

Illinois Valley Fire District

Board of Fire Commissioners - Regular Meeting Agenda

Please be aware that this meeting may be recorded - Please Silence your Telephones

May 10, 2021

1. Call to Order – President Lamb
2. Flag Salute - (Please remove hats) President Lamb
3. Roll Call
4. Review of April 12, 2021 minutes
5. Board items not on the agenda
6. Motion for acceptance of 2021-2022 FY Budget as submitted from Budget Hearing. Resolution 21-04.
7. Staff Reports
 - Fire Chief Holmes:
 - Deputy Chief Gavlik:
 - Div. Chief Ismaili:
 - Div. Chief Sherman:
 - Executive Admin Paul: Resolution 21-05, permission to invest taxing district funds.
8. New business/suggestions for next meeting Agenda
9. Monthly Media Video
10. 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**
11. Next scheduled BOD Meeting is June 14, 2021 at 4:00 pm. at Admin Bldg.
12. 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 Board of Directors

Meeting Minutes April 12, 2021

President Lamb called the meeting to order at 4pm. Flag Salute was led by President Lamb.

PRESENT: Directors Lamb, Naydol, Bouchard, and Johnson. Fire Chief Holmes, Div. Chief Ismaili, Div. Chief Sherman, Div. Chief Paul, Paula LeMasters

VOLUNTEERS: Kris Ismaili, Andrea Steelman, Charlie Foutch, Dale Sandberg, Q Lackey,

GUESTS: Michelle Binker

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

REVIEW OF PREVIOUS MEETING MINUTES: Motion made by Director Richard Bouchard and seconded by Director Linda Naydol to approve March 8, 2021 minutes as submitted. Roll call vote: Yes – Unanimous

STAFF REPORTS:

CHIEF HOLMES:

Chief Holmes began by offering his condolences to Director Richard Bouchard on behalf of the entire IVFD family. He then gave a verbal report, which expanded on his written report. Chief shared his comments on the following:

- Served as a reviewer for the 2020 Fire Prevention and Safety Grant Program through FEMA/International Association of Arson Investigators the week of March 15-19. Great educational experience for grant writing, with looking at 664 grant applications. Looking forward to in-person if accepted again, as virtual was ok, but very difficult.
- Completed a Grant Writing Course for Fire and EMS through the National Volunteer Fire Council.
- Submitted a grant for the 2021 Wildland Urban Interface Assistance through the State Fire Marshal's Office (BK radios, hose packs with appliances, fire shelters and fire suppression hose).
- Meetings Attended:
 - Cave Junction City Council
 - Fire Defense Board Chief COVID/Wildland Fire Response Task Force
 - Rogue Valley Fire Chiefs Association
 - Oregon Fire Chief Association
 - Cave Junction Chamber of Commerce
 - IV Public Safety Task Force

DEP. CHIEF GAVLIK: (not in attendance, no report)

DIV. CHIEF ISMAILI:

- Six annexation recommendations this month:
 - Larry Strandburg, property at 680 Hayes Cut Off Road, in Cave Junction to add 33 acres
 - Prosper Oregon LLC, property at 6300 Deer Creek Road in Selma to add 5+ acres

- James and Jennifer Darby, property at 2561 West Side Road, in Cave Junction, to add 85+ acres
- James and Jennifer Darby, property at 2432 West Side Road, in Cave Junction to add 32+ acres
- Lloyd and Abigail Albrecht, of 2571 Reeves Creek Road in Selma, to add 3+ acres
- Leslie Ann Leen, at 790 Crooks Creek Road in Selma to add 35+ acres

Motion made by Director Cheryl Johnson and seconded by Director Richard Bouchard to annex all six requested properties.

Roll Call Vote: Yes – Unanimous

- Stats: 5 grass fires; 2 small vehicle fires; 3 large vehicle fires; 2 structure fires; 25 MVA's with one civilian fatality and no FF injuries.
- The water storage tanks project is still in process. We are doing as much as possible to make them ready for fire season.

