley Fire District

RE: Annexation of property into Fire District

Board Members:

Walter LaPierre & Donna LaPierre Brown of 2845 Rockydale Rd, Cave Junction, OR 97523, owner of the property at 2845 Rockydale Rd, Map 39-08-34 TL 203, would like to annex 83.73 acres of their property into the Fire District for a total of 83.73 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

This map was prepared for
assessment purposes only.

SEE MAP 39 8 27

1" = 400'

CANCELLED TL.

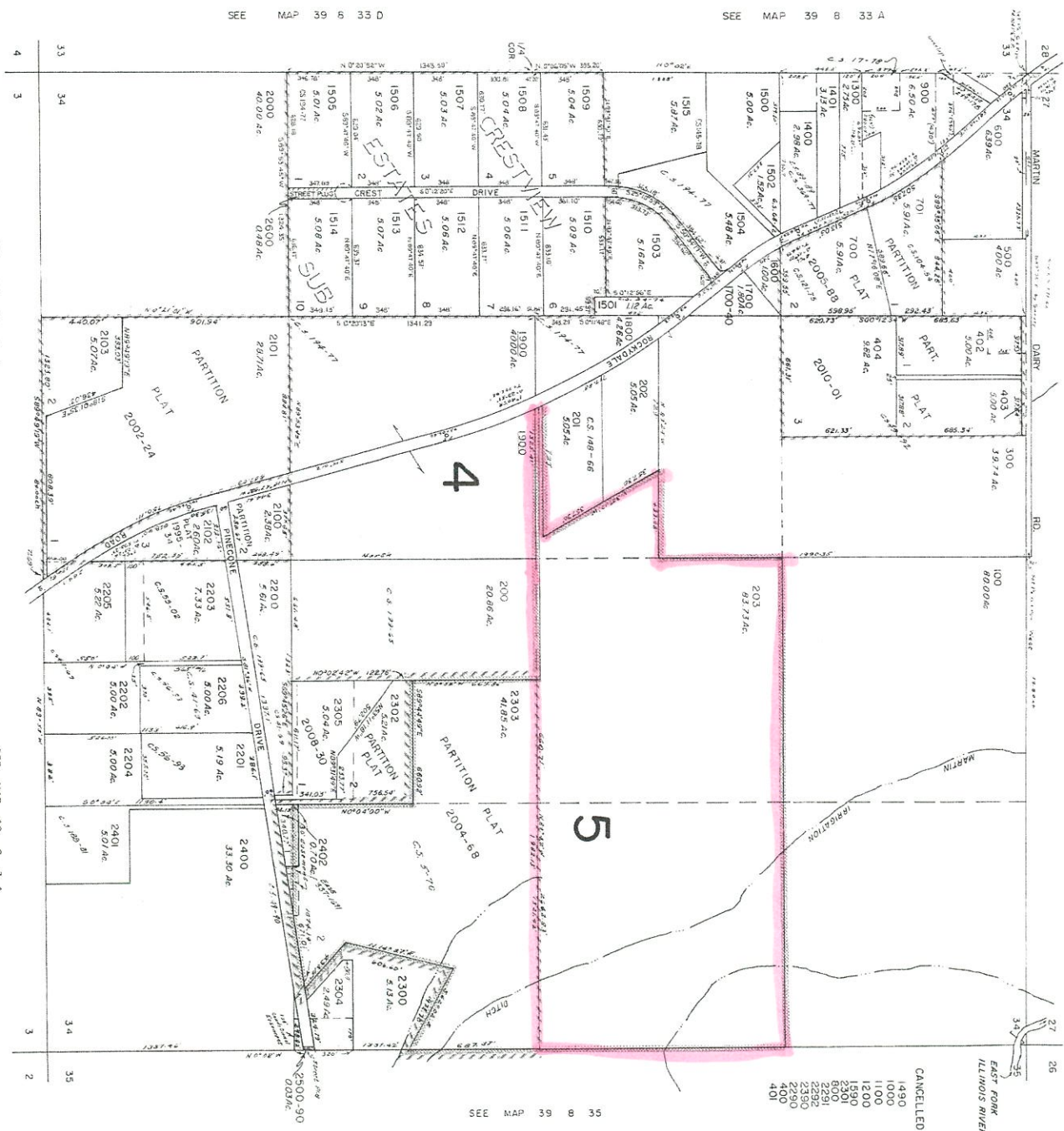
EAST FORK
ILLINOIS RIVER

1490
1000
1100
1200
1590
1590
2301
2291
2292
2390
2290
401

SEE MAP 39 8 35

SEE MAP 39 8 33 A

SEE MAP 39 8 33 D



SEE MAP 40 8 3

SEE MAP 40 8 3 A

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

RESOLUTION NO. 24-01

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 \$40,582.54 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: US Forest Service	\$40,582.54
------------------------------	-------------


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


	Amount:
Capital Outlay	\$ 30,582.54
Materials & Services	\$ 10,000.00

Total Appropriations \$40,582.54

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 \$40,582.54 - 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 March, 2024.


