

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

February 12, 2024

1. Call meeting to order (silence phones)
2. Flag Salute (remove hats)
3. Roll Call
4. Review of January 8, 2024 minutes
5. Staff Reports
  - Fire Chief Holmes
  - Deputy Chief Gavlik
  - Deputy Chief Ismaili
  - Div. Chief Sherman
6. New Business:
  - Annexations:
    - Keith and Lana Hill of 572 Glendon Rd. - 1.94 acres
  - Resolutions: None
  - Ethan Lane – City of Cave Junction Liaison
7. Old Business:
  - Chief Holmes annual performance review – Executive Session possible (Please state ORS giving authority for Executive Session)
    - *“Per ORS 192.660 the Board of Directors has authority to hold an Executive Session to review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee or staff member who does not request an open hearing”*
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 March 11, 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

681 Caves Highway  
Cave Junction, OR 97523

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

www.ivfire.com

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## Illinois Valley Fire District Board of Directors Meeting Minutes February 12, 2024

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

**PRESENT:** Chief Holmes, Dep. Chief Gavlik, Dep. Chief Ismaili, Div. Chief Paul, Lt. Lane, FF Meyer, Paula LeMasters **VOLUNTEERS:** Judy Epperly, Charlie Foutch, Josh Kasprzak, Q Lackey  
**GUESTS:** Donamuree Holmes, Nathan Holmes

**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 January 8, 2024 minutes as corrected; and seconded by Director Jerry Lamb. Motion passed, unanimous.

### STAFF REPORTS

#### CHIEF HOLMES:

- **New Items:**
  - With my surgery that took place, my December was cut short. However, I kept up with my meetings before and after the surgery. Thank you to everyone who reached out to check on me and Deputy Chief Ismaili for coming to see me while I was in the hospital. Hopes to be on modified duty this week.
  - I was voted in as the Secretary/Treasurer for the Rogue Valley Fire Chief Association.
  - Met with a Grant Writer, working on the department's needs and matching them with current and upcoming grants. The contract is being looked at.
  - I will not be attending the SDAO Conference this year.
  - Spoke with the Grant Writer, in regards to the IVFD needs. Courtney Davis has a 98 to 99% success rate (780K) in the last year. IVFD has signed a contract with Courtney David LLC to write major grants (FEMA type).
  - OSFM has asked me to assist with the implementation phase of the grant programs. I will attend monthly meetings and provide input as part of the grant implementation committee.
  - Working with Applegate on a new to us Engine. This will be with a three-way trade. IVFD would receive a new-to-us Type 1 Engine – a 1991 Pierce Arrow, from Applegate, Williams FPD would receive one of our LifePak 15s (in conjunction with AMR) and WFPD would give a Zoll Monitor to AFD.
  - Looking at purchasing a New-to-us Type VI or III with money that IVFD earned from FEMA, for the Slater Fire.
  - Also looking at purchasing/leasing two new Staff vehicles to replace 8953 and 8954's current vehicles.
  - I have been asked to assist with the SPIRE Review Team for current grants. And my first round of grants was on 02/05/2024.
- **Training:**
  - Methamphetamine Intoxication – AMR

