

Illinois Valley Fire District

Board of Fire Commissioners

Regular Meeting Agenda

Please be aware that this meeting may be recorded

February 13, 2020

There will be a banquet meeting at 18:30 before the regular board meeting.

1. Call to Order – President Lamb
2. Flag Salute - (Please remove hats) President Lamb
3. Roll Call:
4. Review of January 9, 2020 minutes
5. Kathy Maxwell – MVA reimbursement billing appeal.
6. Swearing in of Fire Chief Holmes.
7. Staff Reports:
 - Chief Gavlik:
 - Div. Chief Ismaili:
 - Div. Chief Sherman:
 - CERT report:
 - Executive Admin Paul:
8. Unfinished business:
 - Banquet update
 - Lot behind Station #1 – parking area.
9. Quarterly Drug Testing:
10. Board items not on the agenda:
11. Monthly Media Video:
12. Comments:
 - Public Comment: *This is the time set for public comment. The Board of Commissioners will listen and consider all comments for future agenda items. No voting or action will be taken by the Board of Commissioners today.*
 - Board of Director Comment
 - President Comment
13. Suggestions for next meeting Agenda:
14. Next scheduled BOD Meeting is March 12, 2020 at 7:00 pm. at Admin Bldg.
15. 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

January 9, 2020

Commissioner Lamb called the meeting to order at 1900 hours.

Flag Salute was led by Commissioner Lamb.

PRESENT: Commissioner's Butler, Price, Lamb, Bouchard and Johnson.

Interim Fire Chief Gavlik, Div. Chief Sherman, Div. Chief Ismaili, and Div. Chief Paul. Also present was FF Noah Miller.

ABSENT: None

VOLUNTEERS: Dale Sandberg, Ned Booth, Patty Booth, Colleen Bouchard, Kris Ismaili, and Ida Teasdale.

PUBLIC PRESENT: Austin Elesky, Holly Miller, Bill Fisher, Wendy Lorentz, Chad Lorentz, Bud Lorentz.

Roll Call: Commissioners Butler, Bouchard, Lamb, Johnson and Price were present.

REVIEW OF PREVIOUS MEETING MINUTES: Motion made by Mr. Butler and seconded by Mr. Price to approve the December 12, 2019 and the December 30, 2019 minutes.

Roll call vote: Yes – Unanimous

STAFF REPORTS:

CHIEF GAVLIK:

- Happy New Year!
- Explorer Post charter and its members: Currently 7 post members and 11 club members on our roster with a few more kids interested that will soon be turning age.
- A potential weather front is moving in. We have had interagency communications and there is a plan in place if needed to house a Search and Rescue tracked vehicle and personnel at our Selma station should the heavy snows come and access to patients becomes difficult.
- Our in-house Fire Academy is schedule to start 1/13/2020 and will continue through March. We currently have 16 people planning to attend. It is exciting to see the new members with their enthusiasm and willingness to learn.
- I have received an estimate from Camp's Custom Excavating in the amount of \$22,800 to extend the back parking lot. Discussion followed with Board of Commissioners deciding to wait until Fire Chief John Holmes is on board before making a decision. Commissioner's felt that more estimates were needed before moving forward on this project.
- This month's training will be covering: Spinal Immobilization, Flue Fires, RIT, and Incident Management.

CHIEF ISMAILI:

- No annexations this month.
- We had a trash fire on Junction Avenue caused by discarded hot hash into a trash receptacle.
- We had an escaped open burn in Jubilee Park caused by a transient, who was arrested by the Sheriff's office.
- We had a small vehicle fire on Redwood Highway near Brown Road. Cause was incendiary.

- We had two structure fires in the 700 block of Lakeshore Drive. The causes were incendiary and OSP is continuing the investigation.
- We had 9 MVA's with no FF injuries or civilian fatalities.
- I have started working with an inspection compliance engine. This compliance engine is a third party company that will be assisting with systems inspections. There will be no cost to IVFD for this service.

CHIEF SHERMAN:

Logistics has been busy this month keeping up with maintenance of the District Apparatus.