DIV. CHIEF SHERMAN:

- Logistics report reviewed as provided
- Vehicle and station maintenance report reviewed as provided
- There continues to be work in preparation for filling the water tanks
- There are now cameras installed at Admin and Stations 1, 2, 3, and 4

ADMINISTRATOR PAUL:

- Budget meeting Monday, April 19 at 3pm. The meeting is open to the public and will be COVID compliant.
- Requested an approval for the 2021/2022 Audit expenditure with Richard Brewster in Medford, OR for up to \$10,500.

Motion made by Director Cheryl Johnson to accept, seconded by Director Richard Bouchard.

Roll Call Vote: Yes – Unanimous

- Requested approval of Resolution #21-03 for a correction to the 2020-2021 appropriations.

Motion made by Director Richard Bouchard to accept, seconded by Director Linda Naydol.

Roll Call Vote: Yes – Unanimous

NEW BUSINESS: (none)

VIDEO: Was an excellent review of March 2021. Director Lamb thanked Dale Sandberg for his continued great work as IVFD photographer/videographer.

PUBLIC COMMENT: Chief Holmes offered his thanks and gratitude to the volunteers and staff as follows:

- Rehab team is doing a phenomenal job... so good, that they are being called for support on incidents outside of our district. It is terrific recognition of our Rehab services.
- Charlie Foutch is always there when needed – whether the middle of the day, or the middle of the night.
- Dale Sandberg is always out there taking pictures and much appreciated, especially for training the Chief on using the camera equipment.
- This week, we graduated five new EMRs. They will be a wonderful enhancement to our team.

- The entire firefighting crew – both staff and volunteers. They are always here, doing things, and ready for any call that comes in.
- Paula LeMasters is doing a great job with billing and all the paperwork.
- Jamie Paul is a huge help with the budget and all of the work around tracking funds.

Div. Chief Sherman shared that this is National Dispatcher Appreciation Week. He offered a tour to any of the board who would like to see the dispatch center.

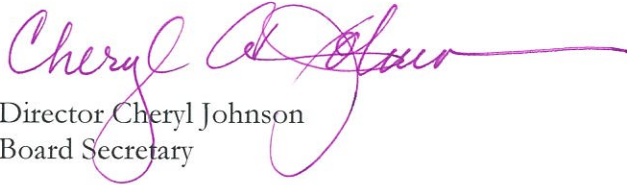
BOARD COMMENT: Director Johnson shared her appreciation and gratitude to Dale Sandberg for all of his work as staff photographer. Director Johnson also shared her disappointment that the levy deadline was missed and will not be on the May ballot.

PRESIDENT COMMENT: Director Jerry Lamb thanked everyone for attending the meetings. He also expressed his condolences to Director Bouchard for his loss. Thank you to the Chief for filling the role, as well as all of the firefighters that do a good job for IVFD.

The next regularly scheduled BOD meeting will be Monday, May 10, 2021 at 4:00 p.m. at the Administration building, 681 Caves Hwy., Cave Junction, OR.

This meeting adjourned at 4:30pm.

Respectfully submitted,



Cheryl Johnson

Director Cheryl Johnson
Board Secretary

04.12.2021

Fire Chief Report

- New Items:
 - I was a reviewer for the 2020 Fire Prevention and Safety Grant Program through FEMA/International Association of Arson Investigators the week of March 15-19. Great educational experience for grant writing, with looking at 664 grant applications. Looking forward to in-person if accepted again, as virtual was ok, but very difficult.
 - Completed a Grant Writing Course for Fire and EMS through the National Volunteer Fire Council.
 - Submitted a grant for the 2021 Wildland Urban Interface Assistance through the State Fire Marshal's Office (BK radios, hose packs with appliances, fire shelters and fire suppression hose).

