

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

July 11, 2022

1. Call meeting to order (silence phones)
2. Flag Salute (remove hats)
3. Roll Call
4. Review of June 13, 2022 minutes
5. Staff Reports
  - Fire Chief Holmes
  - Deputy Chief Gavlik
  - Deputy Chief Ismaili
  - Div. Chief Sherman
  - Div. Chief Paul – No report at this time. Financials included in packet.
6. New Business:
  - Resolutions:
    - 22-08 Bank Signing Authority
    - 22-09 Supplemental Budget – OSFM Upstaffing Grant \$35,000
  - Ethan Lane – City of Cave Junction Liaison
7. Old Business:
8. Monthly Media Video
9. 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. In accordance with HB2560, Public Participation in Electronic Meetings, Facebook Live viewers are invited to submit comments or questions via Facebook and they will be addressed at this time. No voting or action will be taken by the Board of Commissioners today.)*
  - Board Comment
10. Next scheduled BOD Meeting is August 8, 2022 at 4:00 pm. at Admin Bldg.
11. 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

681 Caves Highway

Cave Junction, OR 97523

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

www.ivfire.com

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## Illinois Valley Fire District Board of Directors Meeting Minutes July 11, 2022

President J. Lamb called the meeting to order at 4pm. Flag Salute led by Director Jerry Lamb.

**PRESENT:** Chief Holmes, Dep. Chief Gavlik, Div. Chief, Sherman, Div. Chief Paul, Paula LeMasters, and Lt. Garrett Goo

**VOLUNTEERS:** Q Lackey, Steve Corwin, Judy Epperly, Brandon Smith, Charlie Foutch, and Dale Sandberg

**GUESTS:** Ethan Lane

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

**REVIEW OF PREVIOUS MEETING MINUTES:** Motion made by Director Richard Bouchard to approve June 13, 2022 minutes as submitted; and seconded by Director Dan Johnson. Motion passed, Director Binker abstained as she was absent from the meeting, all other Directors were in favor.

### STAFF REPORTS:

#### CHIEF HOLMES:

Chief Holmes gave a verbal report, which expanded on his written report. Chief shared his comments on the following:

- Chief Holmes debuted the new IVFD metal work (mounted on the podium) done by Rogue Valley Powder Coating in Medford.
- **New Items:**
  - We have started the Up-Staffing for wildland season on June 27<sup>th</sup>, with an additional two people on each day from 1000-2000. This will continue through October, depending on the fire season responses. It has worked in favor of the busy times we have been having in the district.
  - As of the new budget year, we will be able to support a COLA and Performance Review Raise for all Full Time Employees, and this will be reflected on the current payroll.
- **Training:**
  - AMR Run Review/QA-QI
  - Assisted in the Southern Oregon Wildfire School, along with DC Gavlik. In my opinion, the event was a success with good attendance from nearby fire agencies.
  - Grant Writing Updates
  - FEMA – Hazardous Materials Awareness Refresher
  - FEMA – Hazardous Materials Operations Refresher
- **Fire Defense Board Items:**
  - Working with the Josephine County fire departments/districts and OSFM on pre-positioning and coverage of major incidents. RVFCA is a great team, want to be sure we are all on the same page. Ensuring that there is appropriate prepositioning of apparatus.

- **New Meetings Attended:**

- I was asked to participate in the Grants Pass Fire & Rescue Fire Chief selection process. Great insight, and there were possibly two candidates chosen for the next step. Keith Larkin is the successful candidate contingent on successful completion of the background.
- Attended the Rural Fire Support – Senator Merkley’s office with Representative Dahna Black was advised of the current rural fire protection districts lack of funding, and was educated on what the needs are. Great meeting, and well attended. IVFD, WFPD, FSS, ODF and numerous other distinguished guests were in attendance.
- Attended the County Commissioner Fire Symposium – Unfortunately didn’t meet the mark that was attempted. Only one person from the public attended, along with all area fire agencies.
- Attended the DPSST Accreditation Review with DC Gavlik – Training and Dave Blakely. We have been accredited, and DC Gavlik will explain more.
- Met with Dave Mathews from AMR, and currently working together to meet the goal of the community and response times. Great working meeting.

