

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

July 10, 2023

1. Call meeting to order (silence phones)
2. Flag Salute (remove hats)
3. Roll Call
4. Review of June 12, 2023 minutes
5. Staff Reports
  - Fire Chief Holmes
    - Lieutenant Badging
  - Deputy Chief Gavlik
  - Deputy Chief Ismaili
  - Div. Chief Sherman
  - Div. Chief Paul – No report. Financials in packet
6. New Business:
  - Resolutions: None
  - Annexations: None
  - Quarterly Drug Testing:
  - Board Elections:
  - 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 14, 2023 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  
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www.ivfire.com

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## Illinois Valley Fire District Board of Directors Meeting Minutes July 10, 2023

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

**PRESENT:** Chief Holmes, Dep. Chief Gavlik, Div. Chief Paul, Div. Chief Sherman, Paula LeMasters, Lt. Pfeiffer, FF Marler, FF LeMasters and FF Vetter

**GUESTS:** Angela Pfeiffer, Ethan Lane, City of Cave Junction Liaison

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

**REVIEW OF PREVIOUS MEETING MINUTES:** Motion made by Director Michelle Binker to accept the June 12, 2023 minutes as submitted; and seconded by Director Richard Bouchard. Motion passed, unanimous.

**SWEARING IN:** Director David Darnell took the oath of office as a newly elected board director.

### STAFF REPORTS

#### CHIEF HOLMES:

- New Items:
  - I wanted to take the time and say thank you for the kind words that were expressed at the CJ City Council Meeting on 06.12.2023. Monique Allen, Councilor Ethan Lane, Councilor Jean Ann Miles and Councilor Jessie Dugas for acknowledging the personnel and myself for the hard work that we provide for the community. It was greatly appreciated and we love working for a great community.
  - On 6/27/2023, I had the privilege of promoting two of our Engineers to Lieutenants (Pfeiffer and Lane).
  - Firefighter's Solomon Roncalio-Meyer and Daniel Marler have been chosen to become part of the OSFM Capacity Grant and will rotate with FF LeMasters on shifts with the current Officers of the shifts. We also have begun our Wildland Upstaffing with FF Vetter, FF Jarrett, and FF Hartman.
  - As of this date, Firefighter's Solomon Meyer, Ryan Hartman, Paul Norton, and Daniel Demuth have successfully passed their National Registry EMT. Firefighter's Scaroni and Jarrett are currently waiting on dates to take the testing.
  - Received word that we were granted the \$984,500 for the hydrant and sewer project for Cave Junction. More information to follow on the next steps.
  - Grants: With this latest grant award that I wrote, I have been approved for \$1,773,236 with a few more grants out there to hopefully be approved (AFG, FP&S, Gary Sinise Foundation, DEQ, and Volunteer Firefighter Assistance).

- ISO Inspection of paperwork, equipment and district coverage happened, and will advise further at the meeting.
- Training:
  - Leadership
  - Wildland Incident Management
  - Cardiac Incidents
  - Company Officer
- Fire Defense Board Items:
  - Fire Defense Board Chief's, Alternates and OSFM Sara Rubrecht trained on the scheduling, apparatus availability, and how events would happen when there is a conflagration in the area. The next week there was a mock scenario training with OSFM and we passed this testing.
  - My weeks are starting in July for being the Fire Defense Board Chief, and will end in late September.
- OSFM – Blue Team
  - My rotational weeks have started for being on call for major events. Green Team was activated two weeks ago on an assignment in the Northern Region of the State.
- New Meetings Attended:
  - Attended the Rogue River Fire District Board of Directors Meeting
  - I was asked to be a part of the MAC (Multi-Agency Coordination) Group for the Rogue Valley (headed by Chief Larkin – Grants Pass Fire & Rescue), and attended the first meeting. This will be a quarterly meeting which will start at the end of July with other key players in the Josephine County area.
  - Met with the new Emergency Manager for Josephine County.
- On-Going and Informative Meetings:
  - Attended the Oregon Fire Chief Association meeting (On-Going/online)
  - Attended the Cave Junction City Council Meeting (online)
  - Attended the Cave Junction Chamber of Commerce Meeting (online)
  - Attended the Safe House Alliance BOD meeting (online)
- Chief Holmes badged our newest Lieutenant – Lt. Brian Pfeiffer (#8982)

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

- Training building construction continues: stairs and light posts, lights have arrived. Doors and window frames to be ordered. Once concrete is cured with light post bases, and trenching is done, a high reach forklift will be brought in to install light posts and staircases. Underground conduit will also be installed. There are many small details that need to be taken care of.
- FF LeMasters and FF Meyer completed NFPA Firefighter II class and are working to complete their task books for the certification.
- Wildland pack tests are complete, which will allow us to deploy if requested.
- Training classes this month will cover Penetrating Trauma, Search & Rescue, and Patient Packaging.