Board President – Richard Bouchard


Secretary to the Board – Cheryl Johnson

2024

BEST PRACTICES PROGRAM



S | D | I | S

SPECIAL DISTRICTS
INSURANCE SERVICES



Deadline: November 1, 2024



2024 BEST PRACTICES PROGRAM

Your district can receive up to a 10% discount on your 2025 general liability, auto liability and property insurance contributions. There are five opportunities to earn 2% towards your total discount.

These opportunities include the following:

1. AFFILIATE ORGANIZATION MEMBERSHIP | CREDIT: 2%

You will receive a 2% credit for being a member of any of the following affiliated organizations:

- Cemetery Association of Oregon
- Oregon APCO-NENA
- Oregon Association of Chiefs of Police
- Oregon Association of Clean Water Agencies
- Oregon Association of Conservation Districts
- Oregon Association of Hospitals and Health Systems
- Oregon Association of Water Utilities
- Oregon Economic Development District Association
- Oregon Fire Chiefs Association
- Oregon Fire District Directors Association
- Oregon Library Association
- Oregon Mosquito and Vector Control Association
- Oregon People's Utility Districts Association
- Oregon PRIMA
- Oregon Public Ports Association
- Oregon Recreation and Park Association
- Oregon Rural Health Association
- Oregon Transit Association
- Oregon Water Resources Congress

2. PUBLIC MEETING POLICY | CREDIT: 2%

In order to receive the 2% credit, your district must have adopted or have a current policy in regards to public meetings. This policy must meet the new legislative requirements that went into effect January 1, 2024. A sample policy will be available in the SDAO Resource Library at www.sdaoresourcelibrary.com in the spring.

3. PUBLIC MEETING CHECKLIST | CREDIT: 2%

To receive credit in this category, you must complete the self-evaluation checklist that is available within the Best Practices Survey. The survey will open online at www.sdis.org in the spring. An announcement will be sent to all members when it is ready to be accessed.

4. SDAO/SDIS TRAINING | CREDIT: 2%

At least one (1) representative of the district must complete an SDAO/SDIS training of the following listed options:

- Any SDAO Board, Human Resources, or Risk Management Regional Training
- SDAO Annual Conference
- Metro Breakfast
- Board Practices Assessment Training

For an up-to-date list of the current scheduled SDAO/SDIS trainings please visit:
<https://www.sdao.com/calendar>

5. PUBLIC MEETING TRAINING (ONLINE) | CREDIT: 2%

ALL members of the Board of Directors of the district must complete the public meeting training offered on Vector Solutions (formerly SafePersonnel). The training will be available towards the end of spring 2024. Notifications will be sent out once the training is live on the Vector Solutions/SafePersonnel training sites. This training will be located in the course library under the SDIS custom course tab.

If your district has already set up their training website with Vector Solutions and you are looking to complete trainings, please contact your district's management team for information on creating your login. If you have forgotten your district's training website address or your login information, please contact Vector Solutions at **800-434-0154**.

If you have not set up your district's personalized training website and would be the district contact for the site, please email memberservices@sdao.com and send us your name, district name, contact phone number and email address.

RECEIVING CREDIT

To receive credit, a district representative must complete the Best Practices survey (located online on the SDIS Insurance Site) and click the Save button at the upper right-hand corner of the screen. Credit will only be awarded in a category when a box within that section is checked. If you cannot answer "yes" to at least one question within that category, credit will not be recorded. Your district will be notified by email this spring when the survey becomes available online. The survey must be submitted by a district representative who will verify completion of the credit requirements within the survey. Training credits taken by members are not automatically updated in the Best Practices Survey and must be manually checked off by the member. Please note, each district is responsible for completing their own survey online. The deadline to complete the survey is November 1, 2024.