- **On-Going and Informative Meetings:**

- Attended the USFS Luncheon with majority of the FSS Command and Fire Suppression staff, OSFM Sara Rubrecht and DC Ismaili.
- Attended the OSFM Fire Service-Agency Update meeting
- Attended Rogue Valley Fire Chief Association Meeting
- Attended the Cave Junction City Council (In-Person)
- Attended the Oregon Fire Chief Association meeting (On-Going)
- Attended the Fire Prevention Co-Op (online)
- Attended the Applegate FPD Board of Directors Meeting (Online)
- Attended the IVFROG meeting
- Attended the City of Cave Junction Chamber of Commerce
- Attended the Fire Standards Meeting (On-going)

- In addition to the written report, Chief Holmes shared that
  - IVFD received a letter of thanks from Rural Metro for mutual-aid response for two structure fires.

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

- Bolan repeater site has been updated. We should not experience additional bleed-over issues. Attempting to obtain a new tactical repeater frequency channel.
- RITA – Southern Oregon Wildfire School is complete, with approximately 40+ people attending.
- DPSST Accreditation Review has been completed. We will be accredited for another 3 years.
- DC Gavlik and DC Ismaili are working on a hiring list to be proactive if there are any vacancies.
- Explorers were busy with pre-ticket sales on Friday and Saturday for the Volunteer Firefighter breakfast and raised just about \$1,200. On Sunday, there were 10 Explorers working the breakfast event on Sunday, July 3<sup>rd</sup>.
- Training classes this month will cover Mercy Flights Helicopter/OSHA Heat Illness/Wildfire Smoke, Rope Operations, Search & Rescue, Fire Streams/Ground Monitors.
- Director D. Johnson asked about the status of the training facility. It is a work in progress. Currently waiting on a grant award to stack the Conex boxes. Looking for additional sources of funding for power, pavement, interior props, etc.

#### **DEP. CHIEF ISMAILI (report given by Chief Holmes):**

- Station 3 and 6 water tanks and pumps are complete, installed, and working.
- Shout out to Ed Sudyka and Kerby Electric for their help on the project.

**DIV. CHIEF SHERMAN:**

- Logistics, vehicle and station maintenance report was provided.
- Prep-U class was a great success with 41 attendees. Looking for an additional series to be held in the fall.

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

**NEW BUSINESS:**

• Resolution 22-08 to grant signing authority at First Community Credit Union and Wells Fargo. Motion to approve by Director Richard Bouchard, seconded by Director Cheryl Johnson. All in favor, motion passed.

• Resolution 22-09 to supplement the 22-23 Budget, \$35,000 from OSFM for Up-staffing. Motion to approve by Director Michelle Binker, seconded by Director Dan Johnson. All in favor, motion passed.

- Ethan Lane – Liaison for City of Cave Junction
  - Dan DeYoung will be doing a presentation on the Law Enforcement funding for the City Council.
  - The Syrah Circle properties change to park status was a result of some extensive lobbying by the City of Cave Junction, which will enable the construction of the splash pad in Jubilee Park.

**OLD BUSINESS:**

- Director Lamb reminded all the Directors that the banks will need our signature cards updated, after the August board meeting when the meeting minutes are approved.

**VIDEO:** Thank you to Dale Sandberg for an excellent video review of June/early July 2022. Dale also brought in all of his equipment so that we could see all the tools/toys that he uses.

**PUBLIC COMMENT:** none

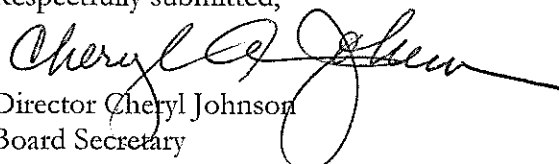
**BOARD COMMENT:**

- Director Michelle Binker appreciates everyone's support while she was out sick.
- Director Dan Johnson asked about the access at the end of Pinecone Drive. He suggested that somebody contact the county to get that access made so that there is an end to the transient issue. Ethan Lane shared that the county commissioners have to have a number of "official complaints" in order to take action. Director Michelle Binker offered to draft a letter on behalf of the IVFD Board of Directors. She will present a draft letter at the August board meeting for our consideration. We will discuss it as new business in August.
- Director Jerry Lamb thanked all of the staff and volunteers for all the great work they have done. Especially with the latest spate of structure fires and keeping those fires out of the wildland.

The next regularly scheduled BOD meeting will be Monday, August 8, 2022 at 4pm at the Administration building, 681 Caves Hwy., Cave Junction, OR.

This meeting adjourned at 4:43pm.

Respectfully submitted,

  
Director Cheryl Johnson  
Board Secretary

## **Fire Chief Report**

**07.11.2022**

- **New Items:**

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# RURAL METRO

June 29, 2022

Chief John Holmes,

On behalf of Rural Metro Fire, thank you for your assistance during the 2-alarm structure fires we recently hosted in Merlin and Murphy. It seems that the entire region is getting tested already after the wet spring and early summer, just to see if we are ready.