#### **DEP. CHIEF ISMAILI: (not in attendance, written report included in packet)**

- For the month of May, we had a total of 133 calls: 26 public assist calls, 56 medical calls, 1 animal rescue, 28 open burn/smoke investigation calls – multiple warnings and citations

issued, 2 small vehicle fires, 2 grass fires, 1 structure fire plus two mutual-aid assists, 1 airplane crash, 14 motor vehicle accidents with no civilian fatalities and no firefighter injuries

- Completed 11 fire and life safety inspections last month
- Attended the IVFROG and IAAI meetings on the prevention side. Also attended the Josephine County Operations Group meetings.
- Two newly hired firefighters are added to the schedule, which will give us at least two firefighter/EMT's on each shift for the next three years. Wildland upstaffing begins today for three positions that will work through the end of October.
- The reception area project is nearly completed. Waiting on one final part that was returned to the manufacturer for repairs.
- The wood chipper we received from a grant has arrived and it will soon be working in and around the community.

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

- Logistics, vehicle and station maintenance report was provided, plus expanded on verbally; including concrete work at Sta. 3 & 4, and new flooring in the Admin conference room.
- The newest cohort of CERT classes concluded this past Saturday with eight new prospective volunteers/members. A few of the newest CERT members want to also help with the Support side of the fire district.

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

#### **NEW BUSINESS:**

- Quarterly Drug Testing: The following numbers were selected: 49520, 85160, 86650, 03890, 06590, 51430, and 47610
- Board Officer positions for the 23-24 year were discussed and decided as follows:
  - Richard Bouchard, President: nominated by Director Jerry Lamb, seconded by Director Michelle Binker
  - Michelle Binker, Vice President: nominated by Director Cheryl Johnson, seconded by Director Richard Bouchard
  - Cheryl Johnson, Secretary: nominated by Director Michelle Binker, seconded by Director Jerry Lamb

Motions to approve the slate of board officers as shown above. All in favor, motion passed.

- Ethan Lane – City of Cave Junction: Collaborative Economic Development Committee is considering an air show. It is early in the idea stage. The splash pad is still in the works and the project is continuing to move forward.

#### **OLD BUSINESS: (none)**

**VIDEO:** Thank you to Dale Sandberg for an always terrific video for June through early July.

#### **PUBLIC COMMENT:**

- Bermadine Davenport via FB Live: expressed her thanks and appreciation to IVFD and said this year might be another doozy.
- Dep. Chief Gavlik added that the Explorers will have a can and bottle drive on 7/29/23.

**BOARD COMMENT:**

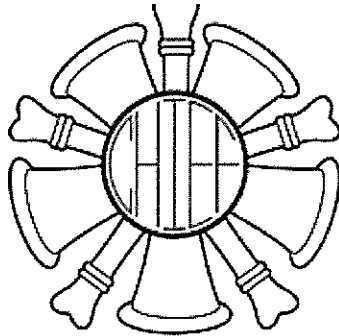
- Director Johnson congratulated our newest CERT members and thanked them for their hard work. She also shared that firefighters are five times more likely to suffer from PTSD. Take care of and support each other and hold each other accountable for your personal wellbeing. Take advantage of the no-cost resources that are available to you.
- Director Bouchard is looking forward to being the president of the board for the next year. He is thankful for the current board, as well as all the firefighters. Congratulations to Lt. Pfeiffer and Lt. Lane on their promotions.
- Director Binker thanked Director Lamb for his years of service as our board president.
- Director Darnell congratulated the new board officers.
- Director Lamb thanked everyone for their patience while he was president. He enjoyed his service to the fire district. Also, our chance of fires are increasing with our higher temperatures so be safe out there.