If you have any questions regarding the Best Practices Program or need help completing it online, please contact Jaime Keeling at jkeeling@sdao.com or **800.285.5461 ext. 122**



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Main Office: PO Box 12613 | Salem, OR 97309-0613
Toll-free: 800-285-5461 | Phone: 503-371-8667
Fax: 503-371-4781 | Email: sdao@sdao.com
Web: www.sdao.com



Jamie Paul
Illinois Valley R.F.P.D.
681 Caves Hwy
Cave Junction, OR 97523-9820

T3 P1 52
816



2024
BEST PRACTICES
PROGRAM

SDIS 2025 Best Practices Survey

SDIS 2025

Entity Name

Illinois Valley R.F.P.D.

Contact Name

Jamie Paul

Contact Email

jamiepaul@ivfire.com

Contact Phone

541-592-2225

Total Discount %

4







Check Yes if completed














Yes

Help

More Information

Affiliate Membership - 2% Credit. Is your organization a member of:

- | | | | | |
|---|---|-------------------------------------|---|---|
| 1 | Oregon Fire District Directors Association (OFDDA)? | <input checked="" type="checkbox"/> | |  (http://www.ofdda.com) |
| 2 | Oregon Fire Chiefs Association (OFCA)? | <input checked="" type="checkbox"/> | ? |  (http://www.ofca.org) |
| 3 | Oregon Water Resources Congress (OWRC)? | <input type="checkbox"/> | |  (https://www.owrc.org/) |
| 4 | Oregon Mosquito and Vector Control Association? | <input type="checkbox"/> | |  (http://www.omvca.org) |
| 5 | Oregon Recreation and Park Association (ORPA)? | <input type="checkbox"/> | |  (https://www.orpa.org) |
| 6 | Oregon Public Ports Association (OPPA)? | <input type="checkbox"/> | |  (http://www.oregonports.com) |

	Check Yes if completed	Yes	Help	More Information
7	Oregon Association of Clean Water Agencies (ORACWA)?	<input type="checkbox"/>		 (http://www.oracwa.org)
8	Oregon Association of Conservation Districts (OACD)?	<input type="checkbox"/>		 (https://oacd.org)
9	Cemetery Association of Oregon?	<input type="checkbox"/>		 (http://www.oregoncemeteries.com)
10	Oregon APCO-NENA?	<input type="checkbox"/>		 (http://www.oregonapconena.org/)
11	Oregon Transit Association (OTA)?	<input type="checkbox"/>		 (http://www.oregontransit.com)
12	Oregon People's Utility Districts Association (OPUDA)?	<input type="checkbox"/>		 (http://www.opuda.org/)
13	Oregon Association of Water Utilities (OAWU)?	<input type="checkbox"/>		 (http://www.oawu.net)
14	Oregon Library Association (OLA)?	<input type="checkbox"/>		 (http://www.olaweb.org)
15	Oregon Economic Development District Association (OEDD)?	<input type="checkbox"/>		 (http://www.oedd.org/)
16	Oregon PRIMA?	<input type="checkbox"/>	?	 (http://orprima.org)
17	Oregon Association of Hospitals and Health Systems (OAHHS)?	<input type="checkbox"/>		 (http://www.oahhs.org/)
18	Oregon Association Chiefs of Police (OACP)?	<input type="checkbox"/>		 (http://www.policechief.org)
19	Oregon Rural Health Association (ORHA)?	<input type="checkbox"/>		 (https://orha.wildapricot.org)

Public Meeting Checklist - 2% Credit.

- | | | |
|----|---|-------------------------------------|
| 20 | Does your district give notice of the time and place of all regular, special and emergency meetings, including an agenda of the principal topics to be discussed? | <input checked="" type="checkbox"/> |
| 21 | Does your district give notice for executive sessions and include a citation of the specific authority granted by statute under which the session is being held? | <input checked="" type="checkbox"/> |

Check Yes if completed**Yes Help More Information**


- 22 Are your public meetings held in places that are accessible to individuals with mobility and other impairments? ☒
- 23 Does your district provide, or try to provide in good faith effort, an interpreter for hearing-impaired persons? ☒
- 24 Is your Board familiar with the Americans with Disabilities Act (ADA) and ensuring it is acting within accordance with any additional requirements of the ADA beyond that of state law? ☒
- 25 Do you try to provide members of the public an opportunity (if possible) to access and attend your meetings virtually? ☒
- 26 Does your district have one of the following record keeping options of your meetings, including executive sessions; Written minutes, video or digital recording? ☒
- 27 Does your district conduct regular monthly meetings? ☒
- 28 Per the new training requirement from HB 2805, has EACH board member attended a public meetings law training at least once during their term? *Leave blank if your district has less than \$1 million of total expenditure during the fiscal year.* ☐

Public Meeting Policy - 2% Credit.