Knowing that the support that surrounds us all will be there when needed, builds confidence we will give it our best. Whether it be boots on the ground engaged in containment or suppression, or providing move-ups and coverages...volunteer, seasonal or career, you all are professionals. Thank you!

The season has just begun. Please be safe out there.

Sincerely,

Austin Prince  
Operations Chief





# July Schedule 2022



Date	Training	Location	Instructor
7/5/2022	Association Meeting	Sta. 2	President
	Mercy Flights Helicopter OSHA Heat Illness/Wildfire Smoke	Sta. 2	Gavlik
7/16/2022 <b>Saturday 0800-1200</b>	Rope Operations	Sta. 1	Lane
7/19/2022	Search & Rescue	Sta. 2	Gavlik
7/26/2022	Fire Streams/Ground Monitors	Sta. 1	Pfeiffer

## Note:

**“Mercy Flights & OSHA Heat Illness/Wildfire Smoke”** will be our monthly medical continuing education for recertification; **“Rope Operations”** will be on Saturday for practicing patient packaging and hauling a patient up an embankment; **“Search & Rescue”** will be performing a search for down victims from various situations; **“Fire Streams/Ground Monitors”** will be practicing how to hook up a ground monitor and using the different stream nozzles.







## Maintenance Report June 2022

8951 New: Full service and safety inspection.

8961 Brush Truck: Replace turbo boot, service engine and transmission, safety inspection, and repair oil leak.

8974 Service Truck: Replace alternator and serpentine belt.

8931 Rescue Truck: Replace headlight assembly and low beam lights.

8902 Engine: service truck, generator, and safety inspection.

8905 Engine: Service and safety inspection.

8941 Water Tender: Service and safety inspection.

Buff out paint, polish wheels, and service exhaust particulate filter.

8901 Engine: Repair wiring to warning light at rear of ladder rack and replace running light on rear of ladder rack.

8944 Water Tender: Replace water pump hydraulic lines.

Ground maintenance at all stations.

Station 1: Repair and service kitchen cabinet door hinges.

Station 3: Water pump is in service.

Station 4: Shop maintenance.

BEFORE THE BOARD OF DIRECTORS  
STATE OF OREGON, COUNTY OF JOSEPHINE  
ILLINOIS VALLEY RURAL FIRE PROTECTION DISTRICT

**RESOLUTION NO. 22-08**

**RESOLUTION GRANTING SIGNING AND AUTHORITY TO CONDUCT  
BUSINESS**

**WHEREAS**, the Illinois Valley Rural Fire Protection District maintain checking accounts at both First Community Credit Union and Wells Fargo to pay operating expenses and clear debts;

**WHEREAS**, it has become necessary to clarify banking authority;

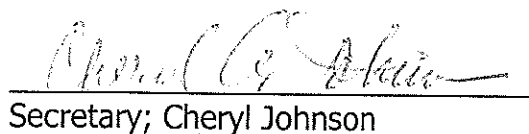
**WHEREAS**, the Illinois Valley Rural Fire Protection District desires to grant signing and authority to certain persons described hereunder;

**NOW, THEREFORE**, Be it resolved that the Board of Directors of the Illinois Valley Rural Fire District, being duly authorized, agree to grant signing and authority to only **current** Illinois Valley Fire District Directors to include: Jerry Lamb, Richard Bouchard, Cheryl Johnson, Michelle Binker and Dan Johnson.

Please remove any/all past Directors authority.

**ADOPTED** by the Board of Directors of the Illinois Valley Rural Fire Protection District on this 11<sup>th</sup> day of July, 2022.

  
\_\_\_\_\_  
President; Jerry Lamb

  
\_\_\_\_\_  
Secretary; Cheryl Johnson

**BEFORE THE BOARD OF DIRECTORS  
STATE OF OREGON, COUNTY OF JOSEPHINE  
ILLINOIS VALLEY RURAL FIRE PROTECTION DISTRICT**

**RESOLUTION NO. 22-09**

**2022-2023 SUPPLEMENTAL BUDGET**

**WHEREAS**, Oregon Revised Statute 294.471 allows for a supplemental budget when an unforeseen situation occurs that requires a change in financial planning, and

**WHEREAS**, the unanticipated receipt of \$35,000 from Oregon State Fire Marshal Up-staffing Agreement meets the requirements established by ORS 294.471, and

