

# **Illinois Valley Fire District**

Board of Fire Commissioners - Regular Meeting Agenda

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

July 12, 2021

1. Call to Order – President Lamb
2. Flag Salute - (Please remove hats) President Lamb
3. Roll Call
4. Review of June 14, 2021 minutes
5. Swearing in ceremony / Elections
6. Director Johnson: SDAO Board of Directors and Management Staff Regional Training.
7. Board items not on the agenda
8. Staff Reports
  - Fire Chief Holmes:
  - Deputy Chief Gavlik:
  - Deputy Chief Ismaili:
  - Div. Chief Sherman:
  - Executive Admin Paul:
9. New business/suggestions for next meeting Agenda
10. Monthly Media Video
11. 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**
12. Next scheduled BOD Meeting is August 9, 2021 at 4:00 pm. at Admin Bldg.
13. 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 June 14, 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, Dep. Chief Gavlik, Div. Chief Ismaili, Div. Chief Sherman, Div. Chief Paul, Paula LeMasters, FF Kyle Lane, FF Garrett Goo, FF Noah Miller, FF Brian Pfeiffer, Tom McCauley

**VOLUNTEERS:** Kris Ismaili, Charlie Foutch, Dale Sandberg, Q Lackey, Collin LeMasters, Andrea Steelman, Danny Marler, Brandon Smith, Diamond Pfeiffer, Bill Fisher, Dakota Sears, Joanna Gavlik, Mark Sudyka, Solomon Meyer, and Judy Epperly

**GUESTS:** Michelle Binker, Donamuree Fatino-Holmes, Nathan Holmes, Liz Costa

**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 May 10, 2021 minutes as submitted. Roll call vote: Yes – Unanimous

**APPOINTMENT OF POSITION #3:** No appointment at this time. Position will be filled in July by Michelle Binker, who prevailed in the May election.

**OATH OF OFFICE CHANGE TO INCLUDE “AFFIRMATION”:** No problems with the revised language.

**QUARTERLY DRUG TESTING:** The following numbers were designated for quarterly drug testing: 25060, 35650, 17490, 48420, 51920, 11750, 80610

**BOARD ITEMS NOT ON THE AGENDA:** None

### STAFF REPORTS:

### CHIEF HOLMES:

Chief Holmes gave a verbal report, which expanded on his written report. Chief shared his comments on the following:

- New Items:
  - State Fire Marshal Wildland Prevention and Preparedness Activity grant was awarded to IVFD in the amount of \$87,780.76 and will be presented to you for approval as it is over the amount for spending at the operations level.
  - The Fire District is breaking 2017 call records month by month.
  - I was approached to give a monthly report at the Cave Junction City Council Meetings, and will be discussing further with Mayor Martell.
  - Working with Div. Chief Ismaili cultivating the relationship with the Bureau of Land Management in regards to the fire season, and being able to place public information at all of the fire stations.

- Working on Cost Recovery Fee Schedule (Last dated 2019 – Resolution 19-09) and seeing where fee increase might benefit the district. Will be sharing information at another board meeting.
- Cost of Living Adjustment is being issued as of July 1, 2021 as approved in the 2021-2022 Budget.
- Meetings Attended:
  - State Fire Marshal’s Office Fire Defense Board Refresher Training
  - Lunch and Learn Leadership Trainings
  - IV Airport Committee Meeting
  - Cave Junction City Council
  - Fire Defense Board Chief Wildland Fire Response Task Force Meeting and Training
  - Rogue Valley Fire Chiefs Association
  - Oregon Fire Chief Association
  - Cave Junction Chamber of Commerce
  - Attended Applegate Fire District Board Meeting

The Chief also added:

SDAO Board Training on 7/26/21 at the Admin Building

Looking for approval to relocate Station 5 and sell the assets that are no longer needed

**DEP. CHIEF GAVLIK:**

- Presented the training offerings for the month of June to include: Psychiatric and Behavioral Emergencies; Helicopter Operations; Progressive Hose Lays/Type 6 Operations; Structural Triage; and Interface Fire Structural Protection.
- No word on the 2020 AFG Grant; it is anticipated that they will release awards in July.
- We have ordered the wildland radios with the grant funds from JCF and OSFM.
- The Chaney grant for boots has been spent and the boots have been received.
- FF Goo and FF Lane completed the Wildland Engine Boss certification. This will allow them to serve in that capacity for any deployments.
- FF’s Miller, Goo, B. Pfeiffer, Meyer have attended the NFPA Instructor 1 training to become qualified instructors
- FF Smith completed the Fire Academy
- FF B. Pfeiffer attended the National Fire Academy for Command and Control
- Currently working on updating our FCC license, which is due next year
- The Explorers have raised \$5,900 towards the national competition in February 2022 in Tennessee. It will be approx. \$1,100 per person to attend. Still need to fundraise an additional \$3,000 to cover all costs

