

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

August 9, 2021

1. Call meeting to order (silence phones)
2. Flag Salute (remove hats)
3. Roll Call
4. Review of July 12, 2021 and July 26, 2021 minutes
5. Staff Reports
  - Fire Chief Holmes
  - Deputy Chief Gavlik
  - Deputy Chief Ismaili
  - Div. Chief Sherman
  - Div. Chief Paul – Nothing for the Board at this time.
6. New Business
  - Annexations
    - Kayla Rau & Travis Proffitt: 4660 Reeves Creek Rd.
    - James Vaden: 9439 Holland Loop Rd.
    - James Schutt: 124 Buck Canyon Rd.
    - Bonnie Rader-Curry & Aaron Raines: 800 Deer Creek Rd.
  - Resolution 21-09: supplemental budget due to anonymous donation
  - Board Workshop
  - Local Tax Option Levy Activities
  - Labor Day Festival
7. Old Business
  - Board Best Practices Workshop
  - Local Tax Option Levy paperwork has been submitted to the County.
8. 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 Comment
12. Next scheduled BOD Meeting is September 13, 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 August 9, 2021

President Johnson called the meeting to order at 4pm. Flag Salute was led by Judy Epperly.

**PRESENT:** Directors Naydol, Bouchard, Johnson, Binker, and Lamb. Fire Chief Holmes, Dep. Chief Ismaili, Div. Chief Paul, Paula LeMasters, and FF Noah Miller

**VOLUNTEERS:** Kris Ismaili, Q Lackey, Andrea Steelman, Charlie Foutch, Danny Marler, Solomon Meyer, Judy Epperly, Jean-Ann Miles, John Miles, Jennifer Vetter, and Jerry Allen

**GUESTS:** Donamuree Fatino-Holmes, Liz Costa, Charlotte Daly, Williams Fire District Chief Rick Vetter, WFD Board Members: Claudia Pratt and Wes Nevotti

**BOARD SECRETARY:** Director Linda Naydol volunteered to assume the role of board secretary and Director Jerry Lamb was appreciative of that offer. Director Cheryl Johnson made a motion to nominate Director Linda Naydol as board secretary, seconded by Michelle Binker. All in favor, motion passed.

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

**REVIEW OF PREVIOUS MEETING MINUTES:** Motion made by Director Jerry Lamb and seconded by Director Michelle Binker to approve July 12, 2021 and July 26, 2021 minutes as submitted. All in favor, motion passed.

### 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:
  - Working on Personnel Manual changes/update, presented to the Board in the next few months.
  - Deputy Chief's Ismaili/Gavlik, Division Chief Sherman and I were interviewed on KXCJ radio. Great experience and discussions regarding:
    - Current fires
    - Fire Safety and Prevention guidelines/suggestions for properties
    - "Go Bags"
    - Evacuation levels
    - Volunteer Recruitment
    - Support/CERT Recruitment
    - Fire Levy
    - Annexations/Uncovered properties/Fines or Bills associated
    - Fire Explorer Program
  - Also had an opportunity for an interview on KMED radio which went well
- Meetings Attended:

- Attended the Fire Defense Board Refresher Training
- Attended the Emergency Services Board Meeting
- Attended the Cave Junction City Council (in person)
- Attended the Fire Defense Board Chief meeting
- Attended the Rogue Valley Fire Chiefs Association meeting
- Attended the Oregon Fire Chief Association meeting
- Attended CERT/Support monthly meeting
- Met with the new Liaison for State Fire Marshal's Office Sara Rubrecht (ex-Emergency Manager for Josephine County)
- Met with US Forest Service Chief's regarding the fire season and both entities
- Attended the SDAO Special District Board Practices Assessment
- Chief Holmes shared that there will be open houses as follows:
  - Station 2 – Selma: Saturday, August 21 from 11am to 1pm; serving hot dogs, chips, and drinks
  - Station 3 – O'Brien: Saturday, September 11 from 11am to 1pm; serving hot dogs, chips, and drinks
  - Station 6 – Takilma: Saturday, September 25 from 11am to 1pm; serving hot dogs, chips, and drinks
  - Station 1 – Cave Junction: Saturday, October 9 from 9am to 12pm; serving pancake breakfast
- Chief Holmes shared the happy news of a very generous \$10,000 donation in recognition of IVFD's hard work and efforts on behalf of the community by Bill and Susan (no last name provided, wanting to remain anonymous)
- Chief Holmes is looking into a grant for apparatus. The grant will be like-for-like and will be \$8M per year for the next 10 years, so we hope to be successful in our request(s)

**DEP. CHIEF GAVLIK – not in attendance; Report given by Chief Holmes:**

- The second round of 2020 AFG Grant notices are starting to be released; we have not been notified as of yet
- OR-OSHA has a new temporary rule for managing heat related illness. IVFD is working to meet that standard. Also anticipate a new temporary rule for wildfire smoke standards
- One case of monkeypox in the US, no current threat to EMS workers
- The Explorers have a few more applicants as well as a few that have departed. Currently nine Post members (ages 12-21) and eight Club members (younger than 12 years old)
- Presented the training offerings for the month of August to include: TIA/Stroke; Two-minute Rescue Drills; Ladder Drills; Using Maps, GPS, and Coordinates; and DPSST Vehicle Fire Prop

