

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

December 13, 2021

1. Call meeting to order (silence phones)
2. Flag Salute (remove hats)
3. Roll Call
4. Review of November 8, 2021 minutes
5. Quarterly Drug Testing
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:
 - WAFD Account
 - Annexations:
 - 6409 Takilma Rd.
 - 6651 Westside Rd.
8. Old Business
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 January 10, 2022 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 December 13, 2021

President Johnson called the meeting to order at 4pm. Flag Salute was led by Bill Ertel, board member from Williams Fire District.

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

VOLUNTEERS: Kris Ismaili, Q Lackey, Steve Corwin, Charlie Foutch, and Brandon Smith

GUESTS: Ethan Lane, Bill Ertel, board member – Williams Fire District and Bill Fisher, AMR

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

REVIEW OF PREVIOUS MEETING MINUTES: Motion made by Director Bouchard to approve November 8, 2021 minutes as submitted; and seconded by Director Binker. All in favor, motion passed.

QUARTERLY DRUG TESTING: The following numbers were designated for quarterly drug testing: 47610, 29320, 17490, 49520, 13360, 86650, and 54130

STAFF REPORTS:

CHIEF HOLMES:

Chief Holmes gave a verbal report, which expanded on his written report. Chief first shared his comments on the *Burn to Learn* activity on Saturday, December 11, 2021. He thanked everyone involved in the activities of the day and really appreciated the coordination and extra effort by so many staff and volunteers. He was also appreciative of the participation by four volunteers from the Williams Fire District. It was a very successful training activity. The rest of his report was given as provided:

- New Items:
 - *Feb 6-11, 2022 I have been invited to the Assistance to Firefighters Grant Program – Grant Review Process in Emmitsburg, MD. I have accepted the offer and looking forward to the opportunity.*
 - *IVFD partnered with the IV Chamber of Commerce and will be bringing Santa to the IV Visitor Center on the fire truck on December 11th.*
 - *IVFD has been awarded the American Rescue Plan Act Grant for the Water Tank/shed project at \$50k and for Lifepack 15 monitors at \$60k. With the approval of the money being brought in and spent, we will move forward on the process. Additionally, Chief just learned today that we were not successful in the request for apparatus with DEQ. We will try again next year.*

- Old Business:
 - Fire Officer Testing is being continued this month with Fire Chief Interviews. There was a delay in the process with other pressing operational matters that needed to be handled.
- Fire Defense Board Items:
 - *Working with the Jackson County Fire Defense Board Chief and departments on the planning of a successful 2022 fire season and planning coordination.*
 - *On 12/05/2021, notified of the plane crash in Medford and worked with the acting Fire Chief with Grants Pass Fire on possible coordination of unit move-ups if needed. Medford Fire along with Fire Chief/Jackson County FDBC Robert Horton mitigated the fire and needs for the Jackson County.*
- Meetings Attended:
 - *Spoke with Emergency Management and the strategic thoughts on CERT. TBD with Strategic Planning. Currently there are only 1-2 people left that have not become Support Members for IVFD. Discussions to happen regarding the next step of those individuals with IVFD.*
 - *Attended the OSFM Mobilization Review Meeting with local agencies and OSFM staff.*
 - Attended the CJ Chamber of Commerce meeting (online)
 - Attended the Applegate Fire Protection District Board Meeting (online)
 - Attended the 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)
- ****Reminder: 2022 SDAO Annual Conference is open for registration. Register Now! February 10-13, 2022, in Eugene, Oregon at the Graduate Hotel. ****

DEP. CHIEF GAVLIK:

- Added his own comments on the successful *Burn to Learn* training. There were many lessons learned, all aspects were valuable.
- We are in process applying for AFG grants for PPE.
- Currently we have 5 firefighters for 2022 Firefighter Academy, which will now be done in-house. We are hoping for one or two additional recruits to join the academy.

- FF Miller was invited to the podium to present on his successful efforts to secure a donation of \$8,040 for a forcible entry door for training purposes.
- Dep. Chief Gavlik has completed all of the courses for his Bachelor's degree.
- Presented the training offerings for the month of December to include: Myocardial Infarction, Salvage Operations, Lucas Chest Compressions, and Fire Extinguishers

DEP. CHIEF ISMAILI:

- November statistics: 1 grass fire, 2 structure fires, 22 motor vehicle accidents, with no firefighter injuries and four civilian fatalities, and 35 illegal open burns.
- Testified in trial regarding a 2019 fatality in a structure fire with two additional trials to be held in 2022.
- Through private donations we have purchased a new Sparky costume.

