

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

September 13, 2021

1. Call meeting to order (silence phones)
2. Flag Salute (remove hats)
3. Roll Call
4. Review of August 9, 2021 minutes
5. Staff Reports
 - Fire Chief Holmes
 - Deputy Chief Gavlik
 - Deputy Chief Ismaili
 - Division Chief Sherman
 - Division Chief Paul
6. Local Tax Option Levy
7. New Business
 - Quarterly Drug Testing
 - Annexations
 - Paul Cunningham of 711 S. Old Stage Rd.
8. Old Business
 - Labor Day Festival / Parade
9. Monthly Media Video
10. 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
11. Next scheduled BOD Meeting is October 11, 2021 at 4:00 pm. at Admin Bldg.
12. 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 September 13, 2021

President Johnson called the meeting to order at 4pm. Flag Salute was led by Lt. Kris Ismaili.

PRESENT: Directors Naydol, Johnson, Binker, and Lamb. Fire Chief Holmes, Dep. Chief Ismaili, Div. Chief Paul, and Paula LeMasters

VOLUNTEERS: Kris Ismaili, Q Lackey, Andrea Steelman, Steve Corwin, Charlie Foutch, and Christina O'Brien

GUESTS: Donamuree Fatino-Holmes, Patience Holmes, Nathan Holmes

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

REVIEW OF PREVIOUS MEETING MINUTES: Motion made by Director Jerry Lamb and seconded by Director Michelle Binker to approve August 9, 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:
 - Chief Holmes was voted to become the next Fire Defense Board Chief beginning in October. Chief Holmes will be working with Fire Chief Johnson to be brought up to speed. He is looking forward to the position and the chance to bring IVFD to a higher level.
 - Submitted grant for three apparatus to the Department of Environmental Quality. Awarding of the grant is scheduled for December 2021. Unfortunately, the grant application was extended to the end of September.
 - After an email conversation dated July 22, 2021 with Director Binker and President/Director Johnson, I have looked into FlashAlert closer. This would engage IVFD with FlashAlert as a primary method to distribute news releases and incident info/photos. That way we are improving our communication game with all interested media. Although there is a subscription fee, it is nominal, and the news item is emailed automatically to the news organizations in the designated region. It's also posted on a message board, and can be linked to from social media. Members of the public are also able to subscribe to FlashAlert.
 - Attended the first of four open houses at Station 2. Great community involvement. Staff did a great job of organization and making sure they event was successful. Also the open house at Station 3 and was happy with the attendance from the local community.

- Attended the Lion's Club Labor Day Festival with crews. Also attended the Parade, and the crowds seemed extremely happy of the involvement of IVFD. Numerous contacts with community people on questions about recent events and concerns. There were no discussions about the Levy, and at the end of the conversations, people in the community had more of an understanding of the highlighted events and the core value of myself and the Fire District.
- Meetings Attended:
 - Attending on an every week basis – Fire District Fire Standards 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 the Applegate Fire District Board Meeting (online)
 - Attended the Safety Corridor Meeting
 - Attended the Southern Oregon Public Information Officer meeting

I am very pleased with the firefighters and command staff that work in the fire district. I have been very fortunate to work very closely with all of them. We have been busy this month and year with breaking records, and they are all amazing individuals. I have never been more proud to be able to work with everyone!

- Chief Holmes shared that there will be open houses as follows:
 - 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

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

- Presented the training offerings for the month of September to include: Childbirth, Hose Handling/Fire Streams, Mandatory OSHA Wildfire Smoke Rule, and Driving Evaluation
 - The mandatory OSHA Wildfire Smoke training will be investigated for the board members. The Chief will make it happen.

DIV. CHIEF SHERMAN – on vacation; Report given by Chief Holmes

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

DEP. CHIEF ISMAILI:

- August statistics are: 6 grass fires, 1 small vehicle fire, 1 large vehicle fire, 44 motor vehicle accidents with no firefighter injuries or civilian fatalities
- The Bolan Repeater site is in process and should be complete by September 30
- The Fire Safety House was not at Jubilee Park for the Labor Day Festival, due to Covid. Public safety information was available for the public

ADMINISTRATOR PAUL:

- The audit has been completed. The auditor will be attending the October board meeting.
- Five-year end of year net position comparison included in the board packet.

