

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

January 8, 2024

1. Call meeting to order (silence phones)
2. Flag Salute (remove hats)
3. Roll Call
4. Review of December 11, 2023 minutes
5. Staff Reports
  - Fire Chief Holmes
  - Deputy Chief Gavlik
  - Deputy Chief Ismaili
  - Div. Chief Sherman
6. New Business:
  - Ethan Lane – City of Cave Junction Liaison
7. Old Business:
  - Personnel Manual Update: In process
8. Monthly Media Video
9. Comments:
  - Public Comment *(This is the time set for public comment. The Board of Directors will listen and consider all comments for future agenda items. In accordance with HB2560, Public Participation in Electronic Meetings, Facebook Live viewers are invited to submit comments or questions via Facebook and they will be addressed at this time. No voting or action will be taken by the Board of Directors today.)*
  - Board Comment
10. Next scheduled BOD Meeting is February 12, 2024 at 4:00 pm. at Admin Bldg.
11. Adjournment

*(The meeting location is accessible to persons with disabilities. Comments and/or Concerns must be submitted in writing. The Board reserves the right to hold an executive session at this meeting under the authority of ORS 192.660.)*

*Please turn off all Cell phones during this Business Meeting - Thank you*

**Illinois Valley Fire District Administration Office - 681 Caves Hwy. - Cave Junction - OR 97523**



# Illinois Valley Fire District

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Cave Junction, OR 97523

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## Illinois Valley Fire District Board of Directors Meeting Minutes January 8, 2024

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

**PRESENT:** Dep. Chief Gavlik, Dep. Chief Ismaili, Div. Chief Sherman, Div. Chief Paul, FF LeMasters, FF Meyer, Paula LeMasters **VOLUNTEERS:** Charlie Foutch, Q Lackey, Dale Sandberg  
**GUESTS:** Ethan Lane

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

**REVIEW OF PREVIOUS MEETING MINUTES:** Motion made by Director David Darnell to accept the December 11, 2023 minutes as presented; and seconded by Director Jerry Lamb.

Roll call vote: Director Darnell: Yes Director Binker: Yes Director Lamb: Yes

Director Johnson: Yes Motion passed, unanimous.

### STAFF REPORTS

**CHIEF HOLMES:** - No report, out on medical leave

### DEP. CHIEF GAVLIK:

- Training building: Power panel mounted to the pole and the electrical panel on the building, conduit pull box mounted, and conduit connected to both.
- Currently have four firefighters registered for the regional fire academy at Applegate Fire.
- Working with DPSST to coordinate trainings for 2024, including vertical ventilation, firefighter self-rescue, pump operator simulation, and virtual reality driving.
- Explorers are doing another cookoff, Friday, January 19 at 6:30pm. The board were asked to participate as judges. Director Binker volunteered to be a judge. Director Johnson will attend, and not be a judge.
- The next can drive will be handled by the Explorers on Saturday, January 13, 2024.
- Training classes this month will cover Respiratory Emergencies, Pump Operations, RIT/Mayday, Suicide Prevention, and Radio Communications.

### DEP. CHIEF ISMAILI

- For the month of December, we had a total of 94 calls: 21 public assist calls, 39 medical calls, 14 open burn/smoke investigation calls, 1 large vehicle fire, 17 motor vehicle accidents with one civilian fatality and no firefighter injuries. Assisted (mutual aid) on 2 structure fires.
- Installed 9 smoke alarms within the district.
- Completed 5 fire and life safety inspections.
- Attended the JoCo Operations Group, IVFROG, and IAAI meeting.

- Still negotiating with the City of Cave Junction for two intergovernmental agreements– trade of services and the completed water and sewer system.

**DIV. CHIEF SHERMAN:**

- Logistics, vehicle and station maintenance report was provided, plus expanded on verbally.

**ADMINISTRATOR PAUL:** no report, financials provided.

**NEW BUSINESS:**

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

**OLD BUSINESS: (none)**

- Personnel Manual Update/Review: We are continuing to review the proposed SDAO personnel manual and modifying to work with our policies as they apply. A finalized copy has been forwarded to SDAO for review. When it comes back it will be submitted to the board for approval.