The next regularly scheduled BOD meeting will be Monday, August 14, 2023 at 4:00pm 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**

**07.10.2023**

- **New Items:**

- I wanted to take the time and say thank you for the kind words that were expressed at the CJ City Council Meeting on 06.12.2023. Monique Allen, Councilor Ethan Lane, Councilor Jean Ann Miles and Councilor Jessie Dugas for acknowledging the personnel and myself for the hard work that we provide for the community. It was greatly appreciated and we love working for a great community.
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- Firefighter's Solomon Roncalio-Meyer and Daniel Marler have been chosen to become part of the OSFM Capacity Grant and will rotate with FF LeMasters on shifts with the current Officers of the shifts.
- As of this date, Firefighter's Solomon Meyer, Ryan Hartman, Paul Norton, Daniel Demuth have successfully passed their National Registry EMT. Firefighter's Scaroni and Jarrett are currently waiting on dates to take the testing.
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- ISO Inspection of paperwork, equipment and district coverage happened, and will advise further at the meeting.

- **Training:**

- Leadership
- Wildland Incident Management
- Cardiac Incidents
- Company Officer



- **Fire Defense Board Items:**
  - Fire Defense Board Chief's, Alternates and OSFM Sara Rubrecht trained on the scheduling, apparatus availability, and how events would happen when there is a conflagration in the area. The next week there was a mock scenario training with OSFM and we passed this testing.
  - My weeks are starting in July for being the Fire Defense Board Chief, and will end in late September.
  
- **OSFM – Blue Team**
  - My rotational weeks have started for being on call for major events. Green Team was activated two weeks ago on an assignment in the Northern Region of the State.
  
- **New Meetings Attended:**
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  - *I was asked to be a part of the MAC (Multi-Agency Coordination) Group for the Rogue Valley (headed by Chief Larkin – Grants Pass Fire & Rescue), and attended the first meeting. This will be a quarterly meeting which will start at the end of July with other key players in the Josephine County area.*
  
- **On-Going and Informative Meetings:**
  - *Attended the Oregon Fire Chief Association meeting (On-Going/online)*
  - *Attended the Cave Junction City Council Meeting (online)*
  - *Attended the Cave Junction Chamber of Commerce Meeting (online)*
  - *Attended the SafeHouse Alliance BOD meeting (online)*



*Illinois Valley Rural Fire Protection District*

Deputy Chief / Training Report

July 10, 2023



**ILLINOIS VALLEY  
FIRE  
DISTRICT**

The training building stairs and light post have arrived. I am working on the light pole concrete bases with the holes drilled and needing to trench in the conduit before bringing in the concrete. Also, trying to order the doors and window frames but the company has been slow to respond to my inquiry.

Once the light post bases are in and the concrete cured, we can bring in the high reach forklift to help install the light posts and staircases into place.

Firefighter LeMasters and Meyer finished their NFPA Firefighter II class and will be working on their task books to complete that certification.

This year's wildland pack tests have been completed allowing us the ability to deploy out of the area should the need arise with this year's wild fire activity. I would like to thank the US Forest Service for allowing us to borrow some of their weight vest to make testing possible.

Training for this month will be covering areas of Penetrating Trauma, Search & Rescue, and Patient Packaging.

Respectfully Submitted by Jeff Gavlik, Deputy Chief





# July Schedule 2023



Date	Training	Location	Instructor
7/4/2023	Independence Day – No Training		
7/11/2023	Association Meeting	Admin	President
	Penetrating Trauma	Admin	Lane
7/18/2023	Search & Rescue	Sta. 1	Gavlik
7/25/2023	Patient Packaging	Sta. 1	Goo

**Note:**

“**Independence Day**” No scheduled training; “**Penetrating Trauma**” will be our monthly medical continuing education for recertification; “**Search and Rescue**” will be practicing how to search a large commercial area; “**Patient Packaging**” will be practicing challenging spinal immobilization of patients in unique situations.



# *Illinois Valley Fire Protection District*

## *Board of Directors Meeting Operations/Prevention Notes 07/10/2023*

**The** shift schedule is attached.

For the month of June, we ran a total of 133 calls.