- Logistics report included

CERT: (Ned Booth)

- CERT attended a seminar on debris removal after an earthquake.
 - Station 6 doors have been re-adjusted and the water tank painting is on hold until the weather clears.
 - Station 6 interior is completed other than installation of the new air compressor and the exterior needs a new sign.
 - CERT will be attending a seminar in Medford on Preparedness.
- Commissioner Bouchard inquired as to why CERT had not been responding lately. Discussion followed with Ned Booth assuring Commissioner Bouchard that CERT had been responding and auto responses for specific response types and locations are in place.

ADMINISTRATOR PAUL:

- Resolution 19-19: Supplemental Budget accepting \$6,075.53 from a VFA grant back into the budget and allowing us to spend said money. A motion was made by Commissioner Bouchard and seconded by Commissioner Butler to accept Resolution 19-19. Yes – Unanimous.
- Budget update included

NEW BUSINESS:

- None.

UNFINISHED BUSINESS:

- Banquet will be on February 29th at the JoCo Fairgrounds. More information will follow as plans progress. Next banquet meeting 2/13/2020 @ 18:30.

BOARD ITEMS NOT ON THE AGENDA:

- President Lamb requested a vote from the other Commissioner's as to whether they wanted him to continue as the Board President. Commissioner Butler adamantly requested that Commissioner Lamb step down stating he felt the Board of Commissioner's needed stronger leadership.
Commissioner Johnson and Commissioner Bouchard both felt that Commissioner Lamb does an adequate job and felt that he should be given time to settle into his new position. Mr. Price did not give an opinion either way. Commissioner Butler conceded that Commissioner Lamb will continue as President at this time.
- A motion was made by Commissioner Butler and seconded by Commissioner Lamb to appoint Commissioner Price to the Vice President position. Commissioner Price agreed to accept the position. Roll call vote: Yes - Unanimous

VIDEO: Was excellent, as usual.

PUBLIC COMMENT:

- Noah Miller: Felt that due to all the new members and lack of space at the back of station #1 it would be money well spent to allow Camp's Excavation to complete the work that Chief Gavlik brought to the Board's attention.
- Joe Latva: Stated it is getting very difficult to get a vehicle through the gate at the back of Station #1 and also stated it would be well worth the expense to have the empty lot converted into usable space.
- Ida Mae Teasdale: Stated that a fund raising committee to have work done on the back lot is being formed and they are currently working on ideas to help raise funds to get the empty lot turned into a usable area.

BOARD COMMENT:

- Commissioner Price replied to Mr. Miller, Mr. Latva, and Ms. Teasdale that further investigation is needed but they should give their input, concerning the back lot of Station #1, to the new Fire Chief, John Holmes, when he comes on board next week.
- Commissioner Johnson brought it to the attention of the Board of Commissioners that she will be attending the SDAO conference in February 2020. All Commissioner's approved her participation in this event.

CHIEF COMMENT:

- None

PRESIDENT COMMENT:

- Please welcome and support our new Fire Chief John Holmes, who will be starting 1/13/2020. There will be a dessert potluck to welcome him at the next Association meeting 6:30 – 7:00. Please bring a dessert to share.

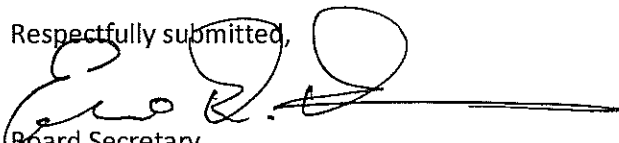
SUGGESTIONS FOR NEXT MEETING AGENDA:

- None

The next regularly scheduled BOD meeting will be February 13, 2020 at 7:00 p.m. at the Administration building, 681 Caves Hwy., Cave Junction, OR.

This meeting adjourned at 2000 hours.