- 29 Does your district have a current policy in place that meets the criteria of the new public meetings laws? ☐

 (<https://www.sdao.com/public-meetings-law-training-requirement-update>)

Public Meeting Training- Online - 2% Credit.

Check Yes if completed		Yes	Help	More Information
30	Have ALL members of the Board of Directors completed the customized SDIS public meeting training offered on Vector Solutions (formerly SafePersonnel). This training is located only under the SDIS custom tab and should be accessible through your personalized district training website.	<input type="checkbox"/>	?	 (https://www.sdao.com/vector-solutions-formerly-safepersonnel)

SDAO/SDIS Training- At least one (1) representative of the district must complete a SDAO/SDIS training: - 2% Credit.

31	Has anyone from your district completed any of our Regional Trainings- Board/HR/Legal or Risk Management?	<input type="checkbox"/>		 (https://www.sdao.com/calendar)
32	Did a representative from your district attend the 2024 SDAO Annual Conference?	<input type="checkbox"/>		 (https://www.sdao.com/calendar)
33	Has anyone from your district attended a 2024 Metro Breakfast?	<input type="checkbox"/>		 (https://www.sdao.com/calendar)
34	Has your board completed a Board Practices Assessment Training?	<input type="checkbox"/>	?	 (https://www.sdao.com/sdao-consulting-services-program-board-practices-assessment-and-board-governance-questionnaire)



PUBLIC MEETING POLICY

Preparation for Board Meetings

- Distribution of Materials to Board Members

The Agenda, Chief Executive Officer's Report, Treasurer's Report, and Statement of Bills shall be given to each member of the Board of Directors at least four (4) days prior to any regularly scheduled Board meeting.

At the same time, the Chief Executive Officer shall provide members detailed information relative to the Agenda, including existing Board policy pertinent to Agenda items.

- Distribution of Agenda to the Public

The proposed Agenda will simultaneously be distributed to all District offices and other facilities, local and other news media, and posted at one or more locations convenient for review by District personnel and the public.

Board Meeting Agenda

The Clerk of the Board shall draft the Agenda after conferring with the President of the Board. The following general order shall be observed:

- Call to order; Pledge of Allegiance to the flag
- Roll call by Secretary-Treasurer or designee
- Approval of the minutes
- Audience participation (testimony from citizens)
- Secretary-Treasurer's report
- Statement of bills
- Old business
- Correspondence
- New business
- Chief Executive Officer's report
- Items not on agenda open to public, Board and staff participation

persons calling the meeting, create a real and substantial risk of harm to the District which would be substantially increased if the Board were to delay in order to give 24 hours' notice before conducting the meeting. The convenience of Board members is not grounds for calling an emergency meeting.

At the beginning of any emergency meeting, the Director or Directors calling such meeting shall recite the reasons for calling such meeting, and the reasons the meeting could not have been delayed in order to give at least 24 hours' notice, which reasons shall be noted in the minutes. The Board shall then determine if the reasons are sufficient to hold an emergency meeting and, if not, shall immediately adjourn such meeting. Only business related directly to the emergency shall be conducted at an emergency meeting.

- **Notice of Meetings**

Notice of the time, place, and principal subjects to be considered shall be given for all meetings. For regular meetings, the notice shall be in the form of an agenda, which shall be sent to all Board members, local media, and to all persons or other media representatives having requested notice in writing of every meeting. The agenda shall also be posted at the following locations within the District: **[insert locations]**.

Written notice shall also be sent to any persons who the District knows may have a special interest in a particular action, unless such notification would be unduly burdensome or expensive. For special meetings, press releases shall be issued or phone calls made to wire services and other media; and interested persons shall be notified by mail or telephone. For emergency meetings, the District shall attempt to contact local media and other interested persons by telephone to inform them of the meeting.

- **Executive Sessions**

Notice for meetings called only to hold executive sessions shall be given in the same manner as notice for regular, special and emergency meetings set forth above. The notice shall indicate the general subject matter to be considered and set forth the statutory basis for calling the executive session.