**DEP. CHIEF ISMAILI:**

- Monthly statistics are: 5 grass fires, 1 large vehicle fire, 1 structure fire, 38 motor vehicle accidents with no firefighter injuries or civilian fatalities
- 8/9/21 is the 221st day of the year and we have had 200 motor vehicle accidents
- The Bolan and Fiddler repeater site equipment have been ordered and is slowly arriving. The Bolan Repeater should be up and running by the end of August

- The Fire Safety House will be at Jubilee Park for the Labor Day Festival

Chief Holmes paused to introduce Chief Rick Vetter from the Williams Fire District as well as two board members: Claudia Pratt and Wes Nevotti. Chief Vetter thanked IVFD for making them feel so welcome.

**DIV. CHIEF SHERMAN: – not in attendance; Report given by Chief Holmes:**

- Logistics report reviewed as provided
- Vehicle and station maintenance report reviewed as provided

**ADMINISTRATOR PAUL:** Nothing for the board at this time. Budget/expenditure report included in the board packet.

**NEW BUSINESS:**

- Four annexation recommendations this month:
  - Kayla Rau and Travis Proffitt, property at 4660 Reeves Creek Road, in Selma, to add 6.47 acres
  - James Vaden, property at 9439 Holland Loop Road, Cave Junction, to add 12.15 acres
  - James Schutt, property at 124 Buck Canyon Road, Cave Junction, to add 10.88 acres
  - Bonnie Rader-Curry and Aaron Raines, property at 800 Deer Creek Road, in Selma, to add 27.46 acres
- Motion to approve the four annexations by Director Richard Bouchard, seconded by Director Michelle Binker. All in favor, motion passed.
- Resolution #21-09 to supplement the budget in the amount of \$10,000 as a result of the anonymous donation
  - Motion to approve the budget supplement by Director Richard Bouchard, seconded by Director Jerry Lamb. All in favor, motion passed.
- Board Workshop: The board discussed adding additional workshop sessions to the schedule, especially given the work associated with the upcoming Local Tax Option Levy in the November election. It was decided to meet on September 13 and October 11 one hour before our regular monthly board meeting, and then quarterly thereafter.
- Local Tax Option Levy Activities: Director Cheryl Johnson shared the support and participation of the IV Volunteer Firefighters Association for the LTO Levy. The Association offered members to work on a LTO Levy committee and donated up to \$500 towards that effort. Director Michelle Binker offered to chair the committee, with Director Richard Bouchard and Director Linda Naydol offering to help on an alternating basis. Director Michelle Binker will coordinate committee activities.
- Labor Day Festival: Scheduled for September 4, 5, and 6 in Jubilee Park. Director Richard Bouchard had a great idea to have the board ride on apparatus in the Labor Day parade on September 6. In addition, the board committed to tabling at the Labor Day Festival for the LTO Levy.

**OLD BUSINESS:**

- SDAO Board Best Practices Workshop: Bob Keefer from Special Districts Association of Oregon submitted his final report with thoughts and recommendations for the Board and District, relative to board best practices workshop on July 26, 2021. Overall, the assessment is good with a few areas highlighted for attention.
- Local Tax Option Levy paperwork was submitted to the county. Chief Holmes thanked Div. Chief Jamie Paul for all of her hard work to be sure the LTO Levy paperwork was submitted correctly and on time.

**VIDEO:** Was an excellent review of July and early August 2021.

**PUBLIC COMMENT:** Chief Holmes shared his thanks and gratitude to everyone in the district for their hard work and dedication.

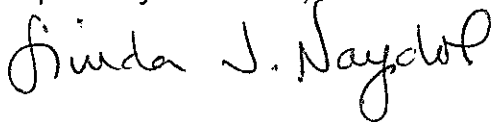
**BOARD COMMENT:**

- Director Jerry Lamb offered his thanks to Jamie Paul for all of her hard work with the budget and all the paperwork; additionally, to all the firefighters and volunteers for their dedication. Chief Holmes added his thanks and appreciation to all in attendance at the board meeting.
- Director Richard Bouchard asked when the Williams Fire District meetings were held: first Monday, monthly at 6pm at WFD (except for 9/7/21 due to holiday)
- Director Cheryl Johnson thanked everyone from IVFD, and all the supporting agencies, that responded to the Redwood Highway Fire. The valley was very lucky they got on the fire so quickly and held it to less than 10 acres. She also noted that IVFD personnel have responded to some very tough calls in the recent months and reminded everyone that employee assistance benefits as well as chaplaincy services are available at no charge to everyone in the district. Please avail yourselves of those services at any time.