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 - Cave Junction City Council
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 - Rogue Valley Fire Chiefs Association
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 - Cave Junction Chamber of Commerce
 - IV Public Safety Task Force



April Schedule 2021



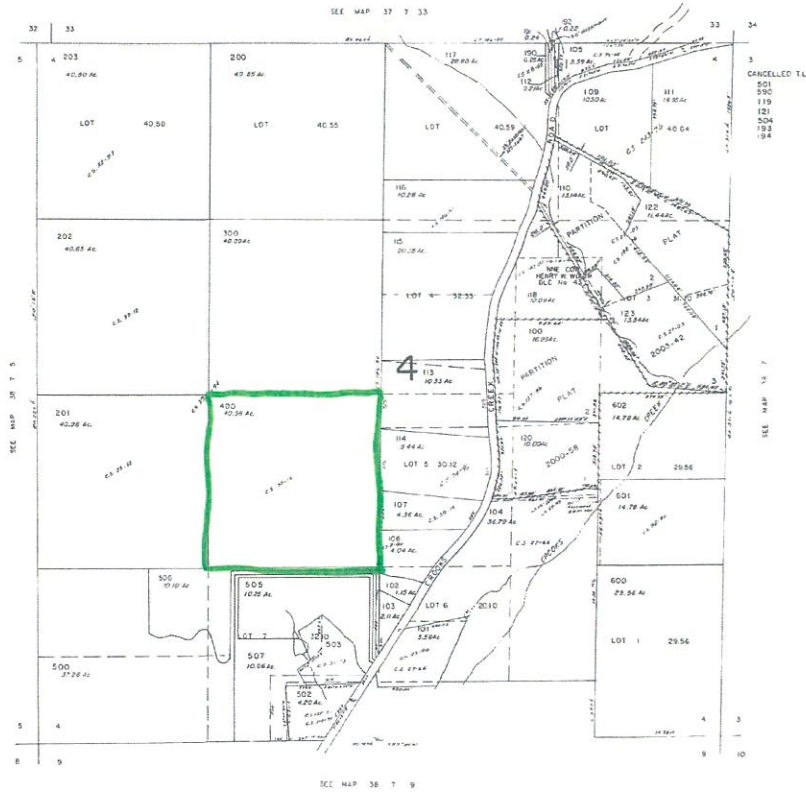
Date	Training	Location	Instructor
4/6/2021	Association Meeting	Sta. 1	President
	HEPA Mask Fit Testing	Sta. 1	Gavlik
4/13/2021	Pediatric Cardiac Arrest	Sta. 1	Julie Ryan
4/20/2021	Forcible Entry	Sta. 2	Pfeiffer
4/27/2021	Hydrant Operations	Sta. 1	Kamron

Note:

“**HEPA Mask Fit Testing**” will be our annually required fit testing for the N95 masks for all personnel; “**EMS Skills**” will be our monthly medical continuing education for recertification; “**Forcible Entry**” will be for practicing our capabilities to gain entry into a structure; “**Hydrant operations**” will be for practicing efficiency on the use of a hydrant for water supply.



This map was prepared for
record only - for purposes only.



Illinois Valley Fire District

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

March 10, 2021

Board of Directors
Illinois Valley Fire District

RE: Annexation of property into Fire District

Board Members:

Leslie Ann Leen of 233 Rogue River Hwy. #1250 Grants Pass, OR 97527, owner of the property at 790 Crooks Creek Rd., Map 38-07-04 TL 400, would like to annex their property into the Fire District.

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.

Kamron Ismaili
Division Chief
Operations / Prevention
Illinois Valley Fire District



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March 11, 2021

Board of Directors
Illinois Valley Fire District

RE: Annexation of property into Fire District

Board Members:

Lloyd A Albrecht, & Abigail Eden-Albrecht of 2571 Reeves Creek Rd, Selma, OR 97538, owner of the property at 2571 Reeves Creek Rd., Map 38-08-26 TL 404, would like to annex their property into the Fire District.

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.

