

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

November 8, 2021

1. Call meeting to order (silence phones)
2. Flag Salute (remove hats)
3. Roll Call
4. Review of October 11, 2021 minutes
5. Local Tax Option Levy Final Report
6. Staff Reports
  - Fire Chief Holmes
  - Deputy Chief Gavlik
  - Deputy Chief Ismaili
  - Div. Chief Sherman
  - Div. Chief Paul – Nothing for the Board at this time.
7. New Business
8. Old Business
9. Monthly Media Video
10. 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.*)
11. Board Comment
12. Next scheduled BOD Meeting is December 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 November 8, 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 Gavlik, Dep. Chief Ismaili, Div. Chief Sherman, Div. Chief Paul, Paula LeMasters, Tom McCauley, FF Garrett Goo, and FF Noah Miller

**VOLUNTEERS:** Jennifer Vetter, Jon Scaroni, Kris Ismaili, Q Lackey, Steve Corwin, Judy Epperly, Solomon Meyer, Andrea Steelman, Danny Marler, Paul Norton, and Jerry Allen

**GUESTS:** Donamuree Fatino-Holmes, Liz Costa, Nathan Holmes, and Ethan Lane

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

**REVIEW OF PREVIOUS MEETING MINUTES:** Motion made by Director Michelle Binker to approve October 11, 2021 minutes as submitted; and seconded by Director Jerry Lamb. All in favor, motion passed.

**LOCAL TAX OPTION LEVY:** Director Cheryl Johnson thanked everyone for their efforts to overwhelmingly pass the LTO levy. A special thank you to Director Michelle Binker for her efforts to guide the campaign and all the work she did. Thank you to Jerry Allen for chairing the committee. Director Michelle Binker in turn thanked all the volunteers on the campaign committee who worked many hours for tabling, posting signs, getting the word out, etc.

## **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:
  - **2022 Levy Passed!! Thank you to the Community for voting the continuance of the employment of four Firefighter/EMT's. And a Thank you to the Levy Committee for the work completed to assist in making this levy successful for the Illinois Valley Fire District.**
  - 7 firefighters are currently in the IVFD Promotional process (Written, Tactical Assessment and Fire Chief Interview) and will have results possibly at the next Board Meeting.
  - I assisted in the Lakeview Fire District Fire Chief interview process.
  - I assisted Applegate Fire District with the Captain Interview assessment.
- Old Business:
  - Ethan Lane was voted in by the City Council to be the Fire District Liaison.
- Fire Defense Board Items:
  - Responded to a second alarm structure fire in Wilderville
  - Responded to a Rogue Valley 2 (Medford, Ashland, and Rogue River) activation to Wolf Creek for a Commercial Fire.
  - Attended the Wolf Creek Fire District Emergency Board Meeting

- I attended the "End of Season" Press Conference with ODF and Forrest Service as the Fire Defense Board County Chief.
- Meetings Attended:
  - *Attended the SDAO Regional Risk Management Training*
  - *Attended the Oregon Office of Emergency Management on Earthquake and Tsunami Preparedness.*
  - *Attended a training on Securing Grants and Alternative Funding for Volunteer Fire Districts.*
  - *Attended the Two County Fire & Fuels Planning group*
  - *Attended the Illinois Valley Safe House Alliance meeting*
  - *Attended the EMS Quarterly Meeting*
    - Attended the New Fire District Fire Standards meeting (On-Going)
    - Attended the Cave Junction City Council (online) (On-Going)
    - Attended the Fire Defense Board Chief meeting (On-Going)
    - Attended the Rogue Valley Fire Chiefs Association meeting (On-Going)
    - Attended the Oregon Fire Chief Association meeting (On-Going)
    - Attended the Southern Oregon Public Information Officer meeting (On-Going)
    - Weekly discussion meeting with State Fire Marshal and staff (On-Going)
- Chief Holmes introduced Ethan Lane as the City Council Liaison to IVFD. Ethan Lane introduced himself and was appreciative of the opportunity to serve both the City of Cave Junction as well as IVFD. He is grateful for the professionals in IVFD and looking forward to a great partnership.

**DEP. CHIEF GAVLIK:**

- OSHA Wildfire Smoke rule now open for public comment
- Currently 3 firefighters (and 1 FF pending) for 2022 Firefighter Academy
- There will be a "live fire burn" training in Selma on Saturday, December 11, 2021
- Explorers chapter is due to be renewed
- Presented the training offerings for the month of November to include: EMS Skills, Firefighter Self Rescue, Drafting/Relay Pumping, Large Diameter Hose Streams, and Forcible Entry

**DEP. CHIEF ISMAILI:**

- September and October statistics: 4 trash fires, 5 grass fires, 1 small vehicle fire, 2 large vehicle fires, 55 motor vehicle accidents, with no firefighter injuries or civilian fatalities
- Bolan repeater site is up and running, waiting for FCC full licensing
- Preparing for possible court hearing regarding a 2019 fatality in a structure fire with three citizens facing charges as a result
- City of Cave Junction Business Licensing process now includes a fire inspection prior to approval and occupancy

**DIV. CHIEF SHERMAN:**

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

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

**NEW BUSINESS:** Director Cheryl Johnson shared that she attended the Oregon Fire District Directors Association (OFDDA) conference. She was nominated and appointed to the OFDDA board of directors for a two-year term. Her position on the OFDDA board is a positive for IVFD and southwestern Oregon.