The President or other presiding officer shall announce the statutory authority for the executive session before going into closed session. Once the executive session has been convened, the President shall direct any representatives of the news media who are present not to report certain specified information from the executive session. The non-disclosure requirement should be no broader than the public interest requires. Board members, staff and other persons present shall not discuss or disclose executive session proceedings outside of the executive session without prior authorization of the Board as a whole.

- **Interpreters for the Hearing Impaired**

The District shall comply with ORS 192.630(5) regarding the provision of interpreters for the hearing impaired at Board meetings, in accordance with the following rules:

the Board and the public attending the meeting shall be of primary concern in formulating such rules.

- **Recording of Votes**

Votes shall be recorded. Any member may request that his or her vote be changed, if such request is made prior to consideration of the next order of business.

- **Quorum Requisites**

[Number] members shall constitute a quorum. If only a quorum is present, a unanimous vote shall be required to take final action.

- **Vote Explanations**

Members of the Board may append to the record, at the time of voting, a statement indicating either the reason for their vote or abstention.

- **Conflict of Interest/Ex Parte Contacts**

Any Board member with a potential conflict of interest shall declare the conflict for the record, but may participate in discussions and vote. Any Board member with an actual conflict of interest shall declare the conflict for the record, and refrain from discussion or voting. If any member of the Board has had any ex parte contact in a quasi-judicial matter, the member shall declare the contact prior to participating in discussion on the matter.

- **Smoking**

Pursuant to ORS 192.710, no person shall smoke or carry any lighted cigar, cigarette, pipe or other smoking equipment into a room where a meeting is being held by the Board or is to continue after a recess. For purposes of the statute, a meeting is deemed to have started at the time the agenda or meeting notice indicates it is to commence, regardless of the time the meeting actually begins. This rule shall apply at any regular, special or emergency meeting at which the Board intends to "exercise or advise in the exercise of any power of government." No quorum requirement shall apply for this smoking ban to apply. If the Board intends to reconvene after leaving a meeting room for an executive session, the Board will be deemed to be in a "recess" during which smoking shall be prohibited in the meeting room.

- **Smoking Policy at Other Locations:** If a meeting is held at a location other than one which is "rented, leased or owned" by the District, such as a hotel meeting room, where no separate charge is made for the room, the smoking ban of ORS 192.710 shall not apply, but other laws prohibiting smoking except in designated areas, such as that found in ORS 433.845, may apply.
- **Smoking Reminder:** Whenever members of the public are in attendance at a meeting, the presiding officer shall remind those present of the no smoking rule at the beginning of the meeting to avoid potential embarrassment.

- Consultation with Labor Negotiator: ORS 192.660(2)(d). To conduct deliberations with persons designated by the Board to carry on labor negotiations on its behalf. News media representatives may be excluded from executive sessions called under this section.
- Real Property Transactions: ORS 192.660(2)(e). To conduct deliberations with persons designated by the Board to negotiate real property transactions.
- Exempt Records: ORS 192.660(2)(f). To consider records which are exempt by law from public inspection. Examples of such records include medical records pertaining to personnel, confidential communications from legal counsel, employment tests or examination materials, and other materials exempted from public disclosure under the Public Records Law, ORS 192.501 and 192.502.
- Trade or Commerce: ORS 192.660(2)(g). To consider preliminary negotiations involving matters of trade or commerce in which the governing body is in competition with governing bodies in other states or nations.
- Litigation/Consultation with Legal Counsel: ORS 192.660(2)(h). To consult with legal counsel concerning the District's legal rights and duties, relating to current litigation or litigation likely to be filed. Whenever written legal advice received from counsel is to be discussed, the Board may discuss the writing in executive session under the authority of ORS 192.660(2)(f), which authorizes an executive session to consider records which are exempt from public inspection.
- Performance Evaluations: ORS 192.660(2)(i). To review and evaluate the employment- related performance of the chief executive officer, other officers, employees or staff members, pursuant to standards, criteria and policy directives adopted by the District, unless the person whose performance is being reviewed and evaluated requests an open hearing. The standards, criteria and policy directives to be used in evaluating chief executive officers must first have been adopted by the Board in meetings open to the public in which there was an opportunity for public comment. Executive sessions called pursuant to this section may not include a general evaluation of any District goal, objective or operation, and may not include any directive to the Chief Executive Officer or other District personnel concerning agency goals, objectives, operations or programs.
- Public Investments: ORS 192.660(2)(j). An executive session may be called to negotiate with private persons or businesses regarding proposed acquisition, exchange or liquidation of public investments.
- Health Professional Licensee Investigation: ORS 192.660(2)(k). A meeting to consider information obtained as part of an investigation or licensee or applicant conduct. Confidential information must be protected even when the board convenes in public session for the purposes of deciding whether or not to issue a notice of intent to impose a disciplinary sanction on a licensee or to deny or approve an application for licensure.