Kamron Ismaili
Division Chief
Operations / Prevention
Illinois Valley Fire District

Annexation of property into Illinois Valley Fire District

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Illinois Valley Fire District

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March 15, 2021

Board of Directors
Illinois Valley Fire District

RE: Annexation of property into Fire District

Board Members:

James Brant Darby & Jennifer Ann Darby of 10250 Jamestown Dr. Apt 8 Anchorage, AK 99507, owner of the property at 2432 West Side Rd., Map 39-08-17 TL 300, would like to annex their property into the Fire District.

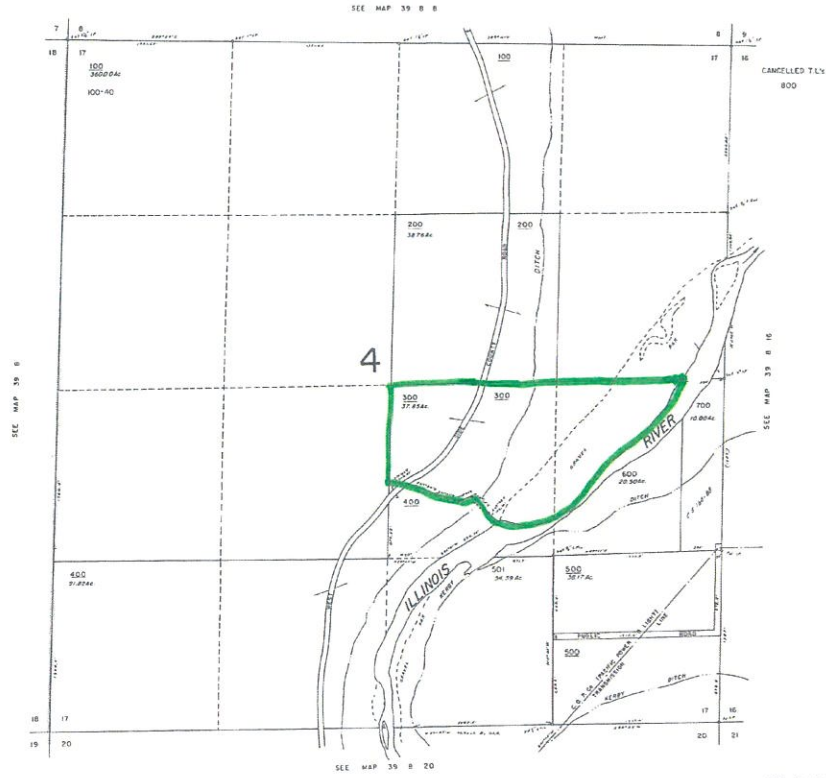
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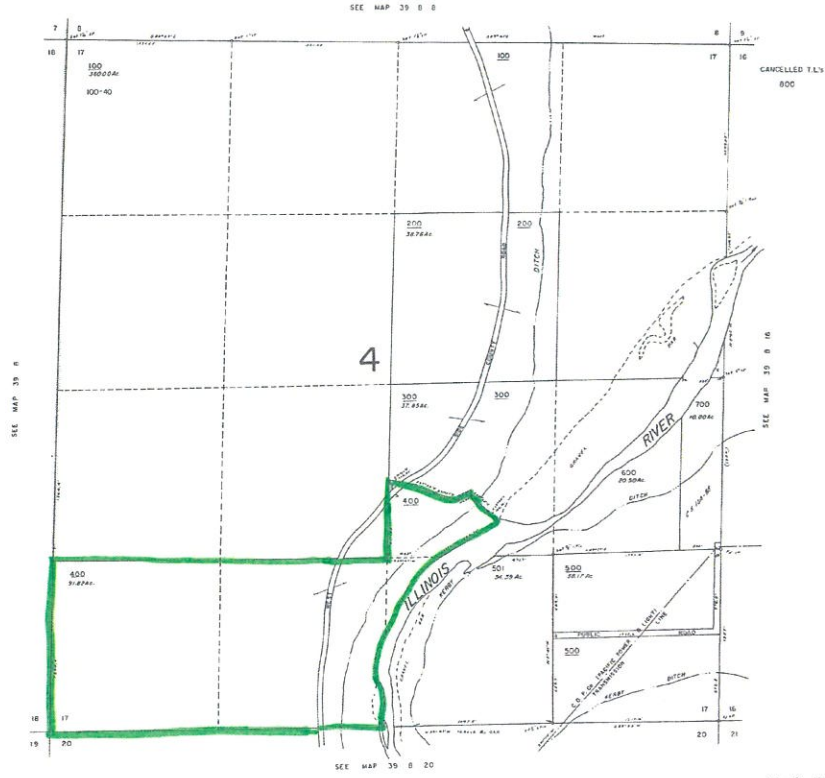
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Kamron Ismaili
Division Chief
Operations / Prevention
Illinois Valley Fire District