**We** had twenty-six (26) public assist calls. Lift assists, Gas leaks, Powerline Problems, Smoke & Fire Alarms, etc.

**We** had fifty-six (56) medical calls.

**We** had one (1) animal rescue. The terrified house cat was returned to its owner.

**We** had twenty-eight (28) open burn/smoke investigations calls. There were multiple warnings and citations issued. One resident hurried to the office while we were still on scene and paid the fine.

**We** had two (2) Small Vehicle Fires. The fire on Gold Canyon Road started in the engine compartment and is undetermined of the exact cause. The fire on Redwood Highway was unintentional. It appeared that the vehicle was being jumped to get it started. It was odd that the occupants ran off.

**We** had two (2) Grass fires. The fire on Valley Heights Road was a lightning strike. The fire on old stage Road was unattended escaped open burn.

**We** had one (1) Structure fire. The fire on airport drive was unintentional. Fire was caused by overloaded electrical circuits.

**We** also assisted our mutual aid partners on a structure fire and a grass fire.

**We** had one (1) airplane crash and fourteen (14) Motor Vehicle Accidents with **NO** civilian fatalities and **NO** firefighter injuries.

**We** completed eleven (11) fire and life safety inspections this month.

**I** attended the IVFROG and IAAI meetings on the prevention side. I also attended the Josephine County Operations Group.

The two newly hired firefighters start today and have been put into the ABC shift rotation as you can see on your shift schedule. There will be minimum of two firefighter / EMTs on every shift for at least the next three years. The wildland up staffing also start today. We also have hired three in-house firefighters to fill the positions. They are hired on from today till the end of October.

The reception area project is nearly completed. We are waiting on one more part that had to be returned to the manufacturer for repairs.

**We** have received our chipper that we had ordered from the grant. We will develop a program and guidelines for its implementation and use. It is going to be a great asset to the community.

If you have any questions, you can call or email me any time.



# July 2023

July 2023

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August 2023

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Jun 25	26	27	28	29	30	Jul 1 8951 C 8981 F LeMasters
2 8951 A 8982 F LeMasters	3 8952 A 8982 D Kasprzak	4 8954 B 8983 DN Norton Office Closed 4th of July	5 8953 B 8983	6 8951 C 8981 Off T C 8983 T DN Norton	7 8952 C 8981 Off C SC 8982 F LeMasters N Mavity	8 8952 A 8982 DN Mavity F LeMasters
9 8952 A 8982 D Gavlik	10 8952 B 8983 B Meyer	11 8953 B 8983 B Meyer D Kasprzak	12 8953 C 8981 C LeMasters	13 8951 C 8981 C LeMasters	14 8953 A 8982 A Marler D Demuth	15 8951 A 8982 A Marler
16 8951 B 8983 B Meyer	17 8952 B 8983 B Meyer D Scaroni	18 8954 C 8981 C LeMasters D Demuth	19 8953 C 8981 C LeMasters	20 8951 A 8982 A Marler	21 8954 A 8982 A Marler	22 8954 B 8983 B Meyer N Browman
23 8954 B 8983 B Meyer D Browman	24 8952 C 8981 C LeMasters	25 8954 C 8981 C LeMasters D Kasprzak	26 8953 A 8982 A Marler	27 8951 A 8982 A Marler D Demuth	28 8953 B 8983 B Meyer	29 8953 B 8983 B Meyer
30 8953 C 8981 C LeMasters N Gavlik	31 8952 C 8981 C LeMasters D Scaroni	Aug 1	2	3	4	5

July 2023	July 2023						August 2023					
	SuMo		TuWe		Th Fr Sa		SuMo		TuWe		Th Fr Sa	
					1		1		2		3	
	2		3		4		5		6		7	
	9		10		11		12		13		14	
16		17		18		19		20		21		
23		24		25		26		27		28		
30												

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Jun 25	26	27	28	29	30	Jul 1
2	3	4	5	6	7	8
9	10 1 Vetter	11 1 Vetter Jarrett	12 1 Hartman Jarrett	13 1 Hartman Jarrett	14 1 Vetter Hartman	15 1 Vetter Hartman
16 1 Vetter Hartman	17 1 Vetter	18 1 Vetter Jarrett	19 1 Hartman Jarrett	20 1 Hartman Jarrett	21 1 Vetter Hartman	22 1 Vetter Hartman
23 1 Vetter Hartman	24 1 Vetter	25 1 Vetter Jarrett	26 1 Hartman Jarrett	27 1 Hartman Jarrett	28 1 Vetter Hartman	29 1 Vetter Hartman
30 1 Vetter Hartman	31 1 Vetter	Aug 1	2	3	4	5



