

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

August 14, 2023

1. Call meeting to order (silence phones)
2. Flag Salute (remove hats)
3. Roll Call
4. Review of July 10, 2023 minutes
5. Staff Reports
 - Fire Chief Holmes
 - Lieutenant Lane promotion
 - Deputy Chief Gavlik
 - Deputy Chief Ismaili
 - Div. Chief Sherman
 - Div. Chief Paul – No report. Financials in packet
6. New Business:
 - Auditor Report: Richard Brewster
 - Annexations:
 - Bruce and Gail Stone Living Trust of 393 Hays Cutoff Rd., 1.26 acres for a total of 6.26 acres
 - Hans-Peter and Caitlin Ahl of 9100 Holland Loop Rd., 15 acres for a total of 20 acres
 - Joel and Debi Brooks of 262 Taurus Ln., 0.1 acres for a total of 5.1 acres
 - Kyla NcNeese & Jeremy and Merri Funk of 3444 Rockydale Rd., 10 acres for a total of 10 acres
 - 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 September 11, 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
phone: 541-592-2225 • fax: 541-592-6122
www.ivfire.com

Illinois Valley Fire District Board of Directors Meeting Minutes August 14, 2023

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

PRESENT: Chief Holmes, Div. Chief Paul, Div. Chief Sherman, Paula LeMasters, Lt. Lane, FF Vetter and FF Hartman

GUESTS: Donamuree Holmes, Danita Myers, Mark Lane, Julie Lane, Emily Schiavone, Cheryl Nelson of IVFROG, Auditor Richard Brewster, and Ethan Lane, City of Cave Junction Liaison

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

REVIEW OF PREVIOUS MEETING MINUTES: Motion made by Director Jerry Lamb to accept the July 10, 2023 minutes as submitted; and seconded by Director Michelle Binker. Motion passed, unanimous.

AWARDS: Cheryl Nelson from I.V. Fire Resiliency Oversight Group (IVFROG) presented Chief Holmes with an appreciation award for the partnership between IVFROG and IVFD.

STAFF REPORTS

CHIEF HOLMES:

Chief Holmes presented a Lieutenant Badge to Lt. Kyle Lane. He was badged by his father, Mark.

- **New Items:**
 - IVFD has continued to utilize Josephine County 911 Agency and renewed the Contract.
 - IVFD was awarded an appreciation award from IVFROG. From Deputy Chief Ismaili and myself, we are honored to have such an award.
- **Training:**
 - Pediatric Injury Prevention
 - OSFM Community Risk Reduction – Great working with other agencies that are currently working on the same projects that we have lined up and receiving input and feedback.
 - Extrication equipment – we fulfilled the contract with Fire Rescue in the amount of \$14,566
- **Fire Defense Board Items:**
 - Flat Fire updates have been posted on our social media each day. I have also been continuously attending (virtually) the Co-Operator's and Planning Meetings each morning for further updates.

- Weekly phone calls on all fires, State availability, and important information being shared.
- I responded to Mill Fire in the Rogue River Fire District, as the Fire Defense Board Chief.
- I was invited to meet the new Northern Rockies Team 2 for the Flat Fire. Good discussions, and great communication since it is in the Josephine County area.
- **OSFM – Blue Team**
 - I was deployed for four days to the Golden Fire as a Division Group Supervisor. Great experience and also brought in some money for the fire district (SUV).
- **New Meetings Attended:**
 - I have been asked to become a member of the Oregon OSHA – Non-Entry Firefighting Rulemaking Advisory Committee. I have accepted and we have had one meeting to work on the draft of the Oregon rules.
 - I attended the first meeting of the minds for the Asante Three Rivers MCI drill that will happen in October. IVFD will be assisting in the drill with sending an engine, unknown what role they will be in at this time.
 - I attended the Southern Oregon Representatives meeting with the field personnel and other fire agencies to see if we can make any difference on funding for fire districts.
- **On-Going and Informative Meetings:**
 - Attended the Oregon Fire Chief Association meeting (On-Going/online)
 - Attended the Rogue Valley Fire Chief's Association Meeting (In-Person)
 - Attended the Cave Junction City Council Meeting (online)
 - Attended the Cave Junction Chamber of Commerce Meeting (online)
 - Attended the Rogue River Fire District Board of Directors Meeting (online)

DEP. CHIEF GAVLIK: (Absent, no report provided)

- Training classes this month will cover Medication Use, Drafting/Pumping Operations, Hose Handling/Fire Streams, Water Ball, and Hose Lays and Rolls.