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March 15, 2021

Board of Directors
Illinois Valley Fire District

RE: Annexation of property into Fire District

Board Members:

James Brant Darby & Jennifer Ann Darby of 10250 Jamestown Dr. Apt 8 Anchorage, AK 99507, owner of the property at 2561 West Side Rd., Map 39-08-17 TL 400, would like to annex their property into the Fire District.

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.

Kamron Ismaili
Division Chief
Operations / Prevention
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March 17, 2021

Board of Directors
Illinois Valley Fire District

RE: Annexation of property into Fire District

Board Members:

Prosper Oregon LLC of 416 Gray Ln. Coifax, NC 27235, owner of the property at 6300 Deer Creek Rd., Map 38-07-10 TL 1001, would like to annex their property into the Fire District.

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.

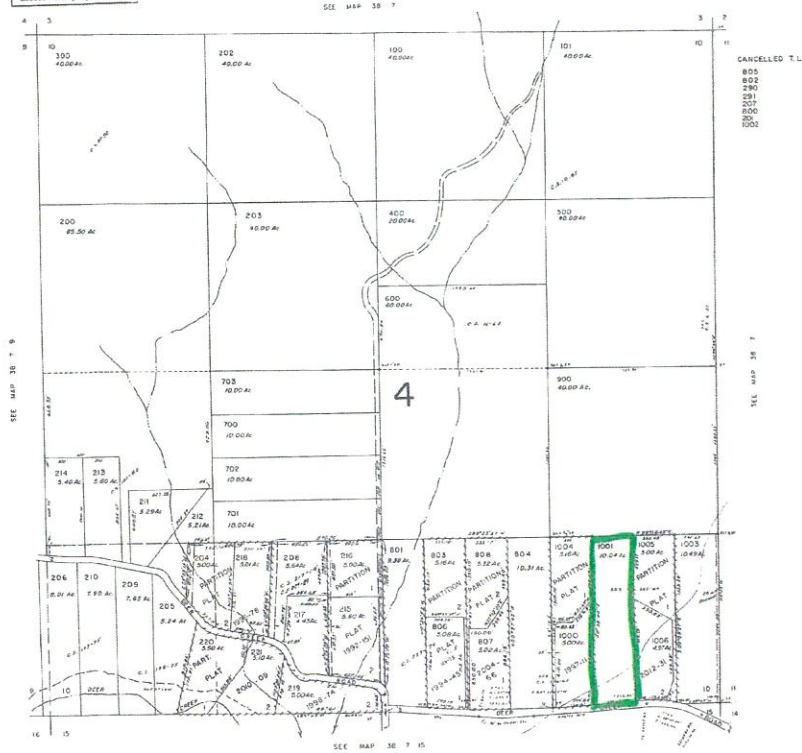
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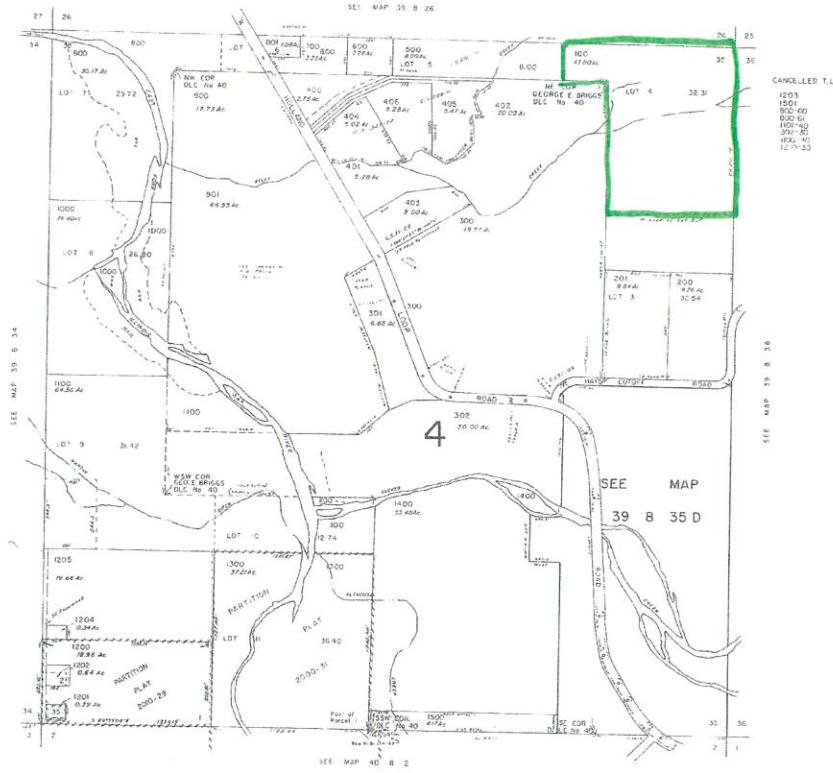
Kamron Ismaili
Division Chief
Operations / Prevention
Illinois Valley Fire District