**OLD BUSINESS:** none

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

**PUBLIC COMMENT:** none

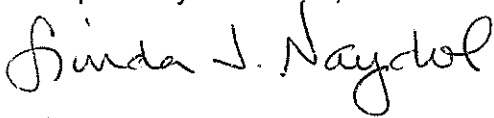
**BOARD COMMENT:**

- Director Jerry Lamb thanked everyone from the district and the public for attending the board meeting. It is nice to see everyone in attendance. Thank you for coming.
- Director Cheryl Johnson also thanked everyone for attending. She thanked everyone in IVFD for their dedication and commitment to the district. Also, a thank you to the community for their overwhelming support of the LTO levy.

The next regularly scheduled BOD meeting will be Monday, December 13, 2021 at 4pm at the Administration building, 681 Caves Hwy., Cave Junction, OR.

This meeting adjourned at 4:36pm.

Respectfully submitted,

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

Director Linda Naydol  
Board Secretary

## Fire Chief Report

11.08.2021

- New Items:
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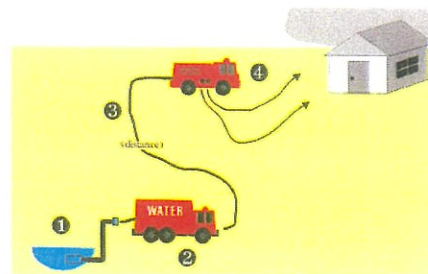
# November Schedule 2021



Date	Training	Location	Instructor
11/2/2021	Association Meeting	Admin	President
	EMS Skills	Admin	Goo
11/9/2021	Firefighter Self Rescue	Sta. 2	Pfeiffer
11/16/2021	Drafting / Relay Pumping	Sta. 1	Sherman
11/23/2021	Large Diameter Hose Streams	Sta. 1	Gavlik
11/30/2021	Forcible Entry	Sta. 2	Miller

**Note:**

“**EMS Skills**” will be our monthly medical continuing education for recertification; “**Firefighter Self Rescue**” will be for practicing effective ways to prevent injury or remove yourself from a bad situation; “**Drafting / Relay Pumping**” will be for practicing water supply operations from a static water source and distance pumping operations; “**Large Diameter Hose Streams**” will be performing fire attack evolutions using large hoselines; “**Forcible Entry**” will be for practicing various force techniques and tools to gain entry into a structure.





## Maintenance Report October 2021

8941 Water Tender: Pump test, service emission filters, service air dryer, truck has a direct short and was unable to locate it. Took truck over to Tec Equipment.

8906 Engine: Pump test.

8931 Rescue Truck: Perform a manual regen, replace batteries, alternator, and temporary fix on 2 roll up doors.

8951 Command SUV: Service front and rear brake rotors and replace brake pads, service, and safety inspection.

# 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	13,821.21	1,395,709.00	-1,381,887.79	0.99%
4020-00 · Prior Taxes	8,266.07	40,000.00	-31,733.93	20.67%
4030-00 · Other Tax Offsets	105.40	0.00	105.40	100.0%
4630-00 · INTEREST INCOME				
Total 4630-00 · INTEREST INCOME	748.28	1,000.00	-251.72	74.83%
4710-00 · Miscellaneous				
Total 4710-00 · Miscellaneous	<u>25,489.68</u>	<u>64,206.00</u>	<u>-38,716.32</u>	<u>39.7%</u>
<b>Total Income</b>	<u>48,430.64</u>	<u>1,500,915.00</u>	<u>-1,452,484.36</u>	<u>3.23%</u>
<b>Gross Profit</b>	48,430.64	1,500,915.00	-1,452,484.36	3.23%
<b>Expense</b>				
5000-00 · Personal Services				
Total 5000-00 · Personal Services	402,752.51	1,528,247.00	-1,125,494.49	26.35%
6000-02 · Materials & Services				
Total 6000-02 · Materials & Services	115,473.26	556,165.00	-440,691.74	20.76%
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	51,575.94	60,234.00	-8,658.06	85.63%
8000-46 · Loan Fees	670.00	0.00	670.00	100.0%
8900-01 · Transfer out of General Fund	0.00	5,000.00	-5,000.00	0.0%
<b>Total Expense</b>	<u>591,591.19</u>	<u>2,236,646.00</u>	<u>-1,645,054.81</u>	<u>26.45%</u>
<b>Net Ordinary Income</b>	-543,160.55	-735,731.00	192,570.45	73.83%
<b>Other Income/Expense</b>				
<b>Other Income</b>				
<b>BOND INDEBTEDNESS</b>				
Total BOND INDEBTEDNESS	3.22	0.00	3.22	100.0%
4040-00 · Levy Funds				
Total 4040-00 · Levy Funds	5,860.29	373,179.00	-367,318.71	1.57%
4717-00 · Donations	220.60			
9000-10 · Bond Taxes - Prior	1,104.92	0.00	1,104.92	100.0%
9000-11 · Bond Taxes	1,556.10	0.00	1,556.10	100.0%
<b>Total Other Income</b>	<u>8,745.13</u>	<u>373,179.00</u>	<u>-364,433.87</u>	<u>2.34%</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>	<u>3,645.80</u>	<u>190,429.00</u>	<u>-186,783.20</u>	<u>1.92%</u>
	<u><b>-539,514.75</b></u>	<u><b>-545,302.00</b></u>	<u><b>5,787.25</b></u>	<u><b>98.94%</b></u>