LOCAL TAX OPTION LEVY: Director Michelle Binker offered the following updates:

- Friends of IV Fire District has been formed with a campaign committee consisting of IVFD volunteers and two board members
- All required paperwork has been filed with the Secretary of State
- Bank account has been opened
- Facebook page and webpage have been created – with over 100 likes! Invite your friends to like and follow
- Yard signs, banner, and hand bills have been printed and are being distributed and/or used
- Tabled at the Labor Day Festival all three days
- Tabling opportunities in the valley will be beginning soon
- The option of a mailer was discussed and will be considered if funding allows
- The offer of cross-linking the Friends of IV Fire to the IV Fire District Facebook pages

NEW BUSINESS:

- Quarterly Drug Testing: The following numbers were designated for quarterly drug testing: 94250, 53170, 11630, 29320, 17490, 70100, 37960
- One annexation recommendation this month:
 - Paul Cunningham, property at 711 So. Old Stage Road, in Cave Junction, to add 10.79 acres
 - Motion to approve the recommended annexation by Director Michelle Binker, seconded by Director Jerry Lamb. All in favor, motion passed.

OLD BUSINESS:

- Labor Day Festival: Occurred September 4, 5, and 6 in Jubilee Park. Director Cheryl Johnson thanked the Directors for their participation at the LTO Levy table. And an extra huge thank you to Director Michelle Binker for all of her work to get everything printed and ready, and getting us set up on Saturday morning. A very grateful thank you to Sally Beck, who was at the Levy table nearly the entire weekend. Another special thank you to Director Richard Bouchard for his great idea to have the board ride on apparatus in the Labor Day parade on September 6. It was a good event and a lot of fun.

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

PUBLIC COMMENT: Chief Holmes shared his commitment to the community and stated that he has an open-door policy if anyone wants to talk with him – whether from the community, staff, volunteers, and the board. He appreciates the community support and welcomes anyone who wants to talk with him. The Chief is firm in his position that photos from fatal motor vehicle accidents will not be released to the media.

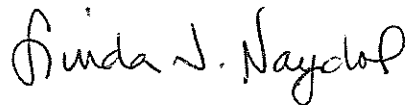
BOARD COMMENT:

- Director Cheryl Johnson thanked everyone from IVFD, as well as everyone from the board that were at the Labor Day Festival. Especially everyone who was there for levy tabling. Also, recognition of the LTO Levy campaign committee and all of the extra hours being devoted to that effort. There will be many more public events in the coming weeks. Appreciation to IVFD staff and volunteers for their time spent at the open house events.

The next regularly scheduled BOD meeting will be Monday, October 11, 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 4:56pm.

Respectfully submitted,

A handwritten signature in cursive script that reads "Linda J. Naydol".

Director Linda Naydol
Board Secretary

09.13.2021

Fire Chief Report

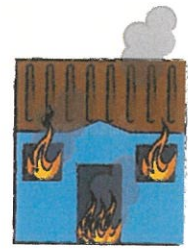
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September Schedule 2021



Date	Training	Location	Instructor
9/7/2021	Association Meeting	Admin	President
	Childbirth	Admin	Gavlik
9/14/2021	Hose Handling / Fire Streams	Handby Ln	Lane
9/21/2021	Mandatory OSHA Smoke Rule	Admin	Gavlik
9/28/2021	Driving Evaluation	Handby Ln	Sherman

Note:

“**Childbirth**” will be our monthly medical continuing education for recertification; “**Hose Handling / Fire Streams**” will be for developing efficient methods to move and handle an attack line; “**Mandatory OSHA Smoke Rule**” will be for understanding the new OSHA requirements with regards to wildfire smoke; “**Driving Evaluation**” will be for evaluating apparatus drivers ability to safely maneuver and operate district apparatus.