Proudly Serving the Illinois Valley Since 1952

This map was prepared for assessment purposes only.



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March 19, 2021

Board of Directors
Illinois Valley Fire District

RE: Annexation of property into Fire District

Board Members:

Strandburg, Larry of 201 Spanky Way Cave Junction, OR 97523, owner of the property at 680 Hays Cutoff Rd., Map 39-08-35 TL 100, would like to annex their property into the Fire District.

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.

Kamron Ismaili
Division Chief
Operations / Prevention
Illinois Valley Fire District



Maintenance Report March 2021

8951 Command SUV: Replace broken starter bolts, repair switch for lock box, service and safety inspection

8903 Engine: Replace driver's side window regulator, service and safety inspection, and adjust brakes.

8942 Water Tender: Add LED light on rear of truck.

8954 Command SUV: Replace driver side window regulator.

8971 Utility Truck: Replace speaker for emergency radio, service and safety inspection.

8902 Engine: Service foam system.

8906 Engine: Replace tank level light system.

8952 Command SUV: Service and safety inspection.

8963 Brush Truck: Replace left headlight.

8966 Brush Truck: Install LED headlights, replace module in emergency lightbar, service and safety inspection.

8904 Engine: Replace right side headlight.

8931 Rescue Truck: Install kick plate under front passenger seat, tighten bolts on front-end, install LED headlights, service and safety inspection.

8945 Water Tender: Replace emergency radio speaker.

8905 Engine: Replace SCBA hold down strap and disinfect cab.

8946 Water Tender: Replace wiper blades, adjust brakes, service and safety inspection.

8944 Water Tender: Service and safety inspection.

8976 Rehab: Replace missing right front wheel cover, service engine and transmission, and safety inspection.

8979 Support: Service engine and transmission, safety inspection..

8974 Install glow plugs.

8901 Engine: Adjust brakes, service engine and safety inspection.

Recalibrate air trailer.

Station 1: Replace ballast in upstairs bathroom.

