

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

October 11, 2021

1. Call meeting to order (silence phones)
2. Flag Salute (remove hats)
3. Roll Call
4. Review of September 13, 2021 minutes
5. Rick Brewster: Audit Report
6. Local Tax Option Levy
7. Staff Reports
  - Fire Chief Holmes
  - Deputy Chief Gavlik
  - Deputy Chief Ismaili
  - Div. Chief Sherman
  - Div. Chief Paul – Nothing for the Board at this time.
8. New Business
  - Badge Pinning: Scaroni & Vetter – Chief Holmes
9. Old Business
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 Comment
12. Next scheduled BOD Meeting is November 8, 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 October 11, 2021

President Johnson called the meeting to order at 4pm. Flag Salute was led by Williams Fire District Board President Claudia Pratt.

**PRESENT:** Directors Naydol, Bouchard, Johnson, and Binker. Fire Chief Holmes, Dep. Chief Gavlik, Dep. Chief Ismaili, Div. Chief Sherman, Paula LeMasters, Tom McCauley, and FF Brian Pfeiffer

**VOLUNTEERS:** Jennifer Vetter, Jon Scaroni, Kris Ismaili, Q Lackey, Steve Corwin, Charlie Foutch, Jerry Allen, Dale Sandberg, and Ed Syduka

**GUESTS:** Donamuree Fatino-Holmes, Liz Costa, Nathan Holmes, Bill Fisher; and from Williams Fire District: Chief Rick Vetter, Jackie Vetter, Karen Rogers, Chas Rogers, Parker Scaroni, Claudia Pratt, Harold Pratt, Wes Nevotti, Rosie Faith, BeLinda Northrup

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

**REVIEW OF PREVIOUS MEETING MINUTES:** Motion made by Director Richard Bouchard to approve September 13, 2021 minutes as submitted; and seconded by Director Michelle Binker. All in favor, motion passed.

**AUDIT REPORT:** Rick Brewster from Richard W. Brewster, CPA, PC gave the annual audit report from FY20-21. All financial records are in order and no issues to report. Motion made by Director Michelle Binker to accept the audit report as submitted and seconded by Director Richard Bouchard. All in favor, motion passed.

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

- The next three weeks will be the big push, with ballots mailing this week
- Chief Holmes and Director Michelle Binker were interviewed on KXCJ and KAJO
- There are upcoming meetings where presentations will be made
  - Josephine County Democrats
  - Illinois Valley Senior Center
  - Illinois Valley Rotary Club
- Signage saturation is good all over the valley
- Friends of IV Fire District has received cash and in-kind donations
- Ads have been and will continue to run in the IV News; possibly the Daily Courier, depending on cost and available funds
- Social media placement is good and showing a high level of engagement
- Very positive response from the public
- Tabling events are taking place around Cave Junction
- Thank you to the members of the Levy Campaign Committee for their hard work
- Director Cheryl Johnson offered an apology to Director Bouchard for excluding him at the last board meeting when identifying the participants in the levy campaign five years ago

## 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 with Cave Junction City Council on obtaining a Fire Liaison. This person will attend Board Meetings, and work with the Fire Chief. The person will report back items to the City Council on the inter-workings of the Fire District and events.
  - Applied for the American Rescue Plan Grant
    - Water Hydrant System to be completed by the City of Cave Junction \$200,000.00
    - Water Tanks and system at Station 1, pumps at other stations and misc. building costs \$50,000.00
    - Four (4) Physio-Control LIFEPAK 15 cardiac monitors \$60,000.00. (\$13,595 each) and contract warranty.
    - In January 2022, I have been accepted into the New Executive Chief Officer Course (Leadership and Executive Development) at the National Fire Academy. This will be a six-day course on developing the managerial, administrative and leadership skills necessary for the first-time executive chief officer. This course addresses critical knowledge and skills pertaining to the responsibilities of an executive chief officer.
      - Leadership and management
      - Politics and the role of an executive chief officer
      - Planning
      - Liability and risk management
      - Financial management and capital asset planning
      - Human resources management
      - Collaboration, cooperation and community engagement
- Old Business:
  - I have taken over the responsibilities of Fire Defense Board Chief for Josephine County as of October 1, 2021. I will be working with Chief Robert Horton (Fire District #3), who covers Jackson County. I am also working close with Deputy Chief Randy DeLong from Grants Pass Fire & Rescue and the State Fire Marshal.
  - Attended the Open House events in Takilma and Cave Junction. Both were very well received from the community.
- Meetings Attended:
  - *Assisted in the Deputy Fire Marshal interview process with District 3.*
    - Attended two meetings – New Fire District Fire Standards meeting
    - Attended the Cave Junction City Council (online)
    - 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 Southern Oregon Public Information Officer meeting