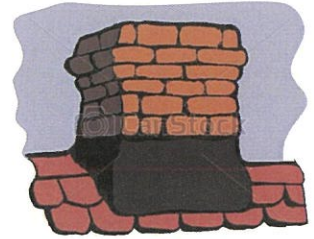
Respectfully submitted,


Board Secretary

Edwin (Bob) Butler



January Schedule 2020



Date	Battalion	Training	Location	Instructor
1/7/2020	All	Association Meeting	Admin	President
	All	Spinal Immobilization	Admin	Gavlik
1/14/2020	All	Flue Fires	Sta. 1	Pfeiffer
1/21/2020	All	RIT (Mutual Aid with Rural Metro)	RM Sta. 4	Duty Crew
1/28/2020	All	Incident Management	Admin	Gavlik

Note:

“Spinal Immobilization” will be our monthly medical continuing education for recertification; **“Flue Fires”** will be for handling a flue fire and the various elements to consider when dealing with them; **“RIT”** will be our quarterly mutual aid training with Rural Metro fire; **“Incident Management”** will be focused on the ability to manage various incidents and resources.



Camp's Custom Excavating

P.O. Box 2547

Cave Junction, OR 97523

Office - 541-660-6166

Fax - 541-592-2555

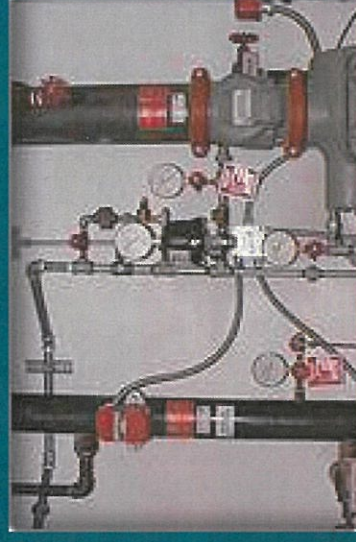
Estimate

Date	Estimate #
12/8/2019	101603

Name / Address
Illinois Valley Fire Department 681 Caves Hwy. Cave Junction, OR 97523

			Project
Description	Qty	Rate	Total
Station #1 Parking Addition - 581 Caves Hwy			
Fill Material (Estimate)	850	10.00	8,500.00
1 1/2" Minus Rock	500	28.60	14,300.00
-Placed with Grader and compacted with Roller			
Total			\$22,800.00

Study Session – Fire Protection System Compliance



Illinois Valley Fire District

Fire Protection Systems

Inspection, Testing & Maintenance (ITM) Required by Oregon Fire Code

• Automatic Fire Sprinkler Systems	Annual
• Fire Alarm System	Annual
• Commercial Kitchen Hood Suppression System	Semi-Annual
• Standpipe	Annual
• Active Smoke Control System	Annual
• Fire Pump	Annual
• Spray Booth	Annual
• Special Suppression System	Annual

The Compliance Engine

Locations Already Implemented

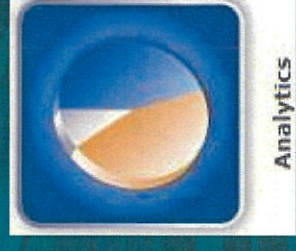
- 19 States and Expanding Rapidly
- Oregon
 - Eugene-Springfield
 - Bend
 - Medford
- Outside of Oregon
 - City of Los Angeles



The Compliance Engine

Benefits to Community and Fire Service

- Safer Community
 - Compliant fire protections systems =
 - Increased life safety and property protection
 - Reduction in number of violations/deficiencies
 - Decreased false alarms through increased number of properly maintained fire protection systems
- Greater Efficiency in Management of Fire Protections Systems
 - Less staff time to:
 - Manage building fire and life safety systems
 - Enter data and retain records
 - Send out reminders and deficiency notices (automated)
 - Streamlines and standardizes reporting process
 - Analytics tools
 - Accessible anywhere



