

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

July 8, 2024

1. Call meeting to order (silence phones)
2. Flag Salute (remove hats)
3. Roll Call
4. Review of June 10, 2024 minutes
5. Staff Reports
 - Fire Chief Holmes
 - Asst. Chief Ismaili
 - Div. Chief Gavlik
 - Div. Chief Sherman
6. New Business:
 - Annexations:
 - Jennifer Haney & John Cote of 4651 Thompson Creek – 3.39 acres for a total of 8.39 acres.
 - Discussion in regards to Director Darnell
 - Schedule Levy Workshop(s) committee
 - Hydrant Grant Administrator: Teresa Stover
 - Ethan Lane – City of Cave Junction Liaison
7. Old Business:
 - Best Practices Meeting training (Vector Solutions: SDAO Academy/Board/Fire Academy)
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 August 12, 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

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www.ivfire.com

Illinois Valley Fire District Board of Directors Meeting Minutes June 10, 2024

Vice President Binker called the meeting to order at 4pm and Director Lamb led the flag salute.

PRESENT: Chief Holmes, Asst. Dep. Chief Gavlik, Div. Chief Sherman, Div. Chief Paul, Paula LeMasters, FF Marler

VOLUNTEERS: Charlie Foutch, Judy Epperly, Paul Norton, Q Lackey

GUESTS: Robin Basner, Ethan Lane

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

REVIEW OF PREVIOUS MEETING MINUTES: Motion made by Director Johnson to accept the May 13, 2024 minutes as presented; and seconded by Director Lamb.

Roll Call vote: Director Binker -yes; Director Lamb – yes; Director Johnson – yes = unanimous

STAFF REPORTS

CHIEF HOLMES:

- **New Items:**

- Attended the Veterans Quilt Recognition at IVFD, initiated by Carol Dickson. It was honor to have watched this ceremony. And thank Carol and the committee for providing lunch for everyone.
- I was invited to be a panelist on the Williams Fire District Fire Chief process. We will see how it turns out for the community.

- **Training:**

- SDAO Training

- Cut through the noise and build trust: Learn how to combat rumors, and connect with your community on social media.
- Turn theory into action: Master our 6 social media best practices for impactful district engagement.
- Content to captivate your audience: How to create engaging posts that keep your community informed and involved.
- AMR CE - Shock
- Attended the Wildland Fire Preparedness Drill with RM/GP/D3 (Firing operations, Chain Saw and Bump n Run).

- **Fire Defense Board Items:**

- Training for our new Alternates has begun, and we are ready for the fire season rotation. Joe Hyatt from GPF, has replaced Chief Painter from Jacksonville's alternate position.
- Attended the OSFM Conflagration Drill and we passed with no issues. It was a good refresher for those that have gone through this and the new FDBC, were able to see what happens, and what is the process when the event happens.

- **OSFM – Red Team:**

- Up on rotation last week for deployment.

- **New Meetings Attended:**
 - Attended the OSFM Task Force Leader Symposium, and it was very well attended, and the education was great.
 - Situational Briefing: The Chateau at the Oregon Caves Confirmation
- **On-going and Informative Meetings:**
 - Attended the Jackson County #1 (Rogue River) BOD (Online)
 - Attended the Oregon Fire Chief Association 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 and Special Meetings (Online)
 - Attended the Applegate FD BOD Meeting (Online)
 - Attended the Cave Junction City Council Meeting (In-Person and Online)
 - Attended the Josephine/Rogue Valley Operations Group Meeting with Assistant Chief Ismaili.

ASST. CHIEF ISMAILI (on vacation – report provided... numbers to be confirmed)

- For the month of May, we had a total of 115 calls: 8 good intent/no incident calls; 24 service/public assist calls, 4 false alarm calls, 32 medical calls, 14 illegal open burn/smoke investigation calls, 7 grass fires, 1 small vehicle fire, 14 motor vehicle accidents with no civilian fatalities and no firefighter injuries. Assisted on 11 calls with our mutual aid partners.
- Completed 2 fire and life safety inspections.
- OSFM Defensible Space program has been implemented, with 25 properties assessed.
- OSFM grant funded Chipper program is up and running. Three new hires to run the chipper and 17 residents have utilized the service.
- Water project is on hold... Agreement has been sent to the City of Cave Junction. Waiting to hear back. Theresa Stover has signed a contract with IVFD and is now working with us.

