

# Illinois Valley Fire District Board of Directors

## Meeting Minutes March 14, 2022

President Johnson called the meeting to order at 4pm. Flag Salute led by Div. Chief Sherman

**PRESENT:** Directors Naydol, Bouchard, Johnson, Binker and Lamb. Fire Chief Holmes, Dep. Chief Gavlik, Dep. Chief Ismaili, Div. Chief Sherman, Div. Chief Paul, Paula LeMasters, Tom McCauley, and Engr. Kyle Lane

**VOLUNTEERS:** Kris Ismaili, Q Lackey, Judy Epperly, Dale Sandburg, Solomon Meyer, Charlie Foutch, and Paul Norton

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

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

**REVIEW OF PREVIOUS MEETING MINUTES:** Motion made by Director Jerry Lamb to approve February 14, 2022 minutes as submitted; and seconded by Director Richard Bouchard. 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:**
  - I will be attending the SONCAL Conference in March. CAL-Fire, ODF, OSFM, and other entities working together for the next fire season and lessons learned with the Slater Fire presentation.
  - I was invited to attend the Grants Pass Fire Chief Candidates "Meet-n-Greet". It was well attended and a great time to meet different people. The city is still in the process of searching for a fire chief.
  - Apparatus replacement: I would like to ask for approval for a minimum of \$50k for the Fire Chief to purchase appropriate apparatus needs for the department, if the situation presents itself. Here is the list of the current aging apparatus:
    - 8966 Brush Truck – needs to be replaced
    - 8952 SUV – In the process of purchasing due to another accident
    - 8902 Structural Engine – needs to be replaced/re-located
    - 8906 Structural Engine – needs to be replaced/re-located
    - 8931 Rescue Squad – will need replacement in near future/re-located
    - 8932 SUV – needs replacement
    - 8977 SUV – needs replacement
- Motion to approve up to \$50,000 for replacement or down payment for any vehicles listed above made by Director Richard Bouchard, seconded by Director Jerry Lamb. All in favor, motion passed.
  - The Oregon State Fire Marshal will be meeting with me in April, on one of her visits to the Southern Oregon area.

- Received a donation of an AED unit from Philomath Fire District.
- **Old Business:**
  - Continued work with Director's Lamb and Bouchard on the Fire Chief Contract.
  - Met with Director's Binker and Naydol in regards to the Fire Chief survey.
- **Fire Defense Board Items:**
  - Working with the OSFM Regional Mobilization Coordinator and Jackson County FDBC and starting the planning for the 2022 Fire Season.
  - I will be attending the Oregon Coast Fire Defense Board Chief meeting with OSFM Regional Mobilization Coordinator. More information to follow next month.
- **Meetings Attended:**
  - TAC meeting with Division Chief Sherman
  - Coffee with the Fire Chief – Williams Fire District
  - Meet n Greet with Grants Pass Fire Chief Candidates
  - Fire Prevention Co-Op Meeting
  - Safe House Alliance Board Meeting
  - Goal meetings with our new Lieutenants and Engineers
- **Usual Attended Meetings:**
  - Attended the Applegate Fire District Training/Board Meeting
  - Attended Rogue Valley Fire Chief Association Meeting
  - Attended the Fire Standards meeting (On-Going)
  - Attended the Cave Junction City Council (online) (On-Going)
  - Attended the Oregon Fire Chief Association meeting (On-Going)

#### **DEP. CHIEF GAVLIK:**

- In-house fire academy continues with a few weeks remaining.
- A possible Burn-To-Learn opportunity during May in Selma
- Dep. Chief Gavlik and Dep. Chief Ismaili attended the Wildland Fire Supervisor training through Rogue Community College
- Lt. Goo and Engr. Lane completed a 16-hour Fire Inspector course. Lt. Miller completed a 40-hour Fire Inspector course.
- Presented the training offerings for the month of February to include: EMS Skills, Engine Operations, Driving Evaluation, Firefighter Safety & Survival, and Horizontal Ventilation

#### **DEP. CHIEF ISMAILI:**

- Shared statistics as follows: We had 37 illegal open burn calls, 1 trash fire, 2 structure fires, 3 mutual aid structure fires, 14 motor vehicle accidents with no firefighter injuries or civilian fatalities.
- The water tank pads at station 1 have been prepared. Water tanks should be up before the end of this month.
- Deputy Chief Ismaili and Deputy Chief Gavlik completed the division group supervisor wildland course

#### **DIV. CHIEF SHERMAN:**

- Logistics, vehicle and station maintenance report was provided
- Vehicle and station maintenance report reviewed as provided

- Tom McCauley is working on the welding on the water tanks to prepare for the placement of the tanks on the pad. Mark Camp has delivered and rolled 20 yards of gravel. Currently waiting to have asphalt pad completed, then tanks will be placed.
- Charlie Foutch, Support volunteer shared details of an upcoming "Prep-U" course being offered to all valley residents in May and June. Hoping for a good showing by the community. A special thanks to Support volunteer Ed Sudyka who assisted with the planning. Also, to Rikki Perrin for her participation and the Prep-U materials.