**WHEREAS**, providing this contractual service was unplanned and unforeseen; and

**WHEREAS**, Illinois Valley Rural Fire Protection District intends to expend some or all the funds made available as a result of the above noted receipt,

Be it **RESOLVED**, therefore, that the Illinois Valley Rural Fire Protection District supplements the 2022-2023 budget as follows:

Resources:	Oregon State Fire Marshal	\$35,000
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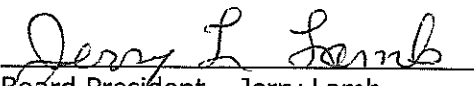
Be it further **RESOLVED** that the following changes are made to the 2021-2022 appropriations:

	Amount:
Personnel	\$35,000

**Total Appropriations      \$35,000**

**NOW, THEREFORE**, Be it resolved that the Board of Directors of the Illinois Valley Rural Fire Protection District authorizes the acceptance of said Contractual funds - in the sum of \$35,000 - and to increase said 2022-2023 Budget by same, specifically funding as noted above.

**ADOPTED** and **Attested** by the Board of Directors of the Illinois Valley Rural Fire Protection District on this 11th day of July, 2022.

  
Board President – Jerry Lamb

  
Secretary to the Board – Cheryl Johnson

# 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>				
<b>Income</b>				
4010-00 · Current Taxes	1,374,924.67	1,395,709.00	-20,784.33	98.51%
4020-00 · Prior Taxes	27,104.60	40,000.00	-12,895.40	67.76%
4030-00 · Other Tax Offsets	-7,938.26	0.00	-7,938.26	100.0%
4630-00 · INTEREST INCOME				
Total 4630-00 · INTEREST INCOME	4,049.56	1,000.00	3,049.56	404.96%
4710-00 · Miscellaneous				
Total 4710-00 · Miscellaneous	278,216.40	240,163.52	38,052.88	115.85%
4800-70 · Transfer Out - General Fund	0.00	0.00	0.00	0.0%
<b>Total Income</b>	<b>1,676,356.97</b>	<b>1,676,872.52</b>	<b>-515.55</b>	<b>99.97%</b>
<b>Gross Profit</b>	<b>1,676,356.97</b>	<b>1,676,872.52</b>	<b>-515.55</b>	<b>99.97%</b>
<b>Expense</b>				
5000-00 · Personal Services				
Total 5000-00 · Personal Services	1,281,308.60	1,528,247.00	-246,938.40	83.84%
6000-02 · Materials & Services				
Total 6000-02 · Materials & Services	370,787.02	556,165.00	-185,377.98	66.67%
7000-03 · Capital Outlay				
Total 7000-03 · Capital Outlay	198,260.86	222,957.52	-24,696.66	88.92%
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	59,542.82	60,234.00	-691.18	98.85%
8000-46 · Loan Fees	0.00	0.00	0.00	0.0%
8900-01 · Transfer out of General Fund	0.00	5,000.00	-5,000.00	0.0%
<b>Total Expense</b>	<b>1,909,899.30</b>	<b>2,412,603.52</b>	<b>-502,704.22</b>	<b>79.16%</b>
<b>Net Ordinary Income</b>	<b>-233,542.33</b>	<b>-735,731.00</b>	<b>502,188.67</b>	<b>31.74%</b>
<b>Other Income/Expense</b>				
<b>Other Income</b>				
<b>BOND INDEBTEDNESS</b>				
4632-01 · Int Dist	275.62	0.00	275.62	100.0%
4632-02 · Bnkruptcy Fnd & Int Dist	0.00	0.00	0.00	0.0%
4632-03 · Unseg Int	36.13	0.00	36.13	100.0%
<b>Total BOND INDEBTEDNESS</b>	<b>311.75</b>	<b>0.00</b>	<b>311.75</b>	<b>100.0%</b>
4040-00 · Levy Funds				
Total 4040-00 · Levy Funds	374,775.88	373,179.00	1,596.88	100.43%
<b>Total Other Income</b>	<b>520,184.05</b>	<b>373,179.00</b>	<b>147,005.05</b>	<b>139.39%</b>
<b>Other Expense</b>				
<b>BOND INDEBTEDNESS FUND</b>				
<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>339,984.75</b>	<b>190,429.00</b>	<b>149,555.75</b>	<b>178.54%</b>
<b>Net Income</b>	<b>106,442.42</b>	<b>-545,302.00</b>	<b>651,744.42</b>	<b>-19.52%</b>