DEP. CHIEF GAVLIK:

- IVVF Foundation awarded \$8,000 grant from the Four Way Foundation. Funds will be used for the new training building – interior lighting, ventilation, and electrical. Insulation materials are planned if funds available after other work.
- Annual wildland pack testing done – needed for out of district deployment opportunities.
- Two of our firefighters are currently training at the Oregon Caves for rope cave rescue. We also sent personnel to attend Rural Metro's water rescue class.
- Working with OR EMS to provide Pre-Hospital Trauma Life Support training in July.
- Explorers have a bottle fundraiser coming up on July 6th. Hoping to attend the Explorer Competition in January 2025.
- Training classes this month will cover Bleeding Control & Bandaging, Pump & Roll/Bump & Run, Firefighter Combat Challenge, and Leadership is Everyone's Business.

DIV. CHIEF SHERMAN:

- Logistics, vehicle and station maintenance report was provided in the board packet.
- They will be installing water level gauges in the external water tanks at the outlying stations.

ADMINISTRATOR PAUL: no report, financials provided.

NEW BUSINESS:

- 2024-2025 Budget Approval, as submitted from the Budget Hearing.

Motion made by Director Johnson moved to approve that the Illinois Valley Rural Fire Protection District budget committee approve the 2024-2025 budget in the amount of \$4,942,175. Additionally, moved that the budget committee approve taxes for the 2024-2025 fiscal year at the rate of \$1.8701 per \$1,000 of assessed

property value for operating purposes and the rate of \$0.50 per \$1,000 of assessed property value for funding the hiring and retaining of four (4) Firefighter/EMT's. The 2024-2025 budget year will be the 3rd year of the approved 5-year levy to approve 2024-2025 Fiscal Year Budget, seconded by Director Lamb.

Roll Call vote: Director Binker -yes; Director Lamb – yes; Director Johnson – yes = unanimous

- Resolution 24-02 to adopt the 2024-2025 fiscal year budget, making appropriations, levying and categorizing taxes in the amount of \$4,942,175.

Motion made by Director Johnson to approve Resolution 24-02, seconded by Director Lamb.

Roll Call vote: Director Binker -yes; Director Lamb – yes; Director Johnson – yes = unanimous

- Motion by Director Johnson to authorize to invest taxing district funds by the Josephine County Treasurer. Motion seconded by Director Binker.

Roll Call vote: Director Binker -yes; Director Lamb – yes; Director Johnson – yes = unanimous

- Recommend two annexations request as follows:
 - Adi Hamami of 35245 Redwood Hwy, O'Brien – 7.8 acres for a total of 12.8 acres
 - Dwyer Trust & John Merrill of 6545 Lakeshore Dr, Selma – 7.12 acres for a total of 12.12 acres

Motion made by Director Lamb to approve both annexation requests, seconded by Director Johnson.

Roll Call vote: Director Binker -yes; Director Lamb – yes; Director Johnson – yes = unanimous

- Ethan Lane – City of Cave Junction: No major updates or insights. City Council meeting is this evening and the budget meeting is on Wednesday, June 12.

OLD BUSINESS

- Public Meeting Policy update and implementation – Board reviewed and recommended SDAO language.

Motion made by Director Cheryl Johnson to approve Public Meeting policy draft, seconded by Director Jerry Lamb. No objections were raised and the policy was adopted.

PUBLIC COMMENT: (none)

BOARD COMMENT:

- Director Johnson shared that she is holding good thoughts for former Director Carol Dickson who is dealing with some serious health issues, and a very happy first wedding anniversary to Director Bouchard. Director Binker and I attended the Evans Valley Fire District Crab Feed fundraiser on June 1st. It was a fun event.

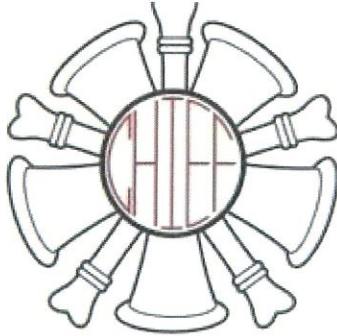
The next regularly scheduled BOD meeting will be Monday, July 8, 2024 at 4 pm at the Administration building, 681 Caves Hwy., Cave Junction, OR.

This meeting adjourned at 4:29 pm.