Illinois Valley Fire District

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

August 11, 2021

Board of Directors
Illinois Valley Fire District

RE: Annexation of property into Fire District

Board Members:

Cunningham, Paul of 711 S Old Stage Rd., Cave Junction, OR 97523, owner of the property at 711 S Old Stage Rd., Map 39-08-27 TL 602, 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

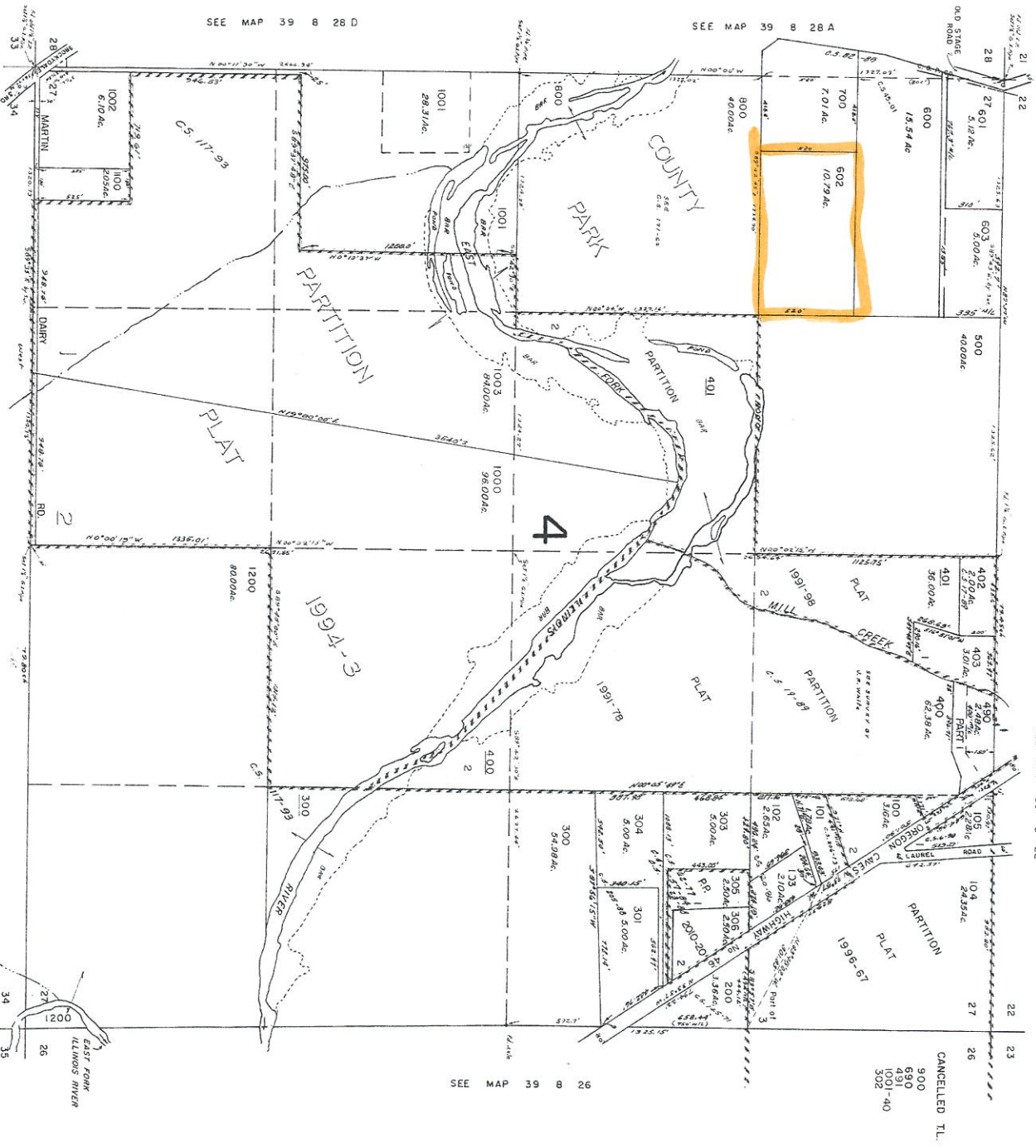
This map was prepared for assessment purposes only.