The next regularly scheduled BOD meeting will be Monday, September 13, 2021 at 4pm at the Administration building, 681 Caves Hwy., Cave Junction, OR. Immediately preceding the regular monthly meeting, there will be a Board Workshop session from 3pm to 4pm to discuss the LTO Levy.

This meeting adjourned at 4:55pm.

Respectfully submitted,



Director Linda Naydol  
Board Secretary

08.09.2021

## Fire Chief Report

- New Items:
  - Working on Personnel Manual changes/update, presented to the Board in the next few months.
  - Deputy Chief's Ismaili/Gavlik, Division Chief Sherman and I were interviewed on KXCJ radio. Great experience and discussions regarding:
    - Current fires
    - Fire Safety and Prevention guidelines/suggestions for properties
    - "Go Bags"
    - Evacuation levels
    - Volunteer Recruitment
    - Support/CERT Recruitment
    - Fire Levy
    - Annexations/Uncovered properties/Fines or Bills associated
    - Fire Explorer Program
- Meetings Attended:
  - Attended the Fire Defense Board Refresher Training
  - Attended the Emergency Services Board Meeting
  - Attended the Cave Junction City Council (in person)
  - Attended the Fire Defense Board Chief meeting
  - Attended the Rogue Valley Fire Chiefs Association meeting
  - Attended the Oregon Fire Chief Association meeting
  - Attended CERT/Support monthly meeting
  - Met with the new Liaison for State Fire Marshal's Office Sara Rubrecht (ex-Emergency Manager for Josephine County)
  - Met with US Forest Service Chief's regarding the fire season and both entities
  - Attended the SDAO Special District Board Practices Assesment

*Illinois Valley Rural Fire Protection District*

Deputy Chief's Report

August 9, 2021



The second round of the 2020 AFG Grant awards was released with no word yet on our application.

OR-OSHA has come out with a new temporary rule for managing heat related illness and we are taking steps to meet that standard. We are also preparing for OSHA's new temporary rule for wildfire smoke standards.

There was one case of the Monkeypox within the United States and the CDC is performing contact tracing and has notified public health departments. At this time, it does not seem to pose a threat to EMS workers.

We have had a few more Explorer applications come in and a couple Explorers leave due to scheduling challenges. Currently, we have nine Post members and eight Club members.

Trainings for this month's will be covering areas of TIA / Stroke, 2 Minute Rescue Drills, Ladder Drills, Map Use & GPS, and DPSST's Vehicle Fire Prop.

Respectfully Submitted by Jeff Gavlik, Deputy Chief



# August Schedule 2021



Date	Training	Location	Instructor
8/3/2021	Association Meeting	Admin	President
	TIA / Stroke	Admin	Goo
8/10/2021	2 Min. Rescue Drills	Sta. 2	Gavlik
8/17/2021	Ladder Drills	Sta. 1	Pfeiffer
8/24/2021	Using Maps, GPS, & Coordinates	Sta. 1	Gavlik
8/31/2021	DPSST Vehicle Fire Prop	Sta. 1	DPSST Staff

## Note:

“**TIA / Stroke**” will be our monthly medical continuing education for recertification; “**2 Min. Rescue Drills**” will be for developing quick efficient search drills; “**Ladder Drills**” will be for practicing the use of ladders during different evolutions; “**Using Maps, GPS, & Coordinates**” will be for learning how to read a map and use GPS & Coordinate to find a location; “**DPSST Vehicle Fire Prop**” will be for practicing extinguishment techniques during a vehicle fire.







# 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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June 14, 2021

Board of Directors  
Illinois Valley Fire District

RE: Annexation of property into Fire District

Board Members:

Kayla Rau and Travis Proffitt of PO Box 607 Selma, OR 97538, owner of the property at 4660 Reeves Creek Rd., Map 38-08-34 TL 203, 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.