- Pediatric Stroke – AMR
- Lithium-Ion Batteries, Fire Investigations, and Keeping Pace w/Emerging Technologies.
- Reminder to the BOD, to complete their Safe Personnel, to allow the district to be eligible for a discount in our insurance.
- **Fire Defense Board Items:**
  - New Year, same position for Josephine County as the Fire Defense Board Chief.
- **OSFM – Red Team:**
  - Training was canceled due to weather. Attempting to have training by virtual option by the end of this month. The Annual IMT conference will be in March, which I will be attending in person.
  - I was moved to the Red Team for the year. Remaining as a Division Group Supervisor.
  - There was an After-Action Review of the 2023 Fire Season. IVFD did a good job with the Smith River North, and the feedback from the teams validated a good job. Lessons learned will be shown when the next one in the district happens. All in all, it was a good lesson learned.
- **New Meetings Attended:**
  - Met with Rep Evans, with OFDDA representation, Angie Frye and Genoa Ingram, regarding language changes and questions of LC23. Short but simple meeting and hope to see where we as the fire district will be if it passes. This is for the \$200k for each fire district for wildfire prevention.
  - I attended the OFCA – Volunteer, Smaller Career & Combo Roundtable. Discussions on PERS, DPSST Directors Update, OSFM, SDAO Update, Honor Guard, Health and Safety, and Open Forum. Well attended and educationally worth it.
- **On-going and Informative Meetings:**
  - Attended the Oregon Fire Chief Association meeting (Online)
  - Attended the Rogue Valley Fire Chiefs Association Meeting (In-Person)
  - Attended the Cave Junction City Council Meeting (In-Person/Online)
  - Attended the Applegate Fire District BOD meeting (Online)
  - Attended the Fire Standards Meeting (Online)
  - Attending the Josephine County Commissioner's Weekly Meetings (Online)
  - Attended the Cave Junction – Chamber of Commerce (Online)
  - Attended the International Association of Arson Investigators Monthly meeting (online)
  - Attended the Williams Fire District Board of Directors Meeting (in person - December)
  - Attended the Quarterly Josephine County EMS Committee for the departments ASA.
  - Attended the Quarterly PIO meeting (In-Person)

#### **DEP. CHIEF GAVLIK:**

- Training building: Moving forward slowly due to weather; wiring, man door installed.
- Four firefighters doing well in the regional fire academy at Applegate Fire.
- Continued working with DPSST to coordinate trainings for 2024.
- Dep. Chiefs Gavlik and Ismaili attended NFPA Fire Officer 3 class in Medford. NFPA Fire Officer 4 class in a couple of weeks.
- Training classes this month will cover Seizures, SCBA/PPE Drills, Fire Attack Operations, and District Jeopardy.

#### **DEP. CHIEF ISMAILI**

- For the month of January, we had a total of 99 calls: 19 public assist calls, 50 medical calls, 6 open burn/smoke investigation calls, 1 small vehicle fire, 1 large vehicle fire, 1 flue fire, 2 structure fires, 18 motor vehicle accidents with one civilian fatality and no firefighter injuries. Assisted (mutual aid) on 1 structure fire.

- We installed six smoke alarms.
- Completed five fire and life safety inspections.
- Attended the JoCo Operations Group, IVFROG, and RV IAAI meeting; and the IAAI conference, as well as the NFPA Fire Officer training.
- We have received several (low) offers for Station 5, 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.

**DIV. CHIEF SHERMAN: (not in attendance)**

- Logistics, vehicle and station maintenance report was provided in the board packet.

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

**NEW BUSINESS:**

- Recommend one annexation request as follows:
  - Keith and Lana Hill, 572 Glendon Rd., Kerby; 1.94 acres

Motion made by Director Cheryl Johnson to approve the annexation requests, seconded by Director Jerry Lamb. All in favor, motion passed unanimously.

**OLD BUSINESS: (none)**

- Annual Performance Review – Chief Holmes. The board adjourned to Executive Session at 4:20pm to discuss the Chief's performance evaluation.

Executive Session concluded. Regular board meeting called to order at 4:53pm. Director Richard Bouchard shared that the board unanimously approves Chief Holmes performance and he is on track with the board's expectations. The board appreciates the great job that he is doing.

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

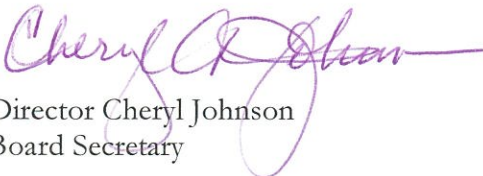
**PUBLIC COMMENT: (none)**

**BOARD COMMENT:**

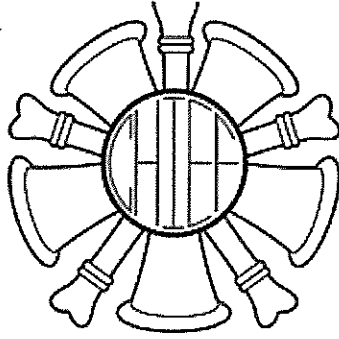
- Director Johnson reminded all personnel that personal wellness is a priority. There have been some challenging calls lately, in addition to personnel dealing with many personal issues. Services are free and available through the RV Chaplain's Association or the Employee Assistance Program; and are confidential and no charge.
- Director Bouchard added that help is available if you need it... at any time. Be safe and take care of yourselves and your families.