**MONTHLY VIDEO:** Dale Sandberg provided the monthly video review for December/January.

**PUBLIC COMMENT: (none)**

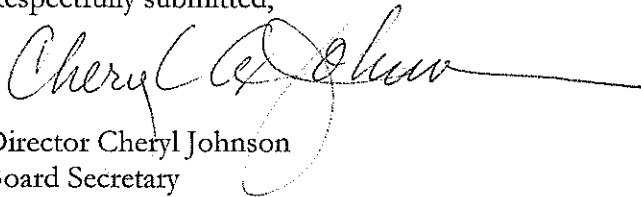
**BOARD COMMENT:**

- Director Johnson Thanked Dale Sandberg for the new music on the video. She shared that January is Fire Fighter Cancer Awareness Month. It was established to provide firefighters the necessary tools and guidance to develop life-saving protocols for cancer prevention and to support those with a cancer diagnosis. IAFF has a webpage with more information.

The next regularly scheduled BOD meeting will be Monday, February 12, 2024 at 4:00pm at the Administration building, 681 Caves Hwy., Cave Junction, OR.

This meeting adjourned at 4:22pm.

Respectfully submitted,



Director Cheryl Johnson  
Board Secretary

*Illinois Valley Rural Fire Protection District*

Deputy Chief / Training Report

January 8, 2023



**ILLINOIS VALLEY  
FIRE  
DISTRICT**

There have not been many changes made to the training building because of the weather and holidays. However, we did get the power panel mounted to the pole, the conduit pull box mounted to the station, and the conduit connected to both.

Four members are attending the fire academy, which began last weekend at Applegate Fire. They will be attending every weekend until February 24<sup>th</sup>.

I have requested from our DPSST regional representative to schedule several of their props including the vertical ventilation prop, firefighter self-rescue prop, pump operator simulation prop, and the virtual reality driver simulator prop. They are checking to see if the dates I submitted are available along with instructors to facilitate the training.

Training for this month will cover areas of Respiratory Emergencies, Pump Operations, RIT/Mayday, Suicide Prevention, and Radio Communications.

Respectfully Submitted by Jeff Gavlik, Deputy Chief





# January Schedule 2024



Date	Training	Location	Instructor
1/2/2024	Association Meeting	Admin	President
	Respiratory Emergencies	Admin	Gavlik
1/9/2024	Pump Operations	Sta. 1	Goo
1/16/2024	RIT/Mayday	Sta. 1	Pfeiffer
1/23/2024	Suicide Prevention	Sta. 1	Angela Franklin
1/30/2024	Radio Communications	Sta. 1	Gavlik

## Note:

“**Respiratory Emergencies**” will be our monthly medical continuing education for recertification; “**Pump Operations**” will be for reviewing the skills and knowledge of how to pump on the fire ground and water delivery; “**RIT/Mayday**” will be covering emergency procedures for handling a fireground emergency; “**Suicide Prevention**” will be a guest speaker on suicide and things to know about it; “**Radio Communications**” will be covering radio challenges, use, and repeater site locations for best functionality.



# *Illinois Valley Fire Protection District*

## *Board of Directors Meeting Operations/Prevention Notes 01/08/2024*

The shift schedule is attached.

For December, we ran a total of 94 calls.

We had twenty-one (21) public assist calls. Lift assists, Gas leaks, Powerline Problems, Smoke & Fire Alarms, etc.

We had thirty-nine (39) medical calls.

We had fourteen (14) open burn/smoke investigation calls. A large number of these calls are transient-related and unfounded smoke investigations.

We had one (1) Large Vehicle Fire. The fire on Redwood Hwy was undetermined. We were notified ten days after the fire. By the time we arrived on the scene, the occupant's ex-girlfriend had cleaned the entire trailer and placed everything in trash bags.

We had ten (17) Motor Vehicle Accidents with **one** civilian fatality and **NO** firefighter injuries.

We assisted our mutual aid partners with two structure fires.

We have installed nine (9) smoke alarms within the district.

We completed five (5) fire and life safety inspections.

I attended the RV IAAI & the IVFROG meetings. I attended the Josephine County & Rogue Valley Operations Groups meeting.