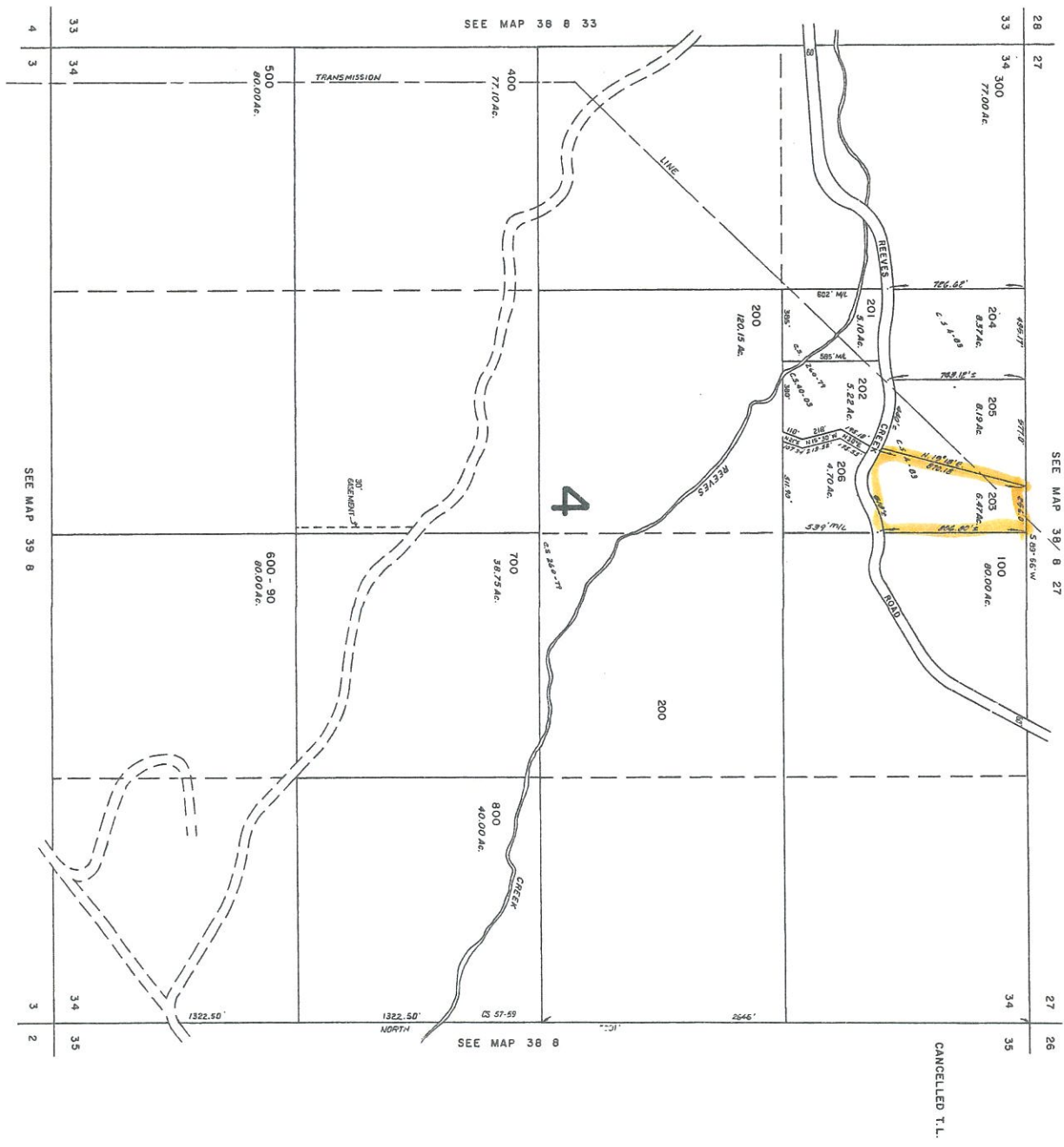
See map attached.

Kamron Ismaili  
Division Chief  
Operations / Prevention  
Illinois Valley Fire District

SECTION 34 T38S R8W W.M.  
JOSEPHINE COUNTY

This map was prepared for assessment purpose only.

1" = 400'



SEE MAP 38 8 33

SEE MAP 38 / 8 27

SEE MAP 39 8

SEE MAP 38 8

CANCELLED T.L.



# Illinois Valley Fire District

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

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June 14, 2021

Board of Directors  
Illinois Valley Fire District

RE: Annexation of property into Fire District

Board Members:

James Vaden of 540 Jeannie Way Cave Junction, OR 97523, owner of the property at 9439 Holland Loop Rd, Map 39-07-28 TL 203, 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