- Retention

Any tape recordings or written minutes of public Board meetings or executive sessions shall be retained by the District until such time as their disposal is authorized by rule or specific authorization of the State Archivist pursuant to ORS 192.105. It is required that minutes be retained forever.

- Availability to the Public

Written minutes of public sessions shall be made available to the public within a reasonable time after the meeting. ORS 192.650(1)



SAMPLE PUBLIC MEETING POLICY

Preparation for Board Meetings

- Distribution of materials to board members

The agenda, chief executive officer's report, treasurer's report, and statement of bills shall be given to each member of the board of directors at least (4) days prior to any regularly scheduled board meeting.

At the same time, the chief executive officer shall provide members detailed information relative to the agenda, including existing board policy pertinent to agenda items.

- Distribution of agenda to the public

The proposed agenda will simultaneously be distributed to all district officers and other facilities, local and other news media, and posted at one or more convenient locations for review by district personnel and the public.

Board Meeting Agenda

The clerk of the board shall draft the agenda after conferring with the president of the board. The following general order shall be observed:

- Call or order; pledge of allegiance to the flag
- Roll call by secretary-treasurer or designee
- Approval of the minutes
- Audience participation (testimony from citizens)
- Secretary-treasurer's report
- Statement of bills
- Old business
- Correspondence
- New business
- Chief executive officer's report
- Items not on the agenda open to the public; board and staff participation
- Agenda suggestions for future meetings from board members and district personnel
- Adjournment

Notice and Location of Meetings

- Application

This policy applies to all meetings of the board of directors of the district and to any meetings of subcommittees or advisory groups appointed by the board, if such subcommittees or advisory groups normally have a quorum requirement, take votes, and form recommendations as a body for presentation to the board of directors.

special meetings, press releases shall be issued or phone calls made to wire services and other media and interested persons shall be notified by mail or telephone. For emergency meetings, the district shall attempt to contact local media and other interested persons by telephone to inform them of the meeting.

- **Executive Sessions**

Notice for meetings called only to hold executive sessions shall be given in the same manner as notice for regular, special and emergency meetings as set forth above, except that the notice need only indicate the general subject matter to be considered at the executive session, but it shall also set forth the statutory basis for calling the executive session.

The president or other presiding officer shall announce the statutory authority for the executive session before going into closed session. Once the executive session has been convened, the president shall direct any representative of the news media who are present not to report certain specified information from the executive session. In general, the extent of the non-disclosure requirement should be no broader than the public interest requires, and the news media will ordinarily be allowed to report the general topic of discussion in the executive session. Board members, staff and other persons present shall not discuss or disclose executive session proceedings outside of the executive session without prior authorization of the board as a whole.

- **Interpreters for the Hearing Impaired**

The district shall comply with ORS 192.630(5) regarding the provision of interpreters for the hearing impaired at board meetings, in accordance with the following rules:

- The district shall make a good faith effort to have an interpreter for hearing impaired persons provided at any regularly scheduled meeting if the person requesting the interpreter has given the district at least 48 hours notice of the request, provided the name of the requester, the requester's sign language preference, and any other relevant information which the district may require. "Good faith efforts" shall include contacting the Oregon Disabilities Commission or other state or local agencies that maintain a list of qualified interpreters.
- If a meeting is held upon less than 48 hours notice, the District shall make reasonable efforts to have an interpreter present.
- The requirement for an interpreter does not apply to emergency meetings.
- The chief executive officer shall be responsible for developing and maintaining a list of qualified interpreters and shall have the responsibility for making the required good faith effort to arrange for attendance of an interpreter at any meeting for which an interpreter is requested.

Board Meeting Conduct

- **Presiding officer**

The president shall preside at board meetings. In the president's absence, the vice-president shall preside. If both the president and vice-president are absent, any other member of the board may preside.

- **Authority to Conduct Meetings**

The president or other presiding officer at any board meeting shall have full authority to conduct the meeting. Meetings shall be conducted in such a manner as to provide a full and fair opportunity for discussion of the issues in an efficient and timely manner. Any decision of the president or other presiding officer at the meeting may be overridden by a majority vote of the board.

- **Public Participation**