DEP. CHIEF ISMAILI: (Report provided, not at the meeting)

- For the month of July, we had a total of 150 calls: 45 public assist calls, 59 medical calls, 17 open burn/smoke investigation calls – multiple warnings and citations issued, 1 trash fire, 1 small vehicle fires, 2 large vehicle fires, 3 grass fires, 14 motor vehicle accidents with no civilian fatalities and no firefighter injuries, and 8 mutual-aid assists for structure and grass fires.
- Completed 10 fire and life safety inspections last month
- Attended the IVFROG, SOFCO, and IAAI meetings on the prevention side. Also attended the Josephine County Operations Group meetings.
- The reception area project is nearly completed. We are still waiting on one final part.
- ISO documentation is finalized and we are hoping for a lower classification.

DIV. CHIEF SHERMAN:

- Logistics, vehicle and station maintenance report was provided, plus expanded on verbally; including the new flooring in the Admin conference room.

- The Labor Day Festival is coming up – it would be great to have the board participate.

ADMINISTRATOR PAUL: no report, financials provided.

AUDIT REPORT: Rick Brewster from Richard W. Brewster, CPA, PC gave the annual audit report from FY22-23. He reviewed the report with the board. His findings were that all financial records are in order and no issues to report. We get a “clean bill of health” from the auditor. The district is doing a great job of managing our budget.

Motion made by Director Cheryl Johnson to accept the audit report as submitted and seconded by Director Jerry Lamb. All in favor, motion passed.

NEW BUSINESS:

- Recommend four annexations request as follows:
 - Bruce and Gail Stone Living Trust of 393 Hays Cutoff Rd., 1.26 acres for a total of 6.26 acres
 - Hans-Peter and Caitlin Ahl of 9100 Holland Loop Rd., 15 acres for a total of 20 acres
 - Joel and Debi Brooks of 262 Taurus Ln., 0.1 acres for a total of 5.1 acres
 - Kyla McNeese & Jeremy and Merri Funk of 3444 Rockydale Rd., 10 acres for a total of 10 acres

Motion made by Director Cheryl Johnson to approve the annexation requests, seconded by Director Michelle Binker. All in favor, motion passed unanimously.

- Ethan Lane – City of Cave Junction: The property at 199 and River Street is for sale again. It is unknown whether or not a gas station is still planned for the property.

OLD BUSINESS: (none)

VIDEO: Unavailable to view at the meeting. It will be available on the IVFD Facebook page.

PUBLIC COMMENT: (none)

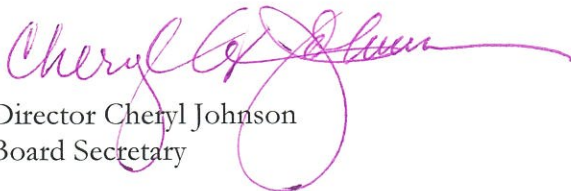
BOARD COMMENT:

- Director Johnson reminded board members of the OFDDA Annual Conference in Seaside in November.
- Director Bouchard congratulated Lt. Lane on his promotion.

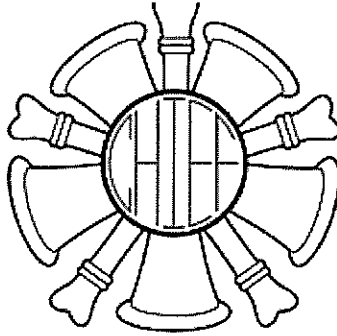
The next regularly scheduled BOD meeting will be Monday, September 11, 2023 at 4:00pm at the Administration building, 681 Caves Hwy., Cave Junction, OR.

This meeting adjourned at 4:43pm.

Respectfully submitted,



Director Cheryl Johnson
Board Secretary



Fire Chief Report

08.14.2023

- **New Items:**
 - IVFD has continued to utilize Josephine County 911 Agency and renewed the Contract.
 - IVFD was awarded an appreciation award from IV-Frog. From Deputy Chief Ismaili and myself, we are honored to have such an award.

- **Training:**
 - Pediatric Injury Prevention
 - OSFM Community Risk Reduction – Great working with other agencies that are currently working on the same projects that we have lined up and receiving input and feedback.

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 - I am continuously attending the Cooperator and Planning meetings for the Flat Fire.

- **OSFM – Blue Team**
 - I was deployed for four days to the Golden Fire as a Division Group Supervisor. Great experience and also brought in some money for the fire district (SUV).