**DIV. CHIEF ISMAILI:**

- Two annexation recommendations this month:
  - Akira and Hazel Arnold, property at 550 Gene Brown Road, in O’Brien to add 35+ acres
  - DNG Ventures LLC, property at 1801 Davis Creek Road, in Selma, to add 30+ acres

Motion made by Director Richard Bouchard and seconded by Director Linda Naydol to annex two requested properties.

Roll Call Vote: Yes – Unanimous

- Stats: 10 grass fires; 3 large vehicle fires; 2 small vehicle fires; 1 structure fire; 33 MVA's with 4 civilian fatalities and no FF injuries.
- Two bay station radios have been installed. These will be used as a command center radio, as well as for better communication with radios out in the field.
- Working with US Forest Service for radio repeater equipment at Bolan Lookout, which the USFS will manage
- Also considering Fiddler Mountain for radio repeater equipment as a replacement location for Eight Dollar, which will also be managed by USFS
- Station 5 – We are working with Josephine County to increase our lease to 99 years at the gravel yard location. If the sale price for the current Station 5 property is satisfactory, then it will fund the construction at the new site.

Motion made by Director Richard Bouchard and seconded by Director Jerry Lamb to move forward with the sale of Station 5 and the property.

Roll Call Vote: Yes – Unanimous

#### **DIV. CHIEF SHERMAN:**

- Logistics report reviewed as provided
- Vehicle and station maintenance report reviewed as provided
- There continues to be work in finalizing the water tank project, and it is nearly completed
- A few vehicles could be nearing the end of their useful life and may need to be replaced

#### **ADMINISTRATOR PAUL:**

- Requested approval of Resolution #21-06 for acceptance of unanticipated receipt of funds from Chaney Foundation, Josephine County Foundation, OSP, and OSFM for a total of \$133,508.44.

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

Roll Call Vote: Yes – Unanimous

**NEW BUSINESS:** None

**VIDEO:** Was a thorough and excellent review of May 2021.

#### **CHIEF HOLMES ACCOLADE PRESENTATION:**

- FF Brandon Smith was awarded his badge and yellow helmet along with his certificates of completion for the FF academy
- The Chief is proud to be at IVFD. He thanked everyone for all of their hard work and effort. He would not be able to do his job without them. Every month the Chief will be recognizing people for their accomplishments
- The IV Lions Club raised \$1,554 for the Fallen Fighter Fund at their 5/22/21 event with a car wash, bake sale, food truck, and more.
- The Chief thanked Bill Fisher for his 20 years of service with AMR and 34 years in EMS.
- Chief recognized Div. Chief Sherman, Tom McCauley, and Div. Chief Ismaili for their work on the water tank project.
- FF Goo and FF Lane were recognized for their owl rescue
- FF Diamond Pfeiffer was presented with a EMS Stork pin in recognition for her work with the delivery of a baby on a medical call

- FF Meyer, FF Brian Pfeiffer, Paula LeMasters, and Dep. Chief Gavlik were thanked for their work on rescuing a fawn trapped in a cattle guard
- Chief presented Director Johnson with a card and challenge coin for her birthday
- Chief recognized and thanked Div. Chief Ismaili for his dedication and commitment to IVFD. Chief lauded him with his many accomplishments and promoted him to Dep. Chief of Operations. The Chief issued his new badge and pinned his bugles to his shirt.
- Chief thanked FF Miller for his care and concern for his fellow crew/responders, making sure they were all okay, during a very difficult call.

**PUBLIC COMMENT:** None

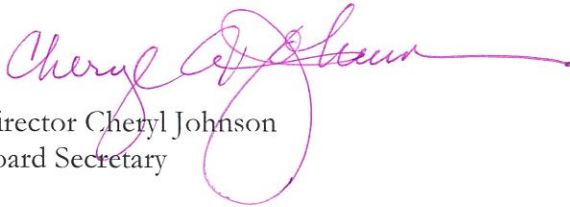
**BOARD COMMENT:** Director Johnson gave kudos to Chief Holmes, Dep. Chief Gavlik, FF Miller, and everyone involved in assisting, for their efforts on recent grant awards. Also, thanks to Div. Chief Paul for her fabulous budget management.