DIV. CHIEF SHERMAN – on vacation, report included in board packet.

- Logistics, vehicle and station maintenance report was provided

ADMINISTRATOR PAUL: no report, financials provided

NEW BUSINESS:

- First Community Credit Union will be closing at the end of February 2022. We are considering options for online banking and mobile deposits, and if the ATM is available in town, we may be okay. We are also investigating online banking access with Wells Fargo. If needed, we will establish a banking relationship with Washington Federal. If we proceed with Washington Federal, all board members will need to go in on the same day to sign the account card.
- Two annexation recommendations this month:
 - Woodrow Benear, property at 6409 Takilma Road, in Cave Junction, to add 18.1 acres
 - Matthew Howell, property at 6651 West Side Road, in Cave Junction, to add 26.21 acres
- Motion to approve the recommended annexations by Director Bouchard, seconded by Director Binker. All in favor, motion passed.

OLD BUSINESS: none

VIDEO: Was an excellent review of November 2021. Kudos to Dale Sandberg for his continued excellent work as IVFD photographer and videographer.

PUBLIC COMMENT: City of Cave Junction Councilman and IVFD Liaison, Ethan Lane shared that the City is reviewing the City Charter and he will be looking to partner with IVFD to look for creative ways to work together with traffic and enforcement issues.

BOARD COMMENT:

- Director Lamb wished everyone a Merry Christmas, happy new year, and to be safe.
- Director Binker asked about a letter from the board to someone in Josephine County to help expedite safety improvements at the Rockydale Road/Waldo Road intersection. Director Binker offered to draft a letter for board review at the January meeting. She reminded everyone to be safe with winter driving; and to protect against

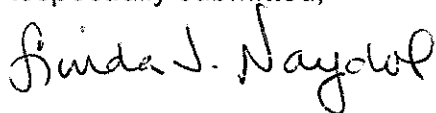
potential flue fires, and space heater fires. She also wished everyone a Merry Christmas and happy holiday.

- Director Johnson stated that we have had some especially tough calls and reminded everyone that mental health support is available through the employee assistance program and to reach out if needed. She also expressed her thanks and appreciation to Kenan Hester from Deer Creek Vineyards for the Burn to Learn opportunity.
- Director Bouchard offered that his wife suffered with PTSD and that it is important ask for help, it is very difficult to deal with it on your own. It is okay to ask for help.
- In closing, Director Johnson asked that everyone be very careful and stay safe in these wintery conditions. She wished everyone a very happy holiday and new year.
- Chief Holmes advised that he had just received a text message from Sara Rubrecht (Office of Oregon State Fire Marshal – who was watching the meeting on FB Live) and she advised that a county superintendent was out today at Rockydale/Waldo to evaluate options.

The next regularly scheduled BOD meeting will be Monday, January 10, 2022 at 4pm at the Administration building, 681 Caves Hwy., Cave Junction, OR.

This meeting adjourned at 4:45pm.

Respectfully submitted,

A handwritten signature in black ink that reads "Linda J. Naydol". The signature is written in a cursive, flowing style.

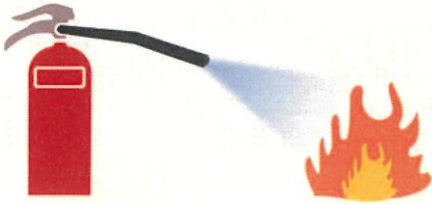
Director Linda Naydol
Board Secretary

Fire Chief Report

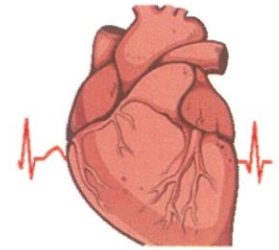
12.13.2021

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December Schedule 2021



Date	Training	Location	Instructor
12/7/2021	Association Meeting	Admin	President
	Myocardial Infarction	Admin	JoAnna
12/14/2021	Salvage Operations	Sta. 1	Goo
12/21/2021	Lucas Chest Compressions	Sta. 1	Fisher
12/28/2021	Fire Extinguishers	Sta. 1	Pfeiffer

Note:

“**Myocardial Infarction**” will be our monthly medical continuing education for recertification; “**Salvage Operations**” will be for practicing the use of salvage covers and things to consider for preserving property; “**Lucas Chest Compressions**” will be for learning how to use a new mechanical compression device available on the ambulance; “**Fire Extinguishers**” will be reviewing our annually required use of fire extinguishers.