- **New Meetings Attended:**

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- I attended the first meeting of the minds for the Asante Three Rivers MCI drill that will happen in October. IVFD will be assisting in the drill with sending an engine, unknown what role they will be in at this time.
- I attended the Southern Oregon Representatives meeting with the field personnel and other fire agencies to see if we can make any difference on funding for fire districts.

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

- *Attended the Oregon Fire Chief Association meeting (On-Going/online)*
- *Attended the Rogue Valley Fire Chief's Association Meeting (In-Person)*
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- *Attended the Cave Junction Chamber of Commerce Meeting (online)*
- *Attended the Rogue River Fire District Board of Directors Meeting (online)*





August Schedule 2023



Date	Training	Location	Instructor
8/1/2023	Association Meeting	Admin	President
	Medication Use	Admin	Gavlik
8/8/2023	Drafting / Pumping Operations	Sta. 1	Pfeiffer
7/15/2023	Hose Handling / Fire Streams	Sta. 1	Lane
8/22/2023	Water Ball	Sta. 1	Gavlik
8/28/2023	Hose Lays & Rolls	Sta. 1	Goo

Note:

“**Medication Use**” will be our monthly medical continuing education for recertification; “**Drafting / Pumping Operations**” will be practicing apparatus drafting and pumping capabilities; “**Hose Handling / Fire Streams**” will be for maneuvering and advancing hoselines of various diameters; “**Water Ball**” will be for participants to compete against each other in a friendly competition of hose management and team work; “**Hose Lays & Rolls**” will be for practicing the various ways to deploy and load the different hose lays and rolls we use.



Illinois Valley Fire Protection District

Board of Directors Meeting Operations/Prevention Notes 08/14/2023

The shift schedule is attached.

As you all are aware I took a week off in July to catch up on my chores.

For the month of July, we ran a total of 150 calls.

We had forty-five (45) public assist calls. Lift assists, Gas leaks, Powerline Problems, Smoke & Fire Alarms, etc.

We had fifty-nine (59) medical calls.

We had seventeen (17) open burn/smoke investigations calls. There were multiple warnings and citations issued. Who. Who.

We had one (1) Trash fire. This fire on Redwood Highway was an intentional fire. The transient set fire to his belongings on the highway.

We had one (1) Small Vehicle Fire. The fire on Redwood Hwy was unintentional. The ground wire came in contact with one of the spark plug wires.

We had two (2) Large Vehicle Fires. The fire at 18000 block of Redwood Hwy was unintentional. The cause of the fire was failure of the heatshield that separated the engine compartment from the cab semi-truck. The fire at the Collier tunnel on Redwood Hwy was undetermined. There was some type of failure in the engine compartment of the semi-truck.

We had three (3) Grass fires. The fire on Redwood Hwy was unintentional it was caused by exhaust emissions from a motor vehicle.

The fire on Valley Heights Road was a unintentional. It was caused by exhaust emissions from off-road vehicles. The fire on Holland Loop Road was unintentional. The cause of the fire was failure of mowing equipment.

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

We also assisted our mutual aid partners on eight (8) structure & grass fires.

We completed ten (10) fire and life safety inspections this month.

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

The reception area project is nearly completed. We are still waiting on one more part.

We finalized our ISO documentation. The IV Fire Station water supply has been recognized. They also recognized the water supply at Sparetime Supply (Old R&R Mil). Hopefully we have done enough the make that difference to lower the classification to a THREE.

Do you have any questions.

August 2023

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		

September 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

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

August 2023

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		

September 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

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



Illinois Valley Fire District

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www.ivfire.com

July 20, 2023

Board of Directors
Illinois Valley Fire District

RE: Annexation of property into Fire District

Board Members:

Bruce A & Gail E Stone Liv Trust of 393 Hays Cutoff Rd, Cave Junction, OR 97523, owner of the property at 393 Hays Cutoff Rd, Map 39-08-36 TL 602, would like to annex 1.26 acres of their property into the Fire District for a total of 6.26 acres.

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.