**PRESIDENT COMMENT:** Director Jerry Lamb thanked everyone for attending the meeting. It was nice to see everyone at the meeting. He thanked the Chief for being so easy to work with.

The next regularly scheduled BOD meeting will be Monday, July 12, 2021 at 4pm at the Administration building, 681 Caves Hwy., Cave Junction, OR.

This meeting adjourned at 5:12pm.

Respectfully submitted,



Director Cheryl Johnson  
Board Secretary

# OATH OF OFFICE

## IVFD Board of Directors

I “**state your name**” do solemnly **swear/affirm** that I will support the Constitution of the United States of America and that of the State of Oregon.

I will faithfully, honestly, and ethically perform my duties as a Board member during my continuance therein.

I will familiarize myself with and be compliant with the Fire District’s Standards of Conduct, Policies, and Procedures.

I will faithfully serve the communities of the Illinois Valley in the discharge of my duties as an elected official, to the best of my abilities.

So help me God. (**DELETE if affirmation**)

06.14.2021

Fire Chief Report

- New Items:
  - State Fire Marshal Wildland Prevention and Preparedness Activity grant was awarded to IVFD in the amount of \$87,780.76 and will be presented to you for approval as it is over the amount for spending at the operations level.
  - The Fire District is breaking 2017 call records month by month.
  - I was approached to give a monthly report at the Cave Junction City Council Meetings, and will be discussing further with Mayor Martell.
  - Working with the relationship with the Bureau of Land Management in regards to the fire season, and being able to place public information at all of the fire stations.
  - Working on Cost Recovery Fee Schedule (Last dated 2019 – Resolution 19-09) and seeing where fee increase might benefit the district. Will be sharing information at another board meeting.
  - Cost Of Living Adjustment is being issued as of July 1, 2021 as approved in the 2021-2022 Budget.
- Meetings Attended:
  - State Fire Marshal's Office Fire Defense Board Refresher Training
  - Lunch and Learn Leadership Trainings
  - IV Airport Committee Meeting
  - Cave Junction City Council
  - Fire Defense Board Chief Wildland Fire Response Task Force Meeting and Training
  - Rogue Valley Fire Chiefs Association
  - Oregon Fire Chief Association
  - Cave Junction Chamber of Commerce
  - Attended Applegate Fire District Board Meeting



# June Schedule 2021



Date	Training	Location	Instructor
6/1/2021	Association Meeting	Sta. 1	President
	Psychiatric & Behavioral Emergencies	Admin	Gavlik
6/8/2021	Helicopter Operations <b>Special Time: 1700 Hrs – Reach &amp; 1830 Hrs - Mercy Flights</b>	IV Airport	Gavlik
6/15/2021	Progressive Hose Lays / Type 6 Operations	Sta. 1	Miller
6/22/2021	Structural Triage	Sta. 1	Goo
6/29/2021	Interface Fire Structural Protection	Sta. 1	Kamron

## Note:

“**Psychiatric & Behavioral Emergencies**” will be our monthly medical continuing education for recertification; “**Helicopter Operations**” will be our annual helicopter familiarization training; “**Progressive Hose Lays / Type 6 Operations**” will be for practicing the use of wildland progressive hose packs with type 6 engine operations; “**Structural Triage**” will be for learning how to triage a structure as savable or not saveable; “**Interface Fire - Structural Protection**” will be for practicing how to effectively protect a building from an advancing wildland fire.







# Illinois Valley Fire District

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

---

May 5, 2021

Board of Directors  
Illinois Valley Fire District

RE: Annexation of property into Fire District

Board Members:

Arnold, Akira and Arnold, Hazel of PO Box 519 O'Brien OR 97534, owner of the property at 550 Gene Brown Rd, Map 40-08-30 TL 800, 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.