Illinois Valley Fire District

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

December 6, 2021

Board of Directors
Illinois Valley Fire District

RE: Annexation of property into Fire District

Board Members:

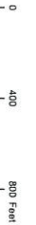
Benear, Woodrow of 6401 Takilma Rd. Cave Junction OR 97523, owner of the property at 6409 Takilma Rd., Map 40-08-14 TL 602, would like to annex their property into the Fire District.

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



SECTION 14 T.40S. R.8W. W.M.
JOSEPHINE COUNTY
1" = 400'

40 08 14

CANCELLED:

- 604
- 605
- 690
- 691
- 692
- 693
- 694
- 695
- 700
- 701
- 790
- 800
- 1200
- 1380
- 1391
- 1401
- 1402
- 1403
- 1490
- 1491
- 1492
- 1493
- 603



40 08 14



Illinois Valley Fire District

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

October 12, 2021

Board of Directors
Illinois Valley Fire District

RE: Annexation of property into Fire District

Board Members:

Howell, Matthew of 6651 West Side Rd., Cave Junction, OR 97523, owner of the property at 6651 West Side Rd., Map 40-08-06 TL 100, 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.

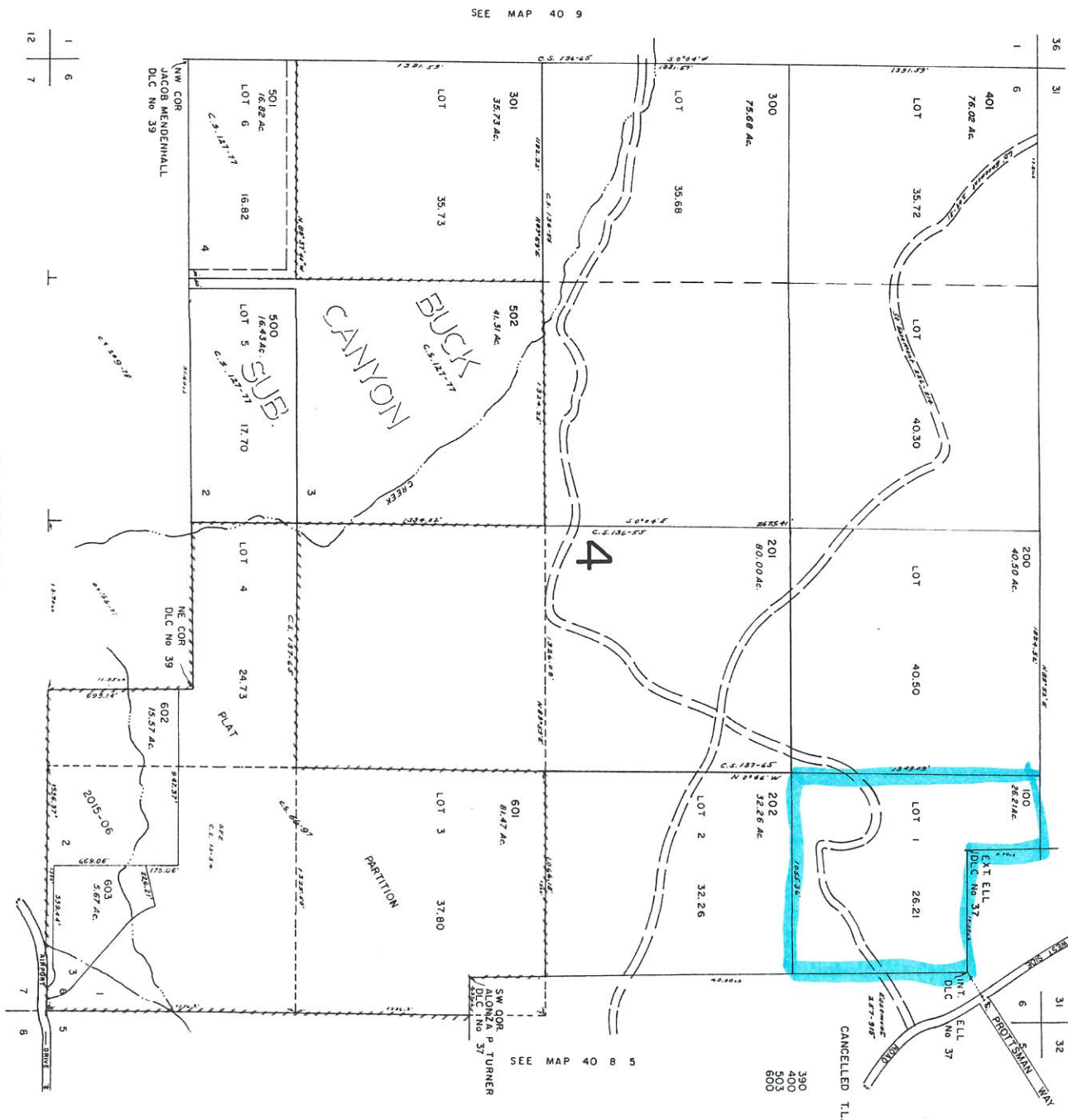
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See map attached.