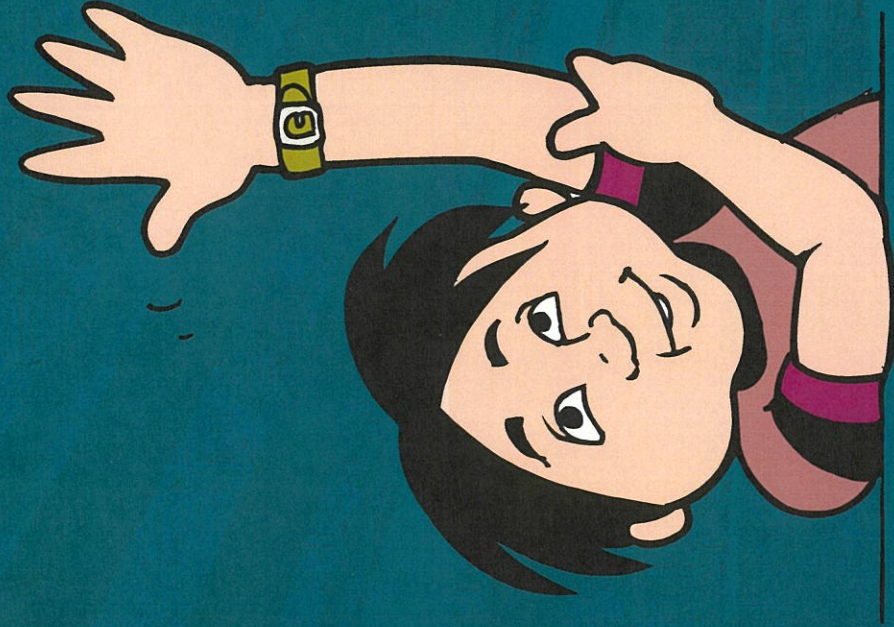
2019 Oregon Fire Code

- 107.2 Inspections. The fire code official is authorized to conduct such inspections as are deemed necessary to determine the extent of compliance with the provisions of this code and to approve reports of inspection by approved agencies or individuals. Reports of such inspections shall be prepared and submitted in writing for review and approval. Inspection reports shall be certified by a responsible officer of such approved agency or by the responsible individual. The fire code official is authorized to engage such expert opinion as deemed necessary to report on unusual, detailed or complex technical issues subject to the approval of the governing body.

2019 Oregon Fire Code

- 108.3 Recordkeeping. A record of periodic inspections, tests, servicing and other operations and maintenance shall be maintained on the premises or other approved location for not less than 3 years, or a different period of time where specified in this code or referenced standards. Records shall be made available for inspection by the fire code official, and a copy of the records shall be provided to the fire code official on request.
- The fire code official is authorized to prescribe the form and format of such recordkeeping. The fire code official is authorized to require that certain required records be filed with the fire code official.

Questions?





Maintenance Report December 2019

8931 Rescue Truck: Build brackets for ram, service and safety inspection.

8962 Brush Truck: Replace fuel injectors and glow plugs.

8905 Engine: Replace radiator cap.

8974 Service Truck: Replace a/c bypass pulley.

8932 Rescue Truck: Replace batteries.

8979 CERT: Replace relays in emergency light panel and replace electric cord for block heater.

8973 Staff SUV: Replace locking ring on front hub and replace transfer case.

Prep old 8905 Engine for sale.

Station 1: Service air compressor.

Station 2: Service air compressor, service and fuel generator, and replace block heater.

Station 3: Replace air compressor.

Station 4: Service air compressor and shop maintenance.

Station 5: Service air compressor.

Station 6: Service air compressor and replace air regulator, and replace thermostat for station heater.

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

RESOLUTION NO. 19-19

2019-2020 SUPPLEMENTAL BUDGET

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

WHEREAS, the unanticipated receipt of \$6,075.53, from an VFA grant, meets the requirements established by ORS 294.471, and

WHEREAS, receiving these monies 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 2019-2020 budget as follows:

Resources: AFG grant in the amount of \$6,075.53.

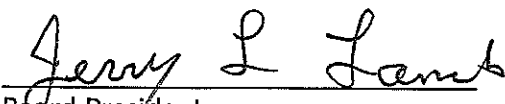
Be it further RESOLVED that the following changes are made to the 2019-2020 appropriations:

	Amount:
Personal Services	0.00
Materials and Services	6,075.53
Capital Outlay	0.00


Total Appropriations 6,075.53

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 \$6,075.53 - and to increase said 2019-2020 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 12th day of December 2019.