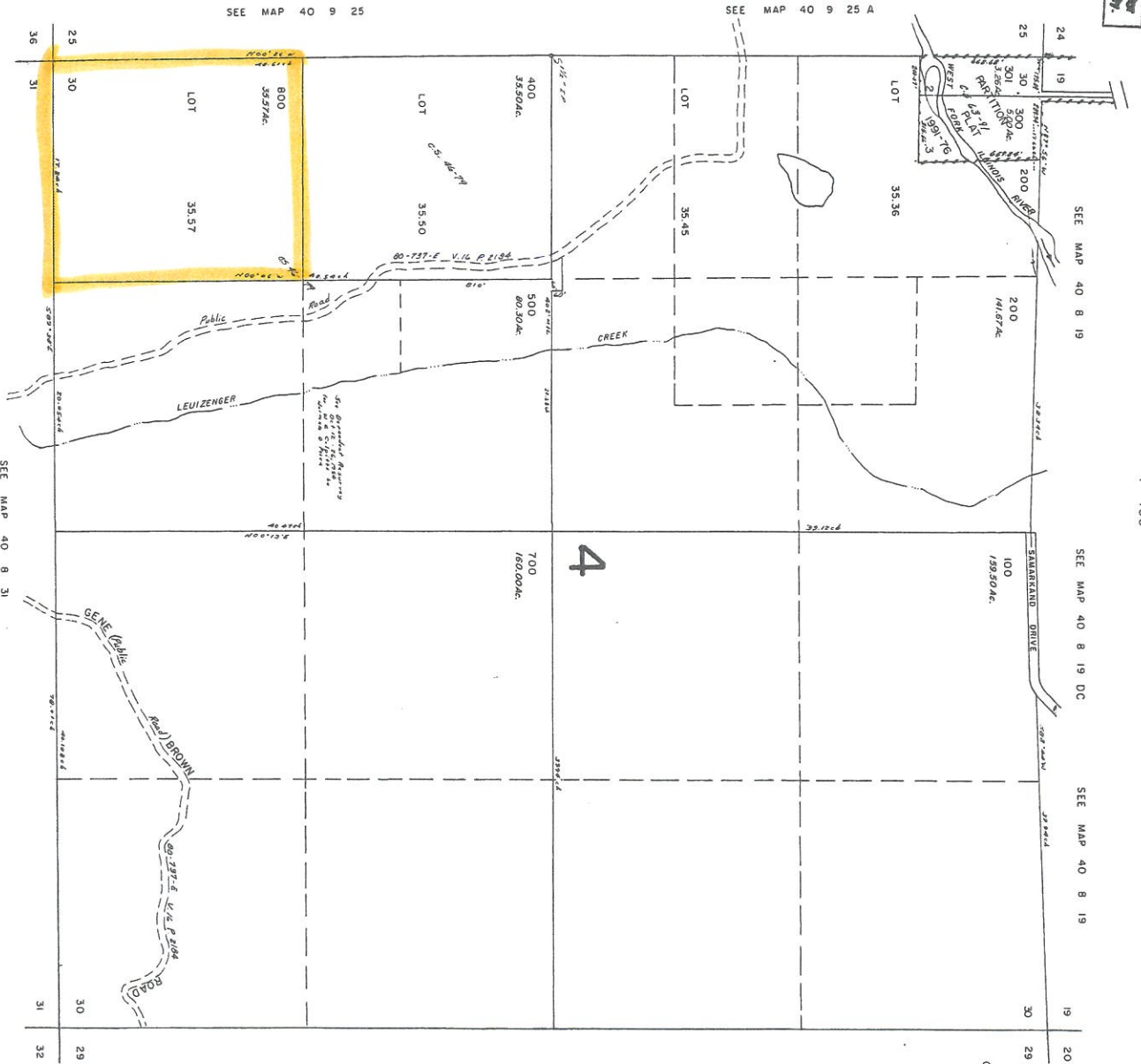
It is in the best interest of the Fire District that we annex the property.

See map attached.

Kamron Ismaili  
Division Chief  
Operations / Prevention  
Illinois Valley Fire District

1"=400'

This map was prepared for  
amendment purposes only.



CANCELLED T.L.  
290  
600

SEE MAP 40 8 29



# Illinois Valley Fire District

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

---

May 11, 2021

Board of Directors  
Illinois Valley Fire District

RE: Annexation of property into Fire District

Board Members:

DNG Ventures LLC of 1801 Davis Creek Rd. Selma OR 97538, owner of the property at 1801 Davis Creek Rd., Map 38-07-06 TL 600, 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 May 2021

8976 Rehab: Install LED headlights.

8951 Command SUV: Replace battery, alternator, serpentine belt, and belt tensioner.

8941 Water Tender: Replace light bulb in left rear rotator light and light bulb for scene light left rear.

8901 Engine: Replace right rear running light.

8906 Engine: Replace emergency radio and hose reel roller brackets.

8931 Rescue Truck: Service and safety inspection.

8954 Command SUV: Service and safety inspection.

8966 Brush Truck: replace batteries.

8943 Water Tender: Fiberglass and repair to rip in left front fender and dent in cab, prep and paint. Replace left rear axle brakes, repair mirror bracket, flat repair on right rear axle outside tire, and adjust brakes. Secure mat in right rear cabinet, and replace DOT amber lights on sides of truck, replace rubber diaphragm on left rear spray head, and Service and safety inspection.