## Maintenance Report June 2023

8901 Engine: Turn front rotors, replace front brake pads, and adjust brakes.

8931 Rescue: Replace water pump, thermostat, and build a shelf on the front roll out tray.

8903 Engine: Service, safety inspection, adjust brakes, and replace siren control box.

8976 Rehab: Relocate safety straps in rear compartment.

8942 Water Tender: Service engine and transmission, safety inspection, adjust brakes, and repair left front turn signal.

8943 Water Tender: Service engine and transmission, safety inspection, and adjust brakes.

8911 Brush Truck: Remove old striping and install new striping and door badges. Install emergency radio, replace one emergency light and clean both lenses on front grill.

8977 SUV: Replace right front window regulator (under warranty)

8941 Water Tender: Replace left front scene light.

8945 Water Tender: Service, safety inspection, and replace one hood latch.

8905 Engine: Service and safety inspection.

8902 Engine: Replace hard fuel line.

Ground maintenance at all stations.

Adjust self closing door in front hallway.



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

July 2022 through June 2023

	Jul '22 - Jun 23	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
4010-00 · Current Taxes	1,442,157.41	1,477,482.00	-35,324.59	97.61%
4020-00 · Prior Taxes	26,315.46	20,000.00	6,315.46	131.58%
4030-00 · Other Tax Offsets	-3,778.68			
4630-00 · INTEREST INCOME				
Total 4630-00 · INTEREST INCOME	27,009.15	1,000.00	26,009.15	2,700.92%
4710-00 · Miscellaneous				
Total 4710-00 · Miscellaneous	1,054,239.33	154,103.33	900,136.00	684.11%
4712-00 · Explorers Savings	7,208.09			
4800-70 · Transfer Out - General Fund	0.00	5,000.00	-5,000.00	0.0%
<b>Total Income</b>	<b>2,553,150.76</b>	<b>1,657,585.33</b>	<b>895,565.43</b>	<b>154.03%</b>
<b>Gross Profit</b>	2,553,150.76	1,657,585.33	895,565.43	154.03%
<b>Expense</b>				
5000-00 · Personal Services				
Total 5000-00 · Personal Services	1,370,325.74	1,674,618.33	-304,292.59	81.83%
6000-02 · Materials & Services				
Total 6000-02 · Materials & Services	414,781.54	580,183.00	-165,401.46	71.49%
7000-03 · Capital Outlay				
Total 7000-03 · Capital Outlay	99,853.58	143,760.00	-43,906.42	69.46%
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	58,102.82	58,794.00	-691.18	98.82%
8000-46 · Loan Fees	3,043.85	0.00	3,043.85	100.0%
<b>Total Expense</b>	<b>1,946,107.53</b>	<b>2,497,355.33</b>	<b>-551,247.80</b>	<b>77.93%</b>
<b>Net Ordinary Income</b>	607,043.23	-839,770.00	1,446,813.23	-72.29%
<b>Other Income/Expense</b>				
<b>Other Income</b>				
<b>BOND INDEBTEDNESS</b>				
Total BOND INDEBTEDNESS	210.95			
4040-00 · Levy Funds				
Total 4040-00 · Levy Funds	392,547.08	395,028.00	-2,480.92	99.37%
9000-10 · Bond Taxes - Prior	3,217.34			
9000-11 · Bond Taxes	168,292.89			
Total Other Income	564,268.26	395,028.00	169,240.26	142.84%
<b>Other Expense</b>				
<b>BOND INDEBTEDNESS FUND</b>				
Total BOND INDEBTEDNESS FUND	172,550.00	175,100.00	-2,550.00	98.54%
Capital Projects Fund - Expense				
8100-05 · Capital Improvements	0.00	0.00	0.00	0.0%
Total Capital Projects Fund - Expense	0.00	0.00	0.00	0.0%
Total Other Expense	172,550.00	175,100.00	-2,550.00	98.54%
<b>Net Other Income</b>	391,718.26	219,928.00	171,790.26	178.11%
	<b>998,761.49</b>	<b>-619,842.00</b>	<b>1,618,603.49</b>	<b>-161.13%</b>