Respectfully submitted,



Director Cheryl Johnson
Board Secretary



Fire Chief Report

07.08.2024

- **New Items:**

- *We have worked with Emergency Preparedness / Public Health and installed an Air Quality Monitor at Station Two, thanks to Division Chief Sherman and Leah Swanson.*

- **Training:**

- *Drowning and Cultural Awareness*
- *Stroke*
- *Diabetic Emergencies*

- **Fire Defense Board Items:**

- *I assisted on the Upper Applegate Incident*

- **OSFM – Red Team:**

- *We were deployed to the Darlene3 Conflagration in LaPine. Great assignment, amazing people and a great learning opportunity. I was also signed off as a Division Group Supervisor, and my Trainer designation will be removed.*

- **New Meetings Attended:**

- *Working with CAL-Fire to complete an MOU for the Sun Star area.*

- **On-going and Informative Meetings:**

- *Attended the Jackson County #1 (Rogue River) BOD (Online)*
- *Attended the Oregon Fire Chief Association 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 and Special Meetings (Online)*
- *Attended the Cave Junction City Council Meeting (In-Person and Online)*
- *Attended the Josephine/Rogue Valley Operations Group Meeting with Assistant Chief Ismaili.*



Illinois Valley Fire Protection District

*Board of Directors Meeting
Operations/Prevention Notes
07/08/2024*

The shift schedule is attached.

For May, we ran a total of 127 calls.

We had 23 Good intent calls. These are; no incidents found, canceled en-route, smoke investigation, & legal open burns.

We had 17 Service Calls. Public Assists, Lift assists, Gas leaks, Smoke & Fire Alarms, etc.

We had 2 hazardous condition calls. Powerline problems, fuel leaks, etc..

We had 35 medical calls.

We had 27 illegal open burns/ calls. Most of these calls are transient-related. We issued multiple warnings and citations.

We had 9 Grass Fire. The fire on Deer Creek was a rekindled burn pile. The fires on Protsman Way and the two on Holland Loop were unintentional caused by equipment. The fires on Shadywood and Reeves Creek were escaped open burns. The one on Lakeshore and the two on Redwood Hwy were undetermined.

We had 2 small vehicle fires. Both fires were undetermined.

We had 8 Motor Vehicle Accidents with **2** civilian fatalities and **NO** firefighter injuries.

We assisted our partners with 4 mutual aid calls.

We installed 13 smoke alarms in Valley residences.

We completed 8 fire and life safety inspections.

Our OSFM grant-funded chipper program has served **9** more residents.

The IVFD Water Project updates will be presented to you by our new Grant Administrator Teresa Stover.

Do you have any questions?

Illinois Valley Rural Fire Protection District

Deputy Chief / Training Report

July 8, 2024



**ILLINOIS VALLEY
FIRE
DISTRICT**

With the help of the Illinois Valley Volunteer Firefighter Foundation, I was able to purchase the needed steel to help build the support needed for the interior staircase flooring. Now I need to coordinate my welders to install it so we can set into place the interior stairs. Also, I have started cutting into the first-floor walls to connect the containers, allowing for building search drills inside the building.

We have a couple of new volunteer firefighter applicants in process that I hope will add to our ranks and provide us with a few more members to help with staffing and responses.

The Oregon EMS Association's Pre-Hospital Trauma Life Support (PHTLS) class is moving forward with registrations open. The class will be held on July 13-14, 2024 from 0800 -1700 hours each day.

The Explorers' next can & bottle return fundraiser with the IVCanDo is this Saturday, July 6th from 1000 – 1400 hours if anyone has been saving up their returnable bottles and cans.

Training for this month will cover areas of Triage / Multiple Patient Scene, Water Rescue Throw Bags, Vehicle Extrication, Drafting / Porta-Tanks, and Task Performances.

Respectfully Submitted by Jeff Gavlik, Deputy Chief



July Schedule 2024



Date	Training	Location	Instructor
7/2/2024	Association Meeting	Admin	President
	Triage / Multiple Patient Scene	Admin	Gavlik
7/9/2024	Water Rescue Throw Bags	Sta. 1	Pfeiffer
7/20/2024 Saturday 0800-1200	Vehicle Extrication	Jerry's Tow	Lane
7/23/2024	Drafting / Porta-Tanks	Sta. 1	Meyer
7/30/2024	Task Performance	Sta. 1	LeMasters

Note:

“**Triage / Multiple Patient Scene**” will be our monthly medical continuing education for recertification; “**Water Rescue Throw Bags**” will be practicing how to perform shore rescue with the use of throw bags; “**Vehicle Extrication**” will be practicing your skills and methods for removing the vehicle away from the patient; “**Drafting / Porta-Tanks**” will be reviewing how to set up porta-tanks and pull a draft with large apparatus, “**Task Performances**” will cover **3-3.1** SCBA Use, **3-3.3** Force Entry, **3-3.4** Exit a Hazardous Area as a Team, **3-3.5** Set up Ground Ladders, **3-3.8** Search and Rescue.