- Weekly discussion meeting with State Fire Marshal and staff
- Shared an official proclamation from Josephine County Board of Commissioners for Firefighter and Responder Recognition for the September 2020 wildfires

**DEP. CHIEF GAVLIK:**

- Exploring possible youth program grants for PPE for our Explorers
- RITA FF1 Academy begins in January 2022. IVFD will have 2 to 5 participants
- There will be a “live fire burn” training opportunity in Selma in a few months
- Meeting with Pacific Power to discuss the cost to run power to the training area
- The AFG grant application was denied
- Presented the training offerings for the month of October to include: Neurological Emergencies, Structural Fire Attack, SCBA Donning Drills, HazMat Refresher

**DEP. CHIEF ISMAILI – out on an incident, no report**

**DIV. CHIEF SHERMAN:**

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

**ADMINISTRATOR PAUL:** Not in attendance, financials included in the board packet.

**NEW BUSINESS:**

- Badge pinning ceremony for FF volunteers Jennifer Vetter and Jon Scaroni.
  - Chief Holmes thanked both for their service and dedication; it is a mutually beneficial arrangement in that both IVFD and Williams Fire District learn from each other. FFs Vetter and Scaroni are valuable volunteers and they are enhancing the IVFD response.
  - Director Cheryl Johnson congratulated FF Vetter and FF Scaroni and welcomed them to IVFD

**OLD BUSINESS: none**

**VIDEO:** Was a terrific review of September 2021.

**PUBLIC COMMENT:**

Chief Holmes offered his thanks for the following:

- Mr. Brewster for the ease in working with him on the audit; and the Chief has a greater understanding of the budget as a result. He also thanked all of the staff for their prudent use of district funds.
- The community for their continued support and positivity
- A thank you note that acknowledged Tom McCauley for stopping at an accident scene and staying until crews arrived
- FF Pfeiffer and FF Meyer for their excellent first aid for Lt. Ismaili’s injury
- The LTO Levy committee
- Everyone involved in the open house events
- Paula LeMasters for her work with the computer video system

- Dale Sandberg for always showing up for all hours of the day and night to take pictures and videos of our first responders at work
- The board of directors for the working relationship
- FF Goo for his efforts and ideas to host the open house events; as well as Donamuree Fatino-Holmes and Liz Costa for serving breakfast on Saturday at the open house at Station 1.

Jerry Allen shared that he was very impressed with the audit report and IVFD's excellent stewardship of public funds.

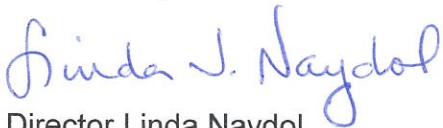
**BOARD COMMENT:**

- Director Michelle Binker echoed the appreciation for Dale Sandberg, and congratulations to our two newest firefighters
- Director Richard Bouchard is thankful for our Chief
- Director Cheryl Johnson
  - thanked everyone from IVFD, as well as everyone from the board for their time spent at all of the open house events, with an extra thank you to FF Goo for the idea to offer the open house events
  - The Williams Fire District open house was a great event, and she enjoyed seeing all the other community partners that participated

The next regularly scheduled BOD meeting will be Monday, November 8, 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,