Kamron Ismaili
Division Chief
Operations / Prevention
Illinois Valley Fire District

This map was prepared by
measurement and is not a copy.

SEE MAP 39 8 31



SEE MAP 40 9

SEE MAP 40 8 7



Maintenance Report October 2021

8941 Water Tender: Replace leaking air fitting on air tank. Truck is at TEC Equipment for some wiring issues.

8954 Command SUV: Service, replace belt tensioner, serpentine belt, and safety inspection.

8931 Rescue Truck: Service, tire rotation, and safety inspection.

8966 Brush Truck: Replace fuel pump, rotate tires, and repair wiring to L/F headlight.

8961 Brush Truck: Replace wiper blades and adjust headlights.

8979 Support Vehicle: Repair antenna wire.

8971 Utility Truck: Replace L/R stop/tail light.

8943 Water Tender: Install new LED headlights.

8901 Engine: Replace electric plug on shoreline.

Recalibrate air trailer.

8907 is back from the dealership and in service.

Illinois Valley RFPD Profit & Loss Budget vs. Actual

July 2021 through June 2022

	Jul '21 - Jun 22	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
4010-00 · Current Taxes	923,405.63	1,395,709.00	-472,303.37	66.16%
4020-00 · Prior Taxes	11,743.15	40,000.00	-28,256.85	29.36%
4030-00 · Other Tax Offsets	107.80	0.00	107.80	100.0%
4630-00 · INTEREST INCOME				
Total 4630-00 · INTEREST INCOME	1,209.70	1,000.00	209.70	120.97%
4710-00 · Miscellaneous				
Total 4710-00 · Miscellaneous	40,597.85	64,206.00	-23,608.15	63.23%
Total Income	977,064.13	1,500,915.00	-523,850.87	65.1%
Gross Profit	977,064.13	1,500,915.00	-523,850.87	65.1%
Expense				
5000-00 · Personal Services				
Total 5000-00 · Personal Services	578,091.51	1,528,247.00	-950,155.49	37.83%
6000-02 · Materials & Services				
Total 6000-02 · Materials & Services	134,320.87	556,165.00	-421,844.13	24.15%
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%
Total Expense	785,777.80	2,236,646.00	-1,450,868.20	35.13%
Net Ordinary Income	191,286.33	-735,731.00	927,017.33	-26.0%
Other Income/Expense				
Other Income				
BOND INDEBTEDNESS				
Total BOND INDEBTEDNESS	9.05	0.00	9.05	100.0%
4040-00 · Levy Funds				
Total 4040-00 · Levy Funds	249,983.10	373,179.00	-123,195.90	66.99%
4717-00 · Donations	235.60			
9000-10 · Bond Taxes - Prior	1,551.51	0.00	1,551.51	100.0%
9000-11 · Bond Taxes	95,282.40	0.00	95,282.40	100.0%
Total Other Income	347,061.66	373,179.00	-26,117.34	93.0%
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	341,962.33	190,429.00	151,533.33	179.58%
	533,248.66	-545,302.00	1,078,550.66	-97.79%