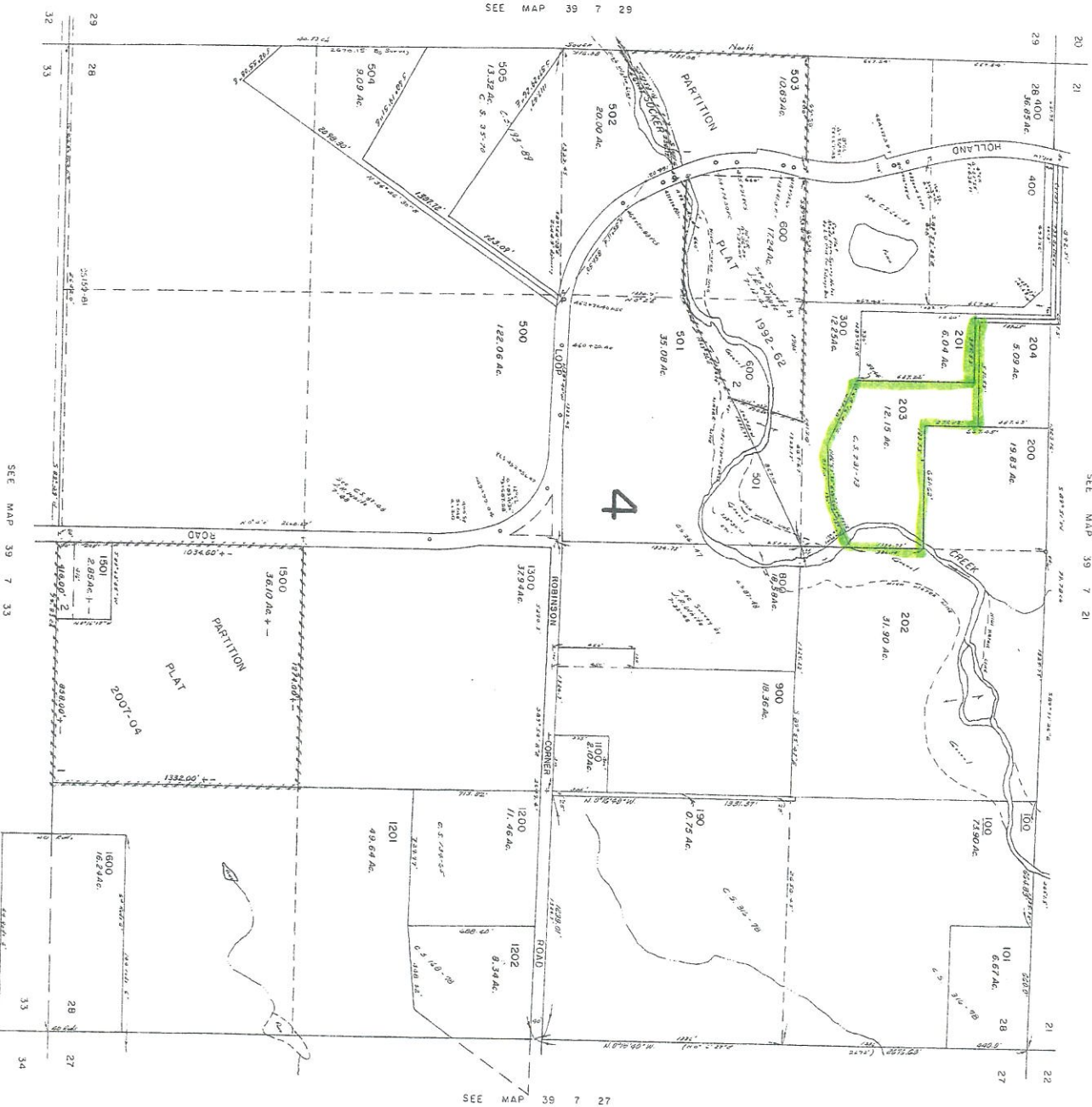
SECTION 28 T.39S. R.7W. W.M.  
JOSEPHINE COUNTY

This map was prepared for  
assessment purpose only.

1" = 400'

SEE MAP 39 7 21

CANCELLED T.L.  
700  
1400  
1000  
590



SEE MAP 39 7 29

SEE MAP 39 7 33

SEE MAP 39 7 27



## Illinois Valley Fire District

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July 14, 2021

Board of Directors  
Illinois Valley Fire District

RE: Annexation of property into Fire District

Board Members:

Jason Schutt of 180 Buck Canyon Rd. Cave Junction, OR 97523, owner of the property at 124 Buck Canyon Rd., Map 40-08-07 TL 200, 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





## 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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July 23, 2021

Board of Directors  
Illinois Valley Fire District

RE: Annexation of property into Fire District

Board Members:

Curry Liv Trust, Bonnie Rader-Curry and Aaron Raines of PO Box 400 Selma, OR 97538, owner of the property at 800 Deer Creek Rd., Map 38-08-12 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.