Board President



Secretary to the Board

	Jul '19 - Jun 20	Budget	\$ Over Budget	% of Budget
Income				
4010-00 · Current Taxes	1,118,085.93	1,140,174.00	-22,088.07	98.06%
4020-00 · Prior Taxes	19,149.00	35,000.00	-15,851.00	54.71%
4030-00 · Other Tax Offsets	16.32	0.00	16.32	100.0%
4630-00 · INTEREST INCOME				
Total 4630-00 · INTEREST INCOME	-7,682.09	300.00	-7,982.09	-2,560.7%
Total 4710-00 · Miscellaneous	61,904.89	62,293.53	-388.64	99.38%
4713-00 · Grant Income	12,431.00	0.00	12,431.00	100.0%
4800-70 · Transfer Out - General Fund	0.00	5,000.00	-5,000.00	0.0%
Total Income	1,203,905.05	1,242,767.53	-38,862.48	96.87%
Expense				
5000-00 · Personal Services				
5120-01 · Medical/Dental Insurance	132,308.86	233,000.00	-100,691.14	56.79%
5140-01 · Social Security Expense	26,988.70	54,351.00	-27,362.30	49.66%
5145-01 · OR-WFB Company	131.85	500.00	-368.15	26.37%
5150-01 · Workers Compensation Insurance	14,845.71	35,000.00	-20,154.29	42.42%
5160-01 · Unemployment Insurance	1,635.28	13,588.00	-11,952.72	12.04%
Total 5170-01 · Uniform Allowance	4,437.24	15,000.00	-10,562.76	29.58%
5200-01 · Volunteer Insurance	0.00	100.00	-100.00	0.0%
5210-01 · Hepatitis Prevention	0.00	1,750.00	-1,750.00	0.0%
5220-01 · PERS - Retirement	64,164.81	145,000.00	-80,835.19	44.25%
5240-01 · Life Insurance	1,359.00	4,500.00	-3,141.00	30.2%
5250-01 · Vacation/Comp Funding	11,459.20	30,000.00	-18,540.80	38.2%
Total 5000-00 · Personal Services	597,133.43	1,158,424.00	-561,290.57	51.55%
6000-02 · Materials & Services				
6300-02 · Advertising	311.00	2,000.00	-1,689.00	15.55%
6310-02 · Answer/Dispatch Service	13,036.49	32,000.00	-18,963.51	40.74%
Total 6320-02 · Apparatus Maintenance	39,624.84	70,000.00	-30,375.16	56.61%
6330-02 · Audit Contract	11,500.00	11,000.00	500.00	104.55%
6340-02 · Air Pack & Trailer Maintenance	5,791.01	6,500.00	-708.99	89.09%
Total 6350-02 · FEES	6,943.95	15,000.00	-8,056.05	46.29%
Total 6360-02 · Education, Travel, Training	7,002.32	14,000.00	-6,997.68	50.02%
6370-02 · Election/Budget Costs	0.00	4,000.00	-4,000.00	0.0%
Total 6380-02 · Fire Prevention / Investigation	2,919.62	6,500.00	-3,580.38	44.92%
6390-02 · Fuel & Lubricants	24,317.89	50,000.00	-25,682.11	48.64%
Total 6400-02 · Heating Fuel	1,357.68	5,000.00	-3,642.32	27.15%
Total 6410-02 · Insurance	-36.00	35,050.00	-35,086.00	-0.1%
6420-02 · Legal Expenses	548.87	1,000.00	-451.13	54.89%
Total 6430-02 · Office Supplies/Postage/Exp	1,656.89	5,000.00	-3,343.11	33.14%
Total 6450-02 · Power & Lights	10,034.33	23,000.00	-12,965.67	43.63%
6460-02 · Protective Clothing	341.74	12,000.00	-11,658.26	2.85%
6470-02 · Radio Maintenance	8.94	4,000.00	-3,991.06	0.22%
6480-02 · Station Maintenance	8,141.30	20,000.00	-11,858.70	40.71%
6490-02 · Telephones & Internet Services	12,751.66	33,000.00	-20,248.34	38.64%
6500-02 · Firefighting Tools & Supplies	10,955.91	11,075.53	-119.62	98.92%
6510-02 · Medical Supplies	1,562.38	3,000.00	-1,437.62	52.08%
Total 6520-02 · Professional Fees	0.00	5,000.00	-5,000.00	0.0%
6530-02 · Ladder Testing/ Hose Testing	4,795.97	10,000.00	-5,204.03	47.96%
6540-02 · Mechanics Tools & Equipment	1,000.00	1,000.00	0.00	100.0%
6560-02 · Office Equipment / Maintenance	4,662.16	5,000.00	-337.84	93.24%
Total 6570-02 · Administrative Expenses	11,057.70	15,000.00	-3,942.30	73.72%
6580-02 · Chief - Continued Education	100.12	5,000.00	-4,899.88	2.0%
6590-00 · Technical Department	6,000.00	22,000.00	-16,000.00	27.27%
Total 6600-02 · Volunteer Fund	7,083.29	58,550.00	-51,466.71	12.1%
6610-02 · Hose & Appliance Replace	0.00	3,000.00	-3,000.00	0.0%
6000-02 · Materials & Services - Other	-9,560.00	9,800.00	-19,360.00	-97.55%
Total 6000-02 · Materials & Services	183,910.06	497,475.53	-313,565.47	36.97%
7000-03 · Capital Outlay				
7750-03 · Radio Equipment	0.00	2,500.00	-2,500.00	0.0%
7860-03 · Facility & Equipment	0.00	2,500.00	-2,500.00	0.0%
7880-03 · EMS Equipment	2,226.80	0.00	2,226.80	100.0%