All Stations ground maintenance.

Station 2: Install emergency radio and antenna.

Station 3: Install emergency radio and antenna.

Station 4: Install butterfly valves and connection on water tanks.

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

**RESOLUTION NO. 21-06**

**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 \$8,320.00 from the Chaney Foundation, \$23,457.00 from the Josephine County Foundation, \$3669.53 from OSP and \$98,061.91 from OSFM, 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 – \$87,780.00  
Josephine County Foundation – \$23,457.00  
Chaney Foundation – \$8,320.00  
OSFM - \$10,281.91  
OSP – \$3,669.53

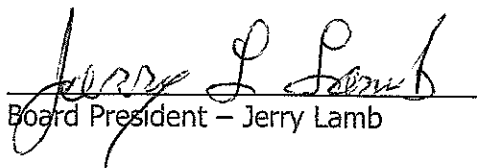
Be it further **RESOLVED** that the following changes are made to the 2020-2021 appropriations:

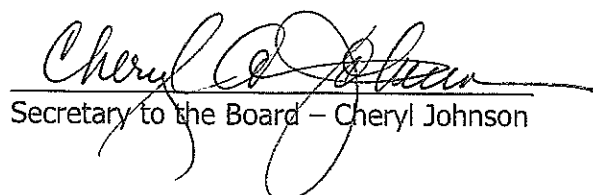
	Amount:
Personal Services	\$3,669.53
Materials and Services	\$58,539.91
Capital Outlay	\$71,299.00

**Total Appropriations      \$133,508.44**

**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 \$119,557.00 - 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 14th day of June, 2021.

  
Board President – Jerry Lamb

  
Secretary to the Board – Cheryl Johnson

6/8/2021

	<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	1,263,680.59	1,188,537.00	75,143.59	106.32%
4020-00 · Prior Taxes	54,706.24	35,000.00	19,706.24	156.3%
4030-00 · Other Tax Offsets	15,429.22			
4630-00 · INTEREST INCOME				
Total 4630-00 · INTEREST INCOME	11,381.26	300.00	11,081.26	3,793.75%
4710-00 · Miscellaneous				
Total 4710-00 · Miscellaneous	663,449.12	615,573.80	47,875.32	107.78%
<b>Total Income</b>	<b>2,008,646.43</b>	<b>1,839,410.80</b>	<b>169,235.63</b>	<b>109.2%</b>
Gross Profit	2,008,646.43	1,839,410.80	169,235.63	109.2%
Expense				
5000-00 · Personal Services				
Total 5000-00 · Personal Services	1,259,418.57	1,386,820.53	-127,401.96	90.81%
6000-02 · Materials & Services				
Total 6000-02 · Materials & Services	352,949.31	699,323.90	-346,374.59	50.47%
7000-03 · Capital Outlay				
Total 7000-03 · Capital Outlay	171,283.17	309,795.46	-138,512.29	55.29%
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	60,982.82	61,674.00	-691.18	98.88%
8900-01 · Transfer out of General Fund	0.00	5,000.00	-5,000.00	0.0%
<b>Total Expense</b>	<b>1,845,128.87</b>	<b>2,482,613.89</b>	<b>-637,485.02</b>	<b>74.32%</b>
Net Ordinary Income	163,517.56	-643,203.09	806,720.65	-25.42%
Other Income/Expense				
Other Income				
BOND INDEBTEDNESS				
Total BOND INDEBTEDNESS	1,249.69			
4040-00 · Levy Funds				
Total 4040-00 · Levy Funds	349,602.65	317,773.00	31,829.65	110.02%
4717-00 · Donations	3,000.00			
9000-10 · Bond Taxes - Prior	9,046.42			
9000-11 · Bond Taxes	138,219.20			
Total Other Income	501,117.96	317,773.00	183,344.96	157.7%
Other Expense				
BOND INDEBTEDNESS FUND				
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	326,078.35	136,683.00	189,395.35	238.57%
Net Income	<b>489,595.91</b>	<b>-506,520.09</b>	<b>996,116.00</b>	<b>-96.66%</b>