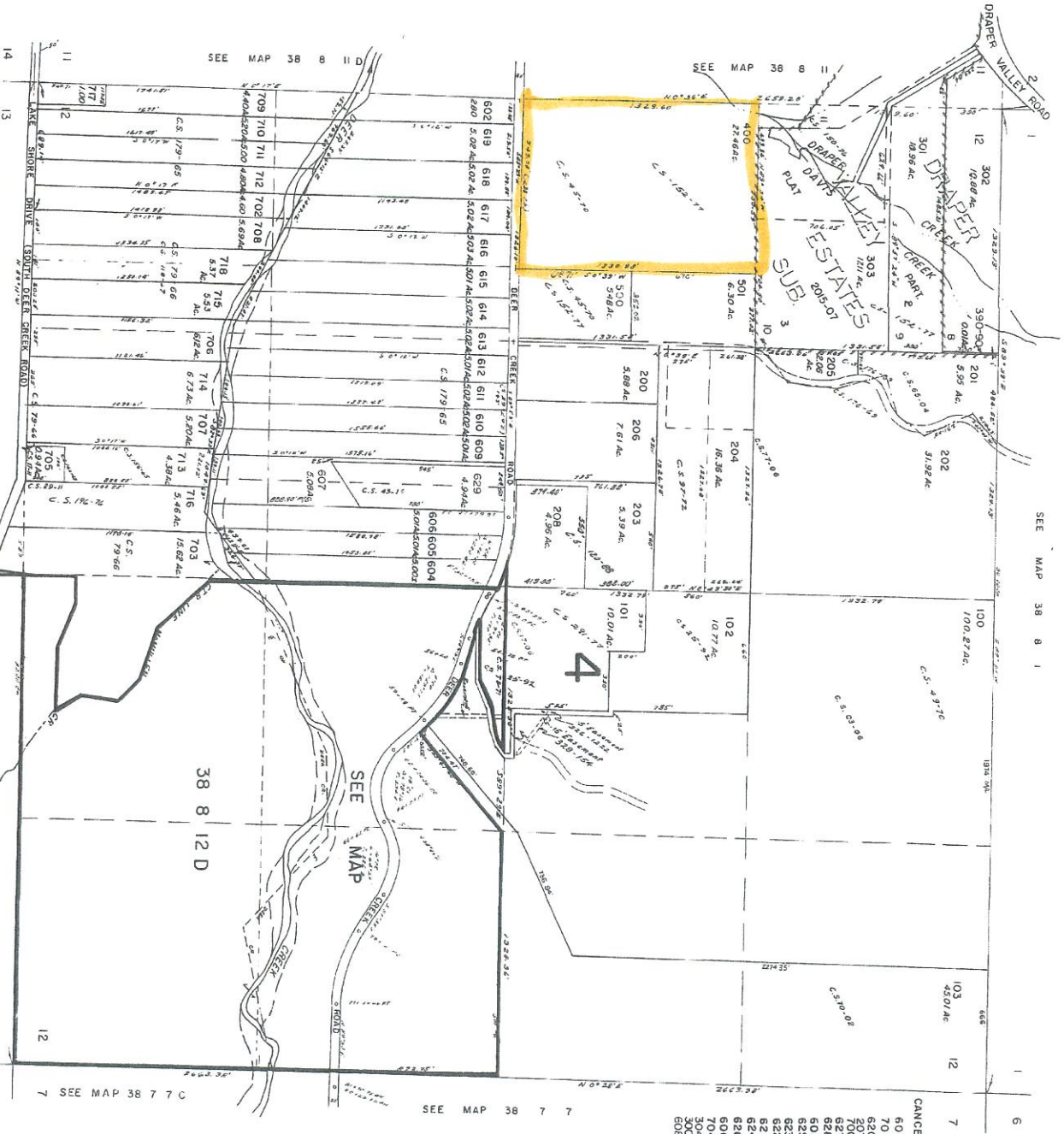
It is in the best interest of the Fire District that we annex the property.

See map attached.

Kamron Ismaili  
Division Chief  
Operations / Prevention  
Illinois Valley Fire District

This map was prepared for  
recording purposes only.

1"=400'



- CANCELLED T.L.
- 603
  - 701
  - 620
  - 207
  - 700
  - 627
  - 601
  - 628
  - 629
  - 632
  - 621
  - 624
  - 626
  - 600
  - 704
  - 304
  - 300
  - 608

SEE MAP 38 A 13

13 | 16  
38 | 8 | 12





## Maintenance Report July 2021

8931 Rescue Truck: Rewire pole scene light.

8951 Command SUV: Replace ABS control module, ABS wire harness to LR axle, service and safety inspection.

8946 Water Tender: Wash and recharge a/c system.

8906 Engine: Wash and detail.

8907 Engine: Service and recharge a/c system, service, adjust brakes, and safety inspection.

8966 Brush Truck: Service pump engine and repair broken oil return line.

8962 Brush Truck: Replace IDM, replace rear axle seals, rear brake shoes, back up light switch and pig tail wire, service and safety inspection.

8978 SUV: Replace battery wire harness, service, and safety inspection.

8902 Engine: Service foam unit, have transmission tested, replace a/c pump and charge system, service and safety inspection.

Had to remove a/c pump had a bent pulley.

8954 Command SUV: Replace window wash reservoir, window washer level sensor, sparkplugs and wires, repair brush guard mount bracket, remount back-up light, service and safety inspection.

Ground maintenance at admin and all stations.

Station 2: Service pressure washer.

Station 3: Clean out pump in washing machine.

Station 6: Clean station.

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

**RESOLUTION NO. 21-09**

**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 \$10,000 from an anonymous donor, 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 2021-2022 budget as follows:

Resources: Anonymous Donor \$10,000

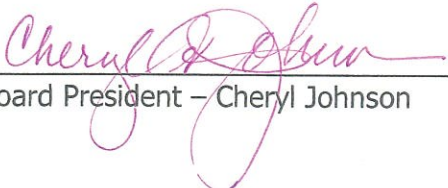
Be it further RESOLVED that the following changes are made to the 2020-2021 appropriations:

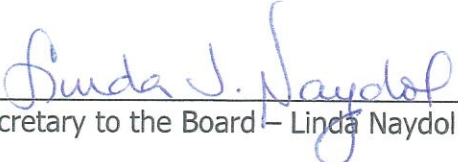
	Amount:
Capital Outlay	\$10,000

**Total Appropriations      \$10,000.00**

**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 \$10,000.00 - and to increase said 2021-2022 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 9th day of August, 2021.