The next regularly scheduled BOD meeting will be Monday, March 11, 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



## **Fire Chief Report**

**02.12.2024**

- **New Items:**

- With my surgery that took place, my December was cut short. However, I kept up with my meetings before and after the surgery. Thank you to everyone who reached out to check on me and Deputy Chief Ismaili for coming to see me while I was in the hospital.
- I was voted in as the Secretary/Treasurer for the Rogue Valley Fire Chief Association.
- Met with a Grant Writer, working on the department's needs and matching them with current and upcoming grants. The contract is being looked at.
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  - I was moved to the Red Team for the year. I am remaining a Division Group Supervisor.
  - There was an After Action Review of the 2023 Fire Season. IVFD did a good job with the Smith River North, and the feedback from the teams validated a good job. Lessons learned will be shown when the next one in the district happens. All in all, it was a good lesson learned.
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*Illinois Valley Rural Fire Protection District*

Deputy Chief / Training Report

*February 12, 2024*



**ILLINOIS VALLEY  
FIRE  
DISTRICT**

The training building is still moving forward slowly due to the persistent rain, but a little more progress has been made with the wiring, another man door installed on the third floor, and the research performed with what will be needed to finish off the lighting, electrical, and insulation for the interior of the building.

Our recruits are doing well in the fire academy with only a few weekends left before graduation. One of the ladder drills they performed was a competition among several teams and our people came out victorious, which shows all of the dedicated work they have put into their learning.

Originally, I requested the Virtual Reality Driver Simulator from DPSST to come down as part of this month's training, however, it is not yet available because they are still working on training all of their new staff on the various props before traveling to other agencies. I will try to reschedule it for a later date.

Deputy Chief Ismaili and I attended the NFPA Fire Officer 3 class hosted in Medford last week and will be following up with the Fire Officer 4 class in a couple weeks.

Training for this month will cover areas of Seizures, SCBA/PPE Drills, Fire Attack Operations, and District Jeopardy.

Respectfully Submitted by Jeff Gavlik, Deputy Chief





# February Schedule 2024



Date	Training	Location	Instructor
2/6/2024	Association Meeting	Admin	President
	Seizures	Admin	Gavlik
2/13/2024	SCBA / PPE Drills	Sta. 1	Gavlik
2/20/2024	Fire Attack Operations	Sta. 1	Goo
2/27/2024	District Jeopardy	Sta. 1	Gavlik

## Note:

“**Seizures**” will be our monthly medical continuing education for recertification; “**SCBA / PPE Drills**” will be for practicing donning SCBA and Turnouts efficiently; “**Fire Attack Operations**” will be covering first in fire attack operations and tactics; “**District Jeopardy**” will be a fun competition about district knowledge and various training topics.



# *Illinois Valley Fire Protection District*

## *Board of Directors Meeting Operations/Prevention Notes 02/12/2024*

The shift schedule is attached.

For December, we ran a total of 99 calls.

We had nineteen (19) public assist calls. Lift assists, Gas leaks, Powerline Problems, Smoke & Fire Alarms, etc.

We had fifty (50) medical calls.

We had six (6) open burn/smoke investigation calls. All of these calls are transient-related.

We had one (1) SVF. The fire on Thompson Creek Rd. was undetermined. The vehicle was upside down and stripped. More than likely someone set it to get rid of their fingerprints.

We had one (1) Large Vehicle Fire. The fire on Caves Avenue was unintentional. The occupants had left a propane heater too close to combustibles.

We had one (1) Flue Fire. Because of the fire was unintentional. The occupants were advised to have the flue cleaned.

We had two (2) Structure Fires. The fire on Krause Lane was intentional. This was a reclaimed Josephine County property that someone came by and set fire to at multiple locations. The fire on Takilma Road was unintentional. The fire appeared to be electrical in nature but the exact cause of what went wrong in the electrical is undetermined. Our investigation was cut short because the property owner wanted to get electrical experts out to the scene.

We had eighteen (18) Motor Vehicle Accidents with **one** civilian fatality and **NO** firefighter injuries.