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

#### **NEW BUSINESS:**

- Recommended one annexation request as follows:
  - Josephine County, c/o Khamtanh Mydouangchanh, Rough & Ready Flat in Cave Junction, 80 acres

Motion to approve the annexation by Director Richard Bouchard, seconded by Director Jerry Lamb. All in favor, motion passed.

- QUARTERLY DRUG TESTING: The following numbers were designated for quarterly drug testing: 53170, 82430, 70060, 13360, 38200, 72410, 80680
- Ethan Lane – Liaison for City of Cave Junction
  - Downtown lighting and camera project is still in process.
  - The fencing around the Junction Inn has been removed. The City is moving forward with action to be sure the property is cleaned up.
- Chief Holmes reviewed the IVFD 2021 Annual Report: A special thank you to Paul LeMasters for all of her work to compile the statistics and create the document. Thank you to all of the staff that contributed to its creation. Each board member received a copy. Copies are available in the lobby for the public, and will be posted on Facebook.

#### **OLD BUSINESS:**

- Chief Holmes Annual Contract and Performance Evaluation – both are due by the end of June 2022. Information will be presented at the May board meeting. Due to Chief's vacation, May board meeting is moved to Monday, May 16, 2022 so he may attend.

**VIDEO:** Thank you to Dale Sandberg for a phenomenal video review of February and early March 2022.

**PUBLIC COMMENT:** Chief Holmes thanked everyone who responded to the two recent structure fires. It was great teamwork by all. He also shared that IVFD had received a thank you note from a patient's family recognizing Tom McCauley who was appreciated for his efforts in being the first responder on a call. Chief Holmes also shared and echoed the thank you from the Chamber of Commerce for Paula LeMasters and all she does for IVFD and the community. He also thanked Sara Rubrecht, OSFM Coordinator for her assistance and coordination of support services with the Fire Defense Board.

Tom McCauley shared that he has 9 years experience with IVFD and that the department is the best that it has ever been. He expressed appreciation to the Chief and all he is doing to elevate and move the department forward, and kudos to all of the staff and volunteers.

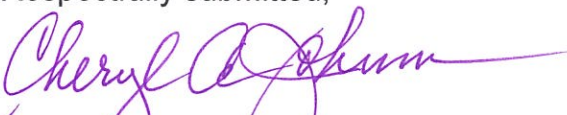
**BOARD COMMENT:**

- Director Jerry Lamb thanked everyone with the district for doing a great job.
- Director Michelle Binker thanked everyone for their hard work, and especially the efforts to keep the fire damage and structural loss to a minimum at the It's A Burl fire. She also shared a county Board of Commissioners draft ordinance for Fire Service Standards for Private Structural Fire Service Providers. This draft is for board review and will be discussed at the April board workshop on April 11, prior to the board meeting.
- Director Richard Bouchard thanked everyone for their efforts at the River Street and Hwy 199 structure fire. He noted the attention to fire safety for everyone at the incident. He also encouraged the public to attend the IVFD board meetings.
- Director Cheryl Johnson thanked Lt. Miller for his heroic efforts on the initial attack of the structure fire at It's A Burl. She also mentioned the Remembrance service on 4/2/22 for Sue and Wes Nevotti, board members from Williams Fire District. She thanked all of the IVFD staff and volunteers for all they do for the valley.

The next regularly scheduled BOD meeting will be Monday, April 11, 2022 at 4pm at the Administration building, 681 Caves Hwy., Cave Junction, OR.

This meeting adjourned at 5:12pm.

Respectfully submitted,

  
for Director Linda Naydol  
Board Secretary

## Fire Chief Report

03.14.2022

- **New Items:**

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# March Schedule 2022



Date	Training	Location	Instructor
3/1/2022	Association Meeting	Admin	President
	EMS Skills	Admin	Goo
3/8/2022	Engine Operations	Sta. 1	Pfeiffer
3/15/2022	Driving Evaluation	Sta. 1	Sherman
3/22/2022	Firefighter Safety & Survival	Sta. 2	Pfeiffer
3/29/2022	Horizontal Ventilation	Sta. 1	Miller

## Note:

“**EMS Skills**” will be our monthly medical continuing education for recertification; “**Engine Operations**” will be covering how to pump the fire ground and overcome issues that develop; “**Driving Evaluations**” will be for demonstrating your ability to maneuver fire apparatus effectively; “**Firefighter Safety & Survival**” will be for practicing how to get out of tight or problematic situations; “**Horizontal Ventilation**” will be performing mechanical ventilation and how to be effective in removing smoke.