  
\_\_\_\_\_  
Board President – Cheryl Johnson

  
\_\_\_\_\_  
Secretary to the Board – Linda Naydol

**COPY**

**Illinois Valley RFPD**  
**Profit & Loss Budget vs. Actual**  
July 2021 through June 2022

	<u>Jul '21 - Jun 22</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
4010-00 · Current Taxes	7,044.62	1,395,709.00	-1,388,664.38	0.51%
4020-00 · Prior Taxes	3,173.36	40,000.00	-36,826.64	7.93%
4630-00 · INTEREST INCOME				
Total 4630-00 · INTEREST INCOME	8.19	1,000.00	-991.81	0.82%
4710-00 · Miscellaneous				
<b>Total Income</b>	<u>10,226.17</u>	<u>1,490,915.00</u>	<u>-1,480,688.83</u>	<u>0.69%</u>
<b>Gross Profit</b>	10,226.17	1,490,915.00	-1,480,688.83	0.69%
<b>Expense</b>				
5000-00 · Personal Services				
Total 5000-00 · Personal Services	128,650.80	1,528,247.00	-1,399,596.20	8.42%
6000-02 · Materials & Services				
Total 6000-02 · Materials & Services	21,892.89	556,165.00	-534,272.11	3.94%
7000-03 · Capital Outlay				
Total 7000-03 · Capital Outlay	9,018.15	37,000.00	-27,981.85	24.37%
7950-03 · Contingency Fund	0.00	40,000.00	-40,000.00	0.0%
8000-04 · Debt Service/Lease Purchase Agr				
Total 8000-04 · Debt Service/Lease Purchase Agr	0.00	60,234.00	-60,234.00	0.0%
8900-01 · Transfer out of General Fund	0.00	5,000.00	-5,000.00	0.0%
<b>Total Expense</b>	<u>159,561.84</u>	<u>2,226,646.00</u>	<u>-2,067,084.16</u>	<u>7.17%</u>
<b>Net Ordinary Income</b>	-149,335.67	-735,731.00	586,395.33	20.3%
<b>Other Income/Expense</b>				
<b>Other Income</b>				
<b>BOND INDEBTEDNESS</b>				
4632-01 · Int Dist	0.79	0.00	0.79	100.0%
4632-03 · Unseg Int	0.94	0.00	0.94	100.0%
<b>Total BOND INDEBTEDNESS</b>	<u>1.73</u>	<u>0.00</u>	<u>1.73</u>	<u>100.0%</u>
4040-00 · Levy Funds				
Total 4040-00 · Levy Funds	2,725.57	373,179.00	-370,453.43	0.73%
9000-10 · Bond Taxes - Prior	430.62	0.00	430.62	100.0%
9000-11 · Bond Taxes	767.71	0.00	767.71	100.0%
<b>Total Other Income</b>	<u>3,925.63</u>	<u>373,179.00</u>	<u>-369,253.37</u>	<u>1.05%</u>
<b>Other Expense</b>				
<b>BOND INDEBTEDNESS FUND</b>				
9001-01 · Bond Principal	0.00	182,750.00	-182,750.00	0.0%
9001-02 · Bond Interest	5,099.33	0.00	5,099.33	100.0%
<b>Total BOND INDEBTEDNESS FUND</b>	<u>5,099.33</u>	<u>182,750.00</u>	<u>-177,650.67</u>	<u>2.79%</u>
<b>Total Other Expense</b>	<u>5,099.33</u>	<u>182,750.00</u>	<u>-177,650.67</u>	<u>2.79%</u>
<b>Net Other Income</b>	-1,173.70	190,429.00	-191,602.70	-0.62%
<b>Net Income</b>	<u><u>-150,509.37</u></u>	<u><u>-545,302.00</u></u>	<u><u>394,792.63</u></u>	<u><u>27.6%</u></u>

## MEMORANDUM

**DATE:** August 2, 2021

**TO:** Cheryl Johnson, Board President  
John Holmes, Chief

**SUBJECT:** **Consultant's Impressions and Recommendations**  
Illinois Valley Rural Fire Protection District – Board Practices Assessment  
Conducted: July 26, 2021

**FROM:** Bob Keefer, Sr. Consultant  
SDAO Consulting Services

It was a pleasure meeting with you and the Fire District Board of Directors while conducting the Board Practices Assessment for the district on Monday, July 26<sup>th</sup>. Accompanying this memo is your **Assessment Summary**. I trust you will find that it accurately reflects what was discussed and that it paves the way for continued discussion and follow-up actions as appropriate.

Your **Consultant's Impressions and Recommendations** are outlined below. We discussed in our meeting the importance of reviewing these documents at your next board meeting and acting on "flags." SDAO will do a 60-day follow-up to check progress and offer additional consulting support if desired. Again, please extend to your board members my sincere thanks for participating in the Board Practices Assessment.