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

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

I attended the RV IAAI & the IVFROG meetings. I attended the Josephine County 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?

# February 2024

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		

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

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



## Maintenance Report January 2024

8974 Service Truck: Replace back up lights and sending unit it side fuel tank.

8941 Water Tender: Manuel regen and replace relay for back up lights.

8907 Engine: Replace IPC sensor.

8906 Engine: Replace batteries.

8952 Command SUV: Have crack in windshield repaired, service and safety inspection.

8942 Water Tender: Replace left front turn signal/marker light assembly.

8971 Truck: Replace battery.

8954 Command SUV: Service and safety inspection.

8951 Command SUV: Inspect charging system and battery. Replace left front headlight.

8904 Engine: Replace oil pressure sensor.

6x6: Install back up lights and LED headlights.

8979 Support: Reseal fuel bowl.

Air trailer serviced and recalibrated.

Install man door in training building.

Admin: Install repeater the radio and install battery for rear parking gate.

Station 2: Repair roof on training building.

Station 3: Service front door knob and pressure tank for the well.

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

July 2023 through January 2024

	Jul '23 - Jan 24	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
4010-00 · Current Taxes	1,419,081.12	1,480,442.00	-61,360.88	95.86%
4020-00 · Prior Taxes	17,800.11	20,000.00	-2,199.89	89.0%
4030-00 · Other Tax Offsets	-8,878.81			
Total 4630-00 · INTEREST INCOME	38,241.51	5,000.00	33,241.51	764.83%
Total 4710-00 · Miscellaneous	212,894.36	2,374,916.28	-2,162,021.92	8.96%
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>	<b>1,680,630.89</b>	<b>4,038,358.28</b>	<b>-2,357,727.39</b>	<b>41.62%</b>
<b>Gross Profit</b>	<b>1,680,630.89</b>	<b>4,038,358.28</b>	<b>-2,357,727.39</b>	<b>41.62%</b>
<b>Expense</b>				
<b>5000-00 · Personal Services</b>				
Total 5000-00 · Personal Services	994,622.79	2,092,646.00	-1,098,023.21	47.53%
<b>6000-02 · Materials &amp; Services</b>				
Total 6000-02 · Materials & Services	257,577.71	815,362.00	-557,784.29	31.59%
<b>7000-03 · Capital Outlay</b>				
Total 7000-03 · Capital Outlay	122,411.33	1,550,975.28	-1,428,563.95	7.89%
7950-03 · Contingency Fund	0.00	50,000.00	-50,000.00	0.0%
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>	<b>1,430,357.77</b>	<b>4,577,139.28</b>	<b>-3,146,781.51</b>	<b>31.25%</b>
<b>Net Ordinary Income</b>	<b>250,273.12</b>	<b>-538,781.00</b>	<b>789,054.12</b>	<b>-46.45%</b>
<b>Other Income/Expense</b>				
<b>Other Income</b>				
Total BOND INDEBTEDNESS	18.56			
Total 4040-00 · Levy Funds	384,172.91	395,833.00	-11,660.09	97.05%
9000-10 · Bond Taxes - Prior	3,699.02			
<b>Total Other Income</b>	<b>387,890.49</b>	<b>395,833.00</b>	<b>-7,942.51</b>	<b>97.99%</b>
<b>Other Expense</b>				
<b>Capital Projects Fund - Expense</b>				
8100-05 · Capital Improvements	0.00	0.00	0.00	0.0%
<b>Total Capital Projects Fund - Expense</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>Total Other Expense</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>Net Other Income</b>	<b>387,890.49</b>	<b>395,833.00</b>	<b>-7,942.51</b>	<b>97.99%</b>
	<b>638,163.61</b>	<b>-142,948.00</b>	<b>781,111.61</b>	<b>-446.43%</b>



# Illinois Valley Fire District

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

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January 16, 2024

Board of Directors  
Illinois Valley Fire District

RE: Annexation of property into Fire District

Board Members:

Keith D Hill & Lana J Hill of PO Box 3224, Kerby, OR 97531, owner of the property at 572 Glendon Rd, Map 39-08-10 TL 508, would like to annex 1.94 acres of their property into the Fire District for a total of 1.94 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 Ismail  
Deputy Chief  
Operations / Prevention  
Illinois Valley Fire District