Director Linda Naydol  
Board Secretary

## Fire Chief Report

10.11.2021

- New Items:
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# October Schedule 2021



Date	Training	Location	Instructor
10/5/2021	Association Meeting	Admin	President
	Neurological Emergencies	Admin	Gavlik
10/12/2021	Structural Fire Attack	Sta. 2	Lane
10/19/2021	SCBA Donning Drills	Sta. 1	Meyer
10/26/2021	HaxMat Refresher	Sta. 1	Goo

**Note:**

“**Neurological Emergencies**” will be our monthly medical continuing education for recertification; “**Structural Fire Attack**” will be for practicing effective ways to search and extinguish the fire; “**SCBA Donning Drills**” will be for practicing SCBA donning methods and familurization of the packs; “**HazMat Refresher**” will be our annual refresher training on dealing with hazardous material incidents.







## Maintenance Report September 2021

8901 Engine: Replace tank to pump plumbing, thermal relief valve, repair door linkage on right rear passenger, replace light bulb in lightbar, replace air cleaner, and replace thermostats.

8951 Command SUV: Replace left rear taillight and brake light.

8941 Tender: Replace left rear alley light.

8974 Service and safety inspection.

8943 Tender: Replace batteries.

8954 Command SUV: Replace battery.

Run Checks at all Stations.

Pump testing complete except for 8907 that is at the dealership for repairs on the DEF system.

Admin.: Replace battery in the generator.

Station 1: Replace batteries in the generator.

Calibrate air trailer, replace batteries in the generator, and repair plumbing on a water tank.

Station 4: Clean bay floors.

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

July through September 2021

	Jul - Sep 21	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
4010-00 · Current Taxes	12,706.39	1,395,709.00	-1,383,002.61	0.91%
4020-00 · Prior Taxes	7,142.61	40,000.00	-32,857.39	17.86%
4630-00 · INTEREST INCOME				
Total 4630-00 · INTEREST INCOME	279.57	1,000.00	-720.43	27.96%
4710-00 · Miscellaneous				
Total 4710-00 · Miscellaneous	20,817.70	64,206.00	-43,388.30	32.42%
<b>Total Income</b>	<b>40,946.27</b>	<b>1,500,915.00</b>	<b>-1,459,968.73</b>	<b>2.73%</b>
<b>Gross Profit</b>	40,946.27	1,500,915.00	-1,459,968.73	2.73%
<b>Expense</b>				
5000-00 · Personal Services				
Total 5000-00 · Personal Services	327,702.89	1,528,247.00	-1,200,544.11	21.44%
6000-02 · Materials & Services				
Total 6000-02 · Materials & Services	86,602.36	556,165.00	-469,562.64	15.57%
7000-03 · Capital Outlay				
Total 7000-03 · Capital Outlay	21,119.48	47,000.00	-25,880.52	44.94%
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>	<b>435,424.73</b>	<b>2,236,646.00</b>	<b>-1,801,221.27</b>	<b>19.47%</b>
<b>Net Ordinary Income</b>	-394,478.46	-735,731.00	341,252.54	53.62%
<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	2.17	0.00	2.17	100.0%
<b>Total BOND INDEBTEDNESS</b>	2.96	0.00	2.96	100.0%
4040-00 · Levy Funds				
Total 4040-00 · Levy Funds	5,263.96	373,179.00	-367,915.04	1.41%
9000-10 · Bond Taxes - Prior	945.18	0.00	945.18	100.0%
9000-11 · Bond Taxes	1,433.68	0.00	1,433.68	100.0%
<b>Total Other Income</b>	7,645.78	373,179.00	-365,533.22	2.05%
<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>	5,099.33	182,750.00	-177,650.67	2.79%
<b>Total Other Expense</b>	5,099.33	182,750.00	-177,650.67	2.79%
<b>Net Other Income</b>	2,546.45	190,429.00	-187,882.55	1.34%
	<b>-391,932.01</b>	<b>-545,302.00</b>	<b>153,369.99</b>	<b>71.87%</b>