### Impressions

The IVRFPD is well served by its board who bring a valuable mix of solid business, community involvement, and leadership experiences to their positions. The board is pleased with the current direction of the district after several years of mismanagement. They appreciate and support the changes that the Fire Chief has made in the organization. The board appreciates being involved in district-wide training programs. The district is well-managed, financially sound, and is strongly committed to protecting and serving the residents of Illinois Valley.

It was noticeably clear, however, that there is some tension between directors which is common when the board is fairly new and has not had time to work through issues together. I sensed that some board members are focused on details and change which creates a sense of concern from other board members who do not understand the need to change or care about details.

### Recommendations

As was acknowledged during our meeting, four out of five board members are scheduled to attend the SDAO Board Member training in Brookings later this summer. I strongly support this commitment by the board to learn more about their responsibilities and duties as elected officials.

I also support the district's efforts to update the Strategic Plan and would encourage the district to use an outside consultant to assist with facilitating the process. Furthermore, as part of a team building

process for the board, I recommend that the strategic planning process begin sooner than later with an emphasis on review and possibly revisions to the district's mission and vision statements. If not already in place, it would be helpful to develop a set of core values that would guide board discussions and decision making. If you already have core value statements/principles in place, it would be a suitable time to review and/or revise them during this planning process.

Lastly, I recommend that the board meet at least quarterly in a work session format without public input, unless that input is invited by the board. Work sessions are public meetings and need to be advertised as such. Work sessions are usually focused on one or more topics and allow the board, chief, and staff to have a focused interchange about specific issues without taking any action. For instance, if you want to improve the board's notoriety in the community, you could spend time brainstorming ideas, prioritizing which ideas make the most sense, and ask staff to provide additional guidance at the next scheduled board meeting. At that point, the board can take action to proceed with specific actions to address the issue.

**SPECIAL DISTRICT BOARD PRACTICES ASSESSMENT**

Illinois Valley Rural Fire Protection District  
July 26, 2021

Board: Michelle Binker, Richard Bouchard, Cheryl Johnson, Jerry Lamb, Linda Naydol      Manager: Chief John Holmes

KEY PERFORMANCE AREAS	RATING			ASSESSMENT
	Good	Caution	Danger	
<b>Board Duties and Responsibilities</b>				
Adherence to standards of good stewardship				The district is very visible in the community and enjoys a good reputation for responding in timely manner to emergencies. The district is supported by the community which is evident in passage of bond measures and local option levies. As one board member stated: "We are known for doing what we say we are going to do". There is an opportunity and need for the board to be more visible. The district has had past experiences with poor management. Chief Holmes has made changes which has been good for the district.
Demonstration of good governance practices				Room for improvement. The board is fairly new with one member beginning in July. Communication styles are different. Concern expressed regarding how agenda items are sometimes stated with leading language which limit (real or perceptually) the board's action. "Dropping the ball" on the proposed levy was an issue that the board agreed that they must take some responsibility for.
<b>Operational Compliance</b>				
Overall regulatory compliance				Chief Holmes holds his staff accountable. He has made changes and set expectations that provides the board assurance that regulatory compliance is adhered to. All staff, volunteers, and board members are required to complete a variety of compliance-oriented training each year.

Timeliness of compliance reporting				No issue. See statement above.
Potential compliance challenges				The district responded in a timely and effective manner to the ongoing changes to policies, procedures, and regulations associated with managing a workplace during COVID 19 Pandemic.
<b>Budget and Finance</b>				
Consistency in budgeting to meet needs				Jamie and the Chief do an outstanding job of managing the budget, supplementing the budget with grant funds, and stretching every dollar to meet the needs of the district. Ingenuity and creativity are key to their success.
Soundness of financial practices				Financial policies are in good shape and followed. Audit comments have not indicated any significant concern regarding financial practices.
<b>Customer Relations</b>				
Management of service problems				No issues. Some concern expressed about the "counterculture" not supporting the district.
Improvements to customer service				District continues to look for ways to improve. A need was expressed to further support a prevention message year-round and getting more information in the hands of patrons. The local newspaper has not been a good source for disseminating information to district patrons.
<b>Personnel Administration</b>				
Staff morale and work climate				Big improvement since Chief Holmes was hired. Chain of command is clear. The board and staff have received a detailed email from the Chief that explains the chain of command and why it is important. Staff feel comfortable speaking to the Chief. The district is fortunate to have a good professional staff.
Management of employee performance				The board completes an annual review of the Chief. The Chief and other management staff complete performance evaluations of subordinate staff.
Alignment of positions with work assignments				Chief has reviewed job descriptions. Staff are held accountable for their job duties as specified.



<b>Policies and Procedures</b>						
Soundness of administrative policies						Board feels comfortable with established policies. Each board member receives Standard Operating Guidelines.
Consistency between work practices and policies						There is good structure within the district which assists with holding staff and volunteers accountable for following policies and procedures. "Lives are Involved"
Efficiency of staff and work systems						No concerns.