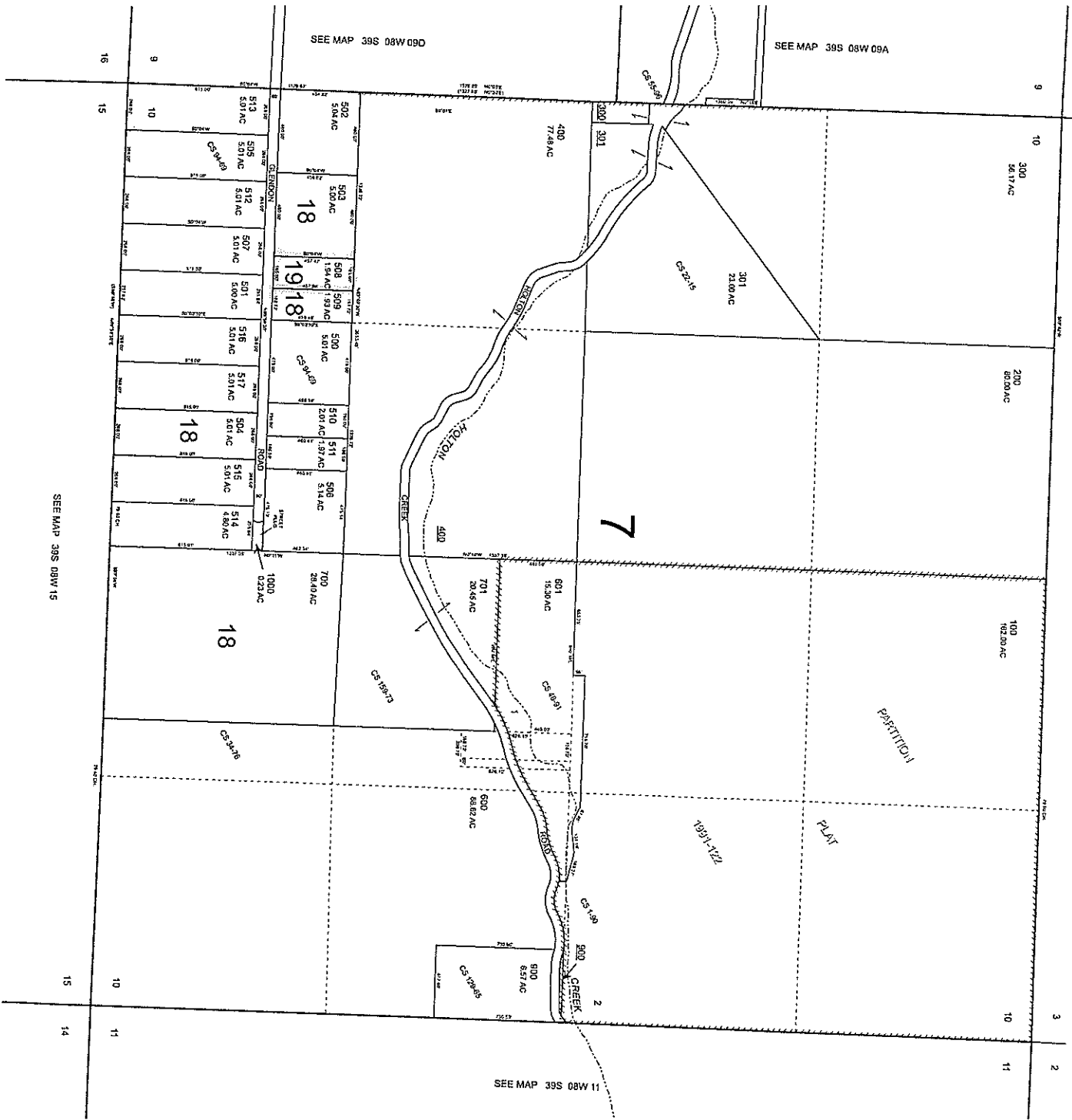


SECTION 10 T.39S. R.8W. W.M.  
JOSEPHINE COUNTY  
1" = 400'

39 08 10

SEE MAP 39S 08W

CANCELLED:  
590  
800



SEE MAP 39S 08W 15

39 08 10