Station 2: Install camera system.

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

RESOLUTION NO. 21-03

2020-2021 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 \$297,238.24, from OSFM, ODF, and FS for Slater Fire conflagration, 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 2020-2021 budget as follows:

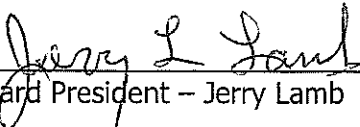
Resources: Oregon State Fire Marshal – \$111,248.94
Oregon Dept. Forestry – \$83,839.30
Forest Service – \$102,150.00


Be it further RESOLVED that the following changes are made to the 2020-2021 appropriations:

	Amount:
Personal Services	\$100,000.00
Materials and Services	\$100,000.00
Capital Outlay	\$97,238.24
Total Appropriations	\$297,238.24

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 \$305,947.83 - and to increase said 2020-2021 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 April, 2021.


Board President – Jerry Lamb


Secretary to the Board – Cheryl Johnson

Illinois Valley RFPD
Profit & Loss Budget vs. Actual
July 2020 through June 2021

	<u>Jul '20 - Jun 21</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
4010-00 · Current Taxes	1,247,461.71	1,188,537.00	58,924.71	104.96%
4020-00 · Prior Taxes	50,607.72	35,000.00	15,607.72	144.59%
4030-00 · Other Tax Offsets	15,427.84			
4630-00 · INTEREST INCOME				
Total 4630-00 · INTEREST INCOME	10,848.66	300.00	10,548.66	3,616.22%
Total 4710-00 · Miscellaneous	506,067.64	479,301.59	26,766.05	105.58%
4713-00 · Grant Income	2,500.00			
Total Income	1,832,913.57	1,703,138.59	129,774.98	107.62%
Gross Profit	1,832,913.57	1,703,138.59	129,774.98	107.62%
Expense				
5000-00 · Personal Services				
Total 5000-00 · Personal Services	1,026,563.68	1,389,098.83	-362,535.15	73.9%
6000-02 · Materials & Services				
Total 6000-02 · Materials & Services	281,647.12	639,592.54	-357,945.42	44.04%
7000-03 · Capital Outlay				
Total 7000-03 · Capital Outlay	166,069.08	241,258.22	-75,189.14	68.84%
7950-03 · Contingency Fund	0.00	20,000.00	-20,000.00	0.0%
8000-04 · Debt Service/Lease Purchase Agr				
Total 8000-04 · Debt Service/Lease Purchase Agr	52,995.94	61,674.00	-8,678.06	85.93%
8900-01 · Transfer out of General Fund	0.00	5,000.00	-5,000.00	0.0%
Total Expense	1,527,275.82	2,356,623.59	-829,347.77	64.81%
Net Ordinary Income	305,637.75	-653,485.00	959,122.75	-46.77%
Other Income/Expense				
Other Income				
BOND INDEBTEDNESS				
4632-01 · Int Dist	56.04			
4632-03 · Unseg Int	1,191.97			
Total BOND INDEBTEDNESS	1,248.01			
4040-00 · Levy Funds				
Total 4040-00 · Levy Funds	344,188.05	317,773.00	26,415.05	108.31%
9000-10 · Bond Taxes - Prior	8,451.38			
9000-11 · Bond Taxes	136,451.70			
Total Other Income	490,339.14	317,773.00	172,566.14	154.31%
Other Expense				
BOND INDEBTEDNESS FUND				
9001-01 · Bond Principal	160,000.00	160,000.00	0.00	100.0%
9001-02 · Bond Interest	15,039.61	21,090.00	-6,050.39	71.31%
Total BOND INDEBTEDNESS FUND	175,039.61	181,090.00	-6,050.39	96.66%
Total Other Expense	175,039.61	181,090.00	-6,050.39	96.66%
Net Other Income	315,299.53	136,683.00	178,616.53	230.68%
	620,937.28	-516,802.00	1,137,739.28	-120.15%