7910-03 · Rescue Equipment	0.00	5,000.00	-5,000.00	0.0%
Total 9000-00 · Station Improvements	5,148.35	20,000.00	-14,851.65	25.74%
Total 7000-03 · Capital Outlay	7,375.15	30,000.00	-22,624.85	24.58%
7950-03 · Contingency Fund	0.00	30,000.00	-30,000.00	0.0%
8000-04 · Debt Service/Lease Purchase Agr				
1070-00 · Flexlease US Bank Interest	9,239.38	18,480.00	-9,240.62	50.0%
1075-00 · Flexlease US Bank Principal	25,000.00	25,000.00	0.00	100.0%
1080-00 · Fund Transfer Expense	780.00	780.00	0.00	100.0%
8001-01 · Training Center - Principal	0.00	45,000.00	-45,000.00	0.0%
8002-01 · Rescue Engine - Principal	10,959.07	11,360.00	-400.93	96.47%
8002-02 · Rescue Engine - Interest	2,629.99	2,230.00	399.99	117.94%
Total 8000-04 · Debt Service/Lease Purchase Agr	48,608.44	102,850.00	-54,241.56	47.26%
8000-46 · Loan Fees	0.00	990.00	-990.00	0.0%
Total Expense	837,027.08	1,819,739.53	-982,712.45	46.0%
	366,877.97	-576,972.00	943,849.97	-63.59%
4040-00 · Levy Funds				
4040-20 · Levy Funds (2012) - Prior Year	1,173.76	0.00	1,173.76	100.0%
4040-30 · Levy Funds (2017)- Current Year	299,107.79	304,855.00	-5,747.21	98.12%
4040-40 · Levy Funds (2017) - Prior Year	2,789.60			
Total 4040-00 · Levy Funds	303,071.15	304,855.00	-1,783.85	99.42%
4717-00 · Donations	100.00			
9000-10 · Bond Taxes - Prior	2,608.47	2,500.00	108.47	104.34%
9000-11 · Bond Taxes	170,541.18	112,590.00	57,951.18	151.47%
	475,732.41	419,995.00	55,737.41	113.27%
BOND INDEBTEDNESS FUND				
9001-01 · Bond Principal	155,000.00	155,000.00	0.00	100.0%
9001-02 · Bond Interest	19,584.65	19,650.00	-65.35	99.67%
Total BOND INDEBTEDNESS FUND	174,584.65	174,650.00	-65.35	99.96%
	174,584.65	174,650.00	-65.35	99.96%
	301,147.76	245,345.00	55,802.76	122.75%
	668,025.73	-331,627.00	999,652.73	-201.44%