# Illinois Valley Fire District

681 Caves Highway

Cave Junction, OR 97523

phone: 541-592-2225 • fax: 541-592-6122

[www.ivfire.com](http://www.ivfire.com)

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February 9, 2022

Board of Directors  
Illinois Valley Fire District

RE: Annexation of property into Fire District

Board Members:

Josephine County c/o Mydouangchanh, Khamtanh of 4482 Holly St., Springfield, OR 97478, owner of the property at Rough & Ready Flat, Map 40-09-24 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



This map was prepared for  
assessment purpose only.

1"=400'

SEE MAP 40 9

SEE  
MAP

40 9 24 B

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NATIONAL  
FOREST

SEE MAP 40 8 19

CANCELLED T.L.

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SEE MAP 40 9 23

(U. S. FOREST DEVELOPMENT ROAD)

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KINNICKINICK DRIVE

IRON WAY

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## Maintenance Report February 2022

8954 Command SUV: Replace alternator, service and safety inspection.

8903 Engine: Replace fuel cap.

8901 Engine: Replace accessory drive assembly, serpentine belt, belt pulley tensioner, solenoid valve, air valve for cooling fan, rear tires, emergency radio antenna, and driver's seat belt.

8941 Water Tender: Replace onboard battery charger.

8951 Command SUV: Remove light from side mirrors.

8906 Engine: Replace rear brake drums, air cans, brake shoes, slack adjusters, and hardware, rebuild 2 ball valves, service and safety inspection.

8963 Brush Truck: Repair broken wires in light bar.

8966 Brush Truck: Service, Safety Inspection and service pump engine.

Service fire extinguishers.

Prep water tanks for service at station 1.

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

	Jul '21 - Jun 22	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
Income				
4010-00 · Current Taxes	1,304,864.64	1,395,709.00	-90,844.36	93.49%
4020-00 · Prior Taxes	18,239.17	40,000.00	-21,760.83	45.6%
4030-00 · Other Tax Offsets	-7,938.26	0.00	-7,938.26	100.0%
Total 4630-00 · INTEREST INCOME	1,920.76	1,000.00	920.76	192.08%
Total 4710-00 · Miscellaneous	140,172.93	130,163.52	10,009.41	107.69%
<b>Total Income</b>	<b>1,457,259.24</b>	<b>1,566,872.52</b>	<b>-109,613.28</b>	<b>93.0%</b>
<b>Gross Profit</b>	<b>1,457,259.24</b>	<b>1,566,872.52</b>	<b>-109,613.28</b>	<b>93.0%</b>
Expense				
5000-00 · Personal Services				
Total 5000-00 · Personal Services	864,367.72	1,528,247.00	-663,879.28	56.56%
6000-02 · Materials & Services				
Total 6000-02 · Materials & Services	270,737.07	556,165.00	-285,427.93	48.68%
Total 7000-03 · Capital Outlay	48,494.84	112,957.52	-64,462.68	42.93%
7950-03 · Contingency Fund	0.00	40,000.00	-40,000.00	0.0%
Total 8000-04 · Debt Service/Lease Purchase Agr	52,245.94	60,234.00	-7,988.06	86.74%
8900-01 · Transfer out of General Fund	0.00	5,000.00	-5,000.00	0.0%
<b>Total Expense</b>	<b>1,235,845.57</b>	<b>2,302,603.52</b>	<b>-1,066,757.95</b>	<b>53.67%</b>
<b>Net Ordinary Income</b>	<b>221,413.67</b>	<b>-735,731.00</b>	<b>957,144.67</b>	<b>-30.09%</b>
<b>Other Income/Expense</b>				
Other Income				
BOND INDEBTEDNESS				
Total BOND INDEBTEDNESS	52.99	0.00	52.99	100.0%
4040-00 · Levy Funds				
Total 4040-00 · Levy Funds	353,700.78	373,179.00	-19,478.22	94.78%
9000-10 · Bond Taxes - Prior	2,393.98	0.00	2,393.98	100.0%
9000-11 · Bond Taxes	134,589.14	0.00	134,589.14	100.0%
<b>Total Other Income</b>	<b>490,736.89</b>	<b>373,179.00</b>	<b>117,557.89</b>	<b>131.5%</b>
Other Expense				
BOND INDEBTEDNESS FUND				
9001-01 · Bond Principal	169,999.97	182,750.00	-12,750.03	93.02%
9001-02 · Bond Interest	10,199.33	0.00	10,199.33	100.0%
<b>Total BOND INDEBTEDNESS FUND</b>	<b>180,199.30</b>	<b>182,750.00</b>	<b>-2,550.70</b>	<b>98.6%</b>
<b>Total Other Expense</b>	<b>180,199.30</b>	<b>182,750.00</b>	<b>-2,550.70</b>	<b>98.6%</b>
<b>Net Other Income</b>	<b>310,537.59</b>	<b>190,429.00</b>	<b>120,108.59</b>	<b>163.07%</b>
<b>Net Income</b>	<b>531,951.26</b>	<b>-545,302.00</b>	<b>1,077,253.26</b>	<b>-97.55%</b>