Respectfully,

Kamron Ismaili
Deputy Chief
Operations / Prevention
Illinois Valley Fire District

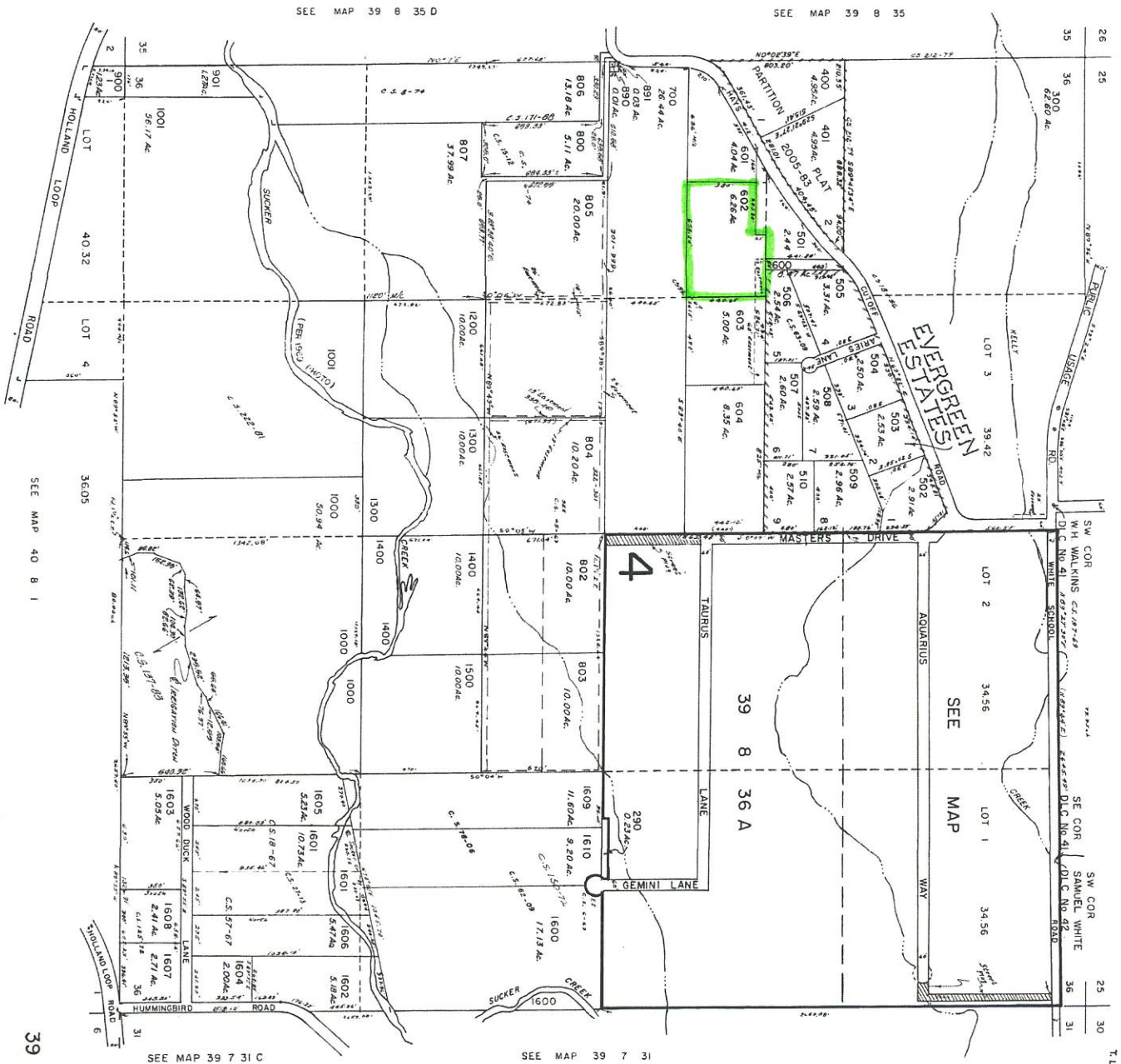
1" = 400'

This map was prepared for
assessment purposes only.

SEE MAP 39 8 25

CANCELLED

- T.L. 1100
- 590
- 690
- 801
- 801
- 301
- 500
- 500
- 202
- 202
- 100
- 2000
- THRU
- 227
- 1700
- 1800



SEE MAP 39 8 35 D

SEE MAP 39 8 35

SEE MAP 39 7 31 C

SEE MAP 40 8 1

39 8 36



Illinois Valley Fire District

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July 20, 2023

Board of Directors
Illinois Valley Fire District

RE: Annexation of property into Fire District

Board Members:

Hans-Peter Ahl & Caitlin Ahl of 9100 Holland Loop Rd, Cave Junction, OR 97523, owner of the property at 9100 Holland Loop Rd, Map 39-07-28 TL 502, would like to annex 15 acres of their property into the Fire District for a total of 20 acres.

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.