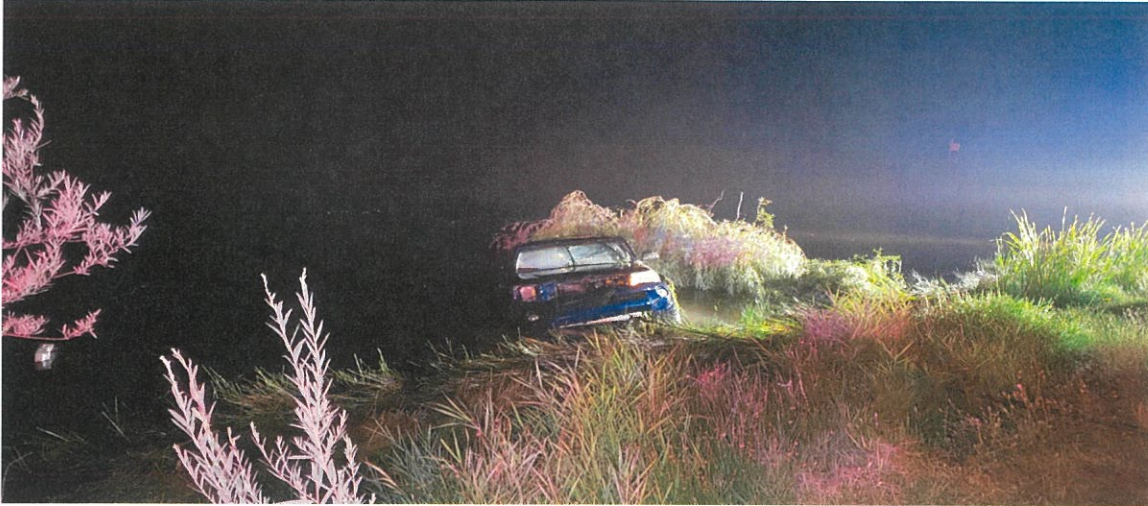
1"=400'

SEE MAP 39 8 22 CC

SEE MAP 39 8 22 C

SEE MAP 39 8 22





Maintenance Report August 2021

8966 Brush Truck: Replace crank sensor, service, replace down pipe gasket, and safety inspection.

8951 Command SUV: Flash ABS module, flush transmission, check charging system, replace alternator, and clear codes.

8941 Tender: Test pump control and replace pump relay.

8962 Brush Truck: Flat repair. Tire was not repairable. Install new headlight buckets with LED lights,

8979 Support Truck: Replace tie rod, tie rod ends, ball joints, end links, dome light bulb, and tires.

8931 Rescue Truck: Service engine, Service transmission and replace transmission oil pan, and safety inspection.

8963 Brush Truck: Replace headlight with LED lights.

8977 District SUV: replace phasers, engine solenoids, install nap sensor, and service and safety inspection.

8902 Engine: Replace a/c compressor and charge a/c system.

Station 2: Deep cleaning.

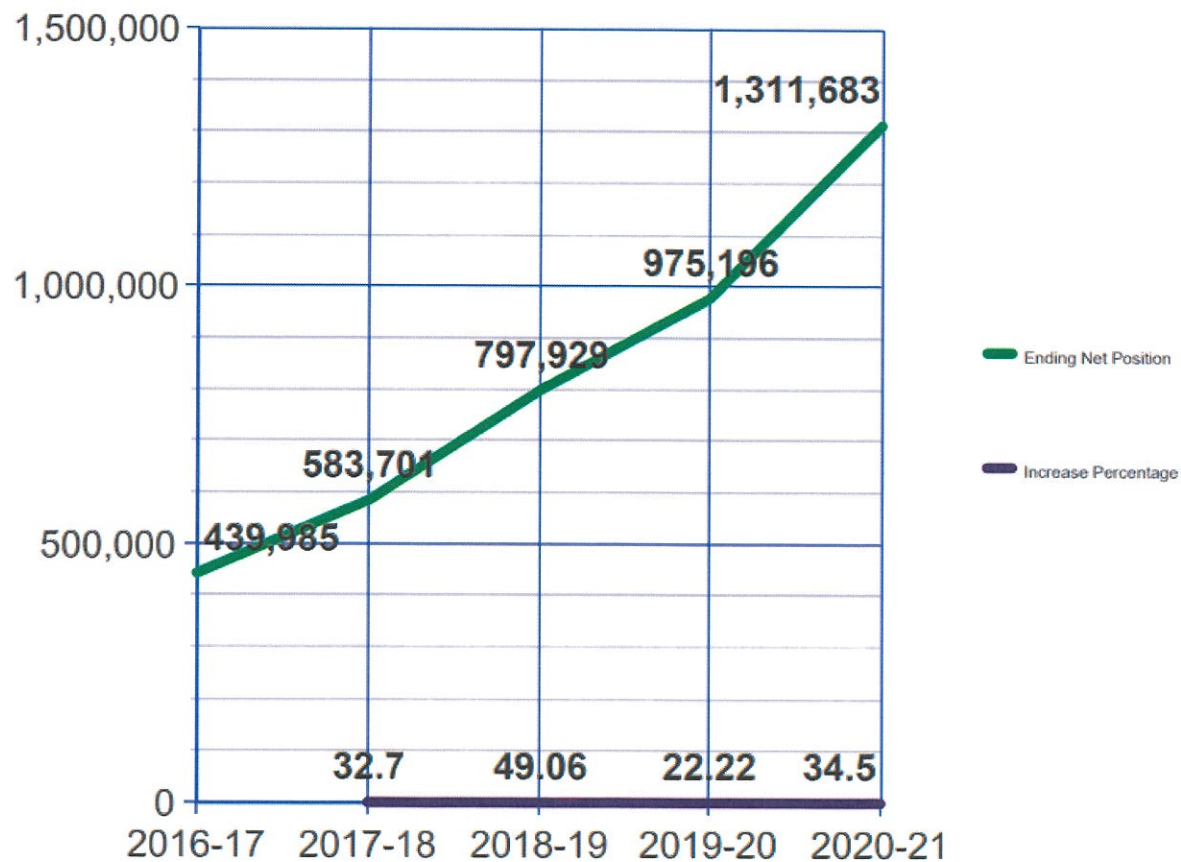
Five Year Net Position Comparison:

In the last five years IVFD has increased their end of year net position as follows:

2016-17	439,985
2017-18	143,716 increase (32.7%) to 583,701
2018-19	214,228 increase (49.06%) to 797,929
2019-20	177,267 increase (22.22%) to 975,196
2020-2021	336,487 increase (34.50%) to 1,311,683

I would like to thank the administration staff for diligently looking for ways to cut costs and members of the public who have donated to our needs throughout the years.

Final Audit Net Positions - last five years



Illinois Valley RFPD
Profit & Loss Budget vs. Actual
July through August 2021

	<u>Jul - Aug 21</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
4010-00 · Current Taxes	10,992.87	1,395,709.00	-1,384,716.13	0.79%
4020-00 · Prior Taxes	5,468.72	40,000.00	-34,531.28	13.67%
4630-00 · INTEREST INCOME				
Total 4630-00 · INTEREST INCOME	271.32	1,000.00	-728.68	27.13%
4710-00 · Miscellaneous				
Total 4710-00 · Miscellaneous	14,728.76	64,206.00	-49,477.24	22.94%
Total Income	31,461.67	1,500,915.00	-1,469,453.33	2.1%
Gross Profit	31,461.67	1,500,915.00	-1,469,453.33	2.1%
Expense				
5000-00 · Personal Services				
Total 5000-00 · Personal Services	223,338.50	1,528,247.00	-1,304,908.50	14.61%
6000-02 · Materials & Services				
Total 6000-02 · Materials & Services	44,435.84	556,165.00	-511,729.16	7.99%
7000-03 · Capital Outlay				
Total 7000-03 · Capital Outlay	15,826.14	47,000.00	-31,173.86	33.67%
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%
Total Expense	283,600.48	2,236,646.00	-1,953,045.52	12.68%
Net Ordinary Income	-252,138.81	-735,731.00	483,592.19	34.27%
Other Income/Expense				
Other Income				
BOND INDEBTEDNESS				
Total BOND INDEBTEDNESS	2.43	0.00	2.43	100.0%
4040-00 · Levy Funds				
Total 4040-00 · Levy Funds	4,374.23	373,179.00	-368,804.77	1.17%
9000-10 · Bond Taxes - Prior	758.45	0.00	758.45	100.0%
9000-11 · Bond Taxes	1,197.99	0.00	1,197.99	100.0%
Total Other Income	6,333.10	373,179.00	-366,845.90	1.7%
Other Expense				
BOND INDEBTEDNESS FUND				
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%
Total BOND INDEBTEDNESS FUND	5,099.33	182,750.00	-177,650.67	2.79%
Total Other Expense	5,099.33	182,750.00	-177,650.67	2.79%
Net Other Income	1,233.77	190,429.00	-189,195.23	0.65%
	-250,905.04	-545,302.00	294,396.96	46.01%