Maintenance Report May 2024

8931: Replace front and rear brake calipers, rotors, and brake pads. Replace DEF injector and Urea pump, service and safety inspection, and change out siren box.

8901 Engine: Install new heater shut off valves and fix a coolant leak.

8911 Brush Truck: Rebuild 2" tank to pump valve and repair a water leak on foam system.

8951 Command SUV: Replace rear a/c low pressure side. Replace front and rear brake calipers and brake pads.

8963 Brush Truck: Replace serpentine belt.

8977 Command SUV: Service and safety inspection.

Install tank level gauges and stations 2, 3, 4, and 6

Station 3: Generator repair (under warranty)

Station 4: Replace starter capacitor on floor lift.

Illinois Valley RFPD

Profit & Loss Budget vs. Actual

July 2023 through June 2024

	Jul '23 - Jun 24	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
4010-00 · Current Taxes	1,515,371.98	1,480,442.00	34,929.98	102.36%
4020-00 · Prior Taxes	28,987.09	20,000.00	8,987.09	144.94%
4030-00 · Other Tax Offsets	-8,513.49			
4630-00 · INTEREST INCOME				
Total 4630-00 · INTEREST INCOME	69,960.93	5,000.00	64,960.93	1,399.22%
4710-00 · Miscellaneous				
Total 4710-00 · Miscellaneous	285,501.54	2,415,498.82	-2,129,997.28	11.82%
4712-00 · Explorers Savings	2,330.43			
4850-00 · Proceeds, Sale of Fixed Assets	0.00	158,000.00	-158,000.00	0.0%
Total Income	1,893,638.48	4,078,940.82	-2,185,302.34	46.43%
Gross Profit	1,893,638.48	4,078,940.82	-2,185,302.34	46.43%
Expense				
5000-00 · Personal Services				
Total 5000-00 · Personal Services	1,637,286.89	2,092,646.00	-455,359.11	78.24%
6000-02 · Materials & Services				
Total 6000-02 · Materials & Services	411,028.34	825,362.00	-414,333.66	49.8%
7000-03 · Capital Outlay				
Total 7000-03 · Capital Outlay	164,157.97	1,581,557.82	-1,417,399.85	10.38%
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	12,408.76	19,016.00	-6,607.24	65.25%
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	60,997.82	67,606.00	-6,608.18	90.23%
8000-46 · Loan Fees	550.00	550.00	0.00	100.0%
Total Expense	2,274,021.02	4,617,721.82	-2,343,700.80	49.25%
Net Ordinary Income	-380,382.54	-538,781.00	158,398.46	70.6%
Other Income/Expense				
Other Income				
BOND INDEBTEDNESS				
Total BOND INDEBTEDNESS	18.56			
4040-00 · Levy Funds				
Total 4040-00 · Levy Funds	412,901.42	395,833.00	17,068.42	104.31%
9000-10 · Bond Taxes - Prior	4,977.86			
Total Other Income	417,897.84	395,833.00	22,064.84	105.57%
Net Other Income	417,897.84	395,833.00	22,064.84	105.57%
	37,515.30	-142,948.00	180,463.30	-26.24%



Illinois Valley Fire District

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June 24, 2024

Board of Directors
Illinois Valley Fire District

RE: Annexation of property into Fire District

Board Members:

Jennifer Haney & John Cote of 1705 1/2 Canyon Park Dr, Bend, OR 97701, owner of the property at 4651 Thompson Creek Rd, Map 38-07-34-CO TL 122, would like to annex 3.39 acres of their property into the Fire District for a total of 8.39 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
Assistant Chief
Illinois Valley Fire District

This map was prepared for assessment purpose only.

SEE MAP 38 7 34 C

CANCELLED T.L.

III

SEE MAP 38 7

SEE MAP 38 7 34 D