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?



# January 2024

January 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			

February 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		

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

# December 2023

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

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





## Maintenance Report December 2023

8911 Brush Truck: Secure hand tools in rear cabinet, service and safety inspection, and adjust pump packing.

8941 Water Tender: Re secure door strut in right rear compartment and replace driver seat cushion.

8945 Water Tender: Replace 4" ball valve for tank to pump and deliver truck to Smith equipment and welding in Prineville to install new pump.

8974 Service Truck: Replace clutch, pressure plate, flywheel, throw out bearing front driveline u-joint, and service and safety inspection.

8931 Rescue Truck: Add side to slide-in tray, replace brake fluid reservoir, brake pedal switch, brake control sensor, glow plug relay, service, and safety inspection.

8902 Engine: Relocate rear door hardware sensor.

8977 Command SUV: Replace starter (warranty)

8901 Engine: Service foam system.

Start welding security railing on training building.

Admin: Move repeater antenna.

Station apparatus run checks.

Station 4 Install new vice.

## Illinois Valley RFPD Profit & Loss Budget vs. Actual

July through December 2023

	<u>Jul - Dec 23</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
4010-00 · Current Taxes	1,405,385.02	1,480,442.00	-75,056.98	94.93%
4020-00 · Prior Taxes	15,907.38	20,000.00	-4,092.62	79.54%
4030-00 · Other Tax Offsets	-8,878.81			
4630-00 · INTEREST INCOME				
Total 4630-00 · INTEREST INCOME	23,288.25	5,000.00	18,288.25	465.77%
4710-00 · Miscellaneous				
Total 4710-00 · Miscellaneous	210,484.85	2,374,916.28	-2,164,431.43	8.86%
4712-00 · Explorers Savings	1,492.60			
4850-00 · Proceeds, Sale of Fixed Assets	0.00	158,000.00	-158,000.00	0.0%
<b>Total Income</b>	<u>1,647,679.29</u>	<u>4,038,358.28</u>	<u>-2,390,678.99</u>	<u>40.8%</u>
<b>Gross Profit</b>	<u>1,647,679.29</u>	<u>4,038,358.28</u>	<u>-2,390,678.99</u>	<u>40.8%</u>
<b>Expense</b>				
5000-00 · Personal Services				
Total 5000-00 · Personal Services	875,775.41	2,092,646.00	-1,216,870.59	41.85%
6000-02 · Materials & Services				
Total 6000-02 · Materials & Services	180,944.10	815,362.00	-634,417.90	22.19%
7000-03 · Capital Outlay				
Total 7000-03 · Capital Outlay	108,056.58	1,550,975.28	-1,442,918.70	6.97%
7950-03 · Contingency Fund	0.00	50,000.00	-50,000.00	0.0%
8000-04 · Debt Service/Lease Purchase Agr				
Total 8000-04 · Debt Service/Lease Purchase Agr	55,195.94	67,606.00	-12,410.06	81.64%
8000-46 · Loan Fees	550.00	550.00	0.00	100.0%
<b>Total Expense</b>	<u>1,220,522.03</u>	<u>4,577,139.28</u>	<u>-3,356,617.25</u>	<u>26.67%</u>
<b>Net Ordinary Income</b>	427,157.26	-538,781.00	965,938.26	-79.28%
<b>BOND INDEBTEDNESS</b>				
Total BOND INDEBTEDNESS	18.56			
4040-00 · Levy Funds				
Total 4040-00 · Levy Funds	380,006.01	395,833.00	-15,826.99	96.0%
9000-10 · Bond Taxes - Prior	3,481.29			
<b>Total Other Income</b>	<u>383,505.86</u>	<u>395,833.00</u>	<u>-12,327.14</u>	<u>96.89%</u>
<b>Other Expense</b>				
<b>Total Other Expense</b>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.0%</u>
<b>Net Other Income</b>	<u>383,505.86</u>	<u>395,833.00</u>	<u>-12,327.14</u>	<u>96.89%</u>
	<u><u>810,663.12</u></u>	<u><u>-142,948.00</u></u>	<u><u>953,611.12</u></u>	<u><u>-567.1%</u></u>