Respectfully,

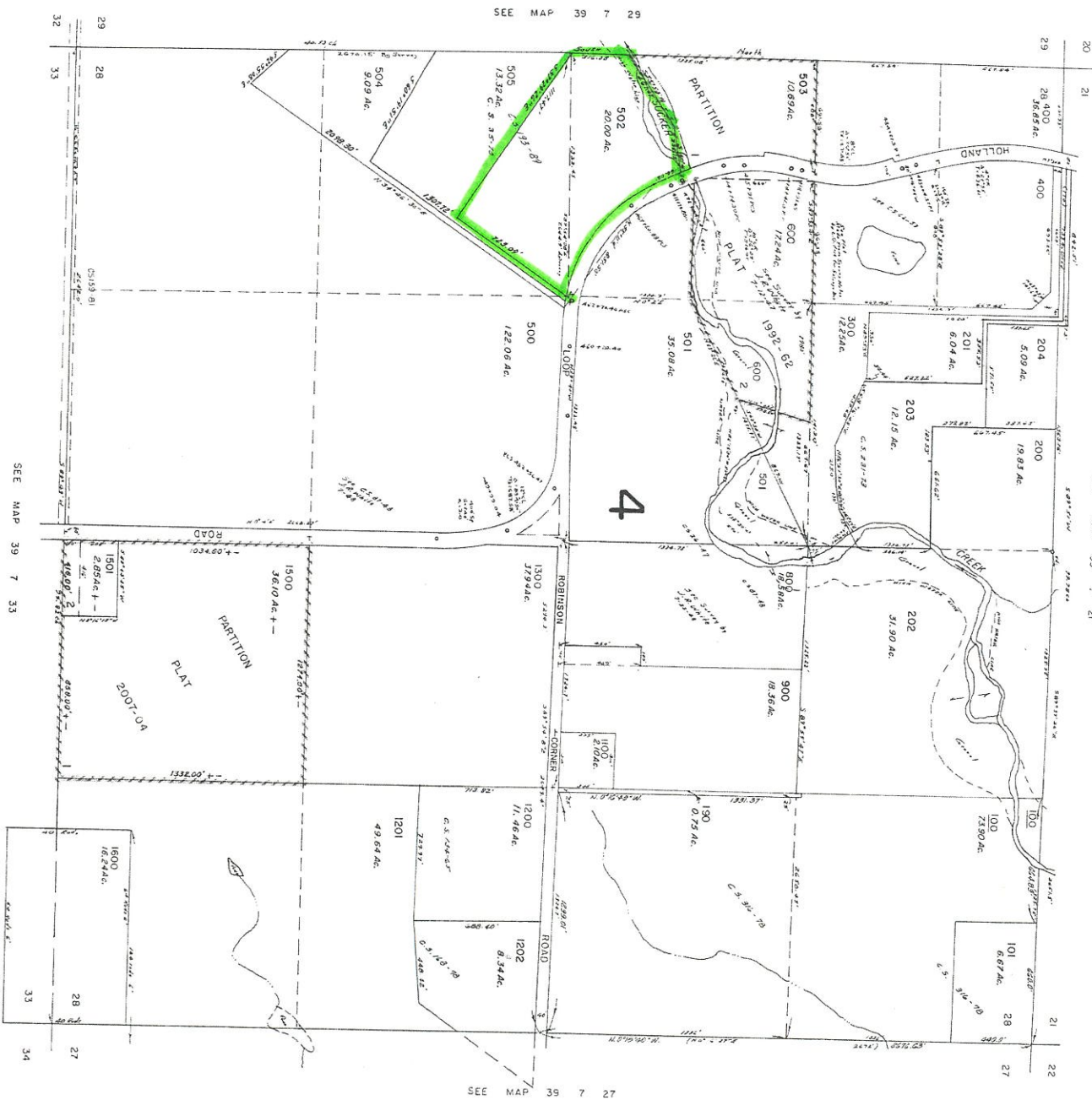
Kamron Ismaili
Deputy Chief
Operations / Prevention
Illinois Valley Fire District

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assessment purpose only.

1" = 400'

SEE MAP 39 7 21

CANCELLED T.L.
700
1000
1500
590



SEE MAP 39 7 29

SEE MAP 39 7 27

SEE MAP 39 7 33



Illinois Valley Fire District

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July 31, 2023

Board of Directors
Illinois Valley Fire District

RE: Annexation of property into Fire District

Board Members:

Joel Brooks & Debi Brooks of PO Box 71, Cave Junction, OR 97523, owner of the property at 262 Taurus Ln, Map 39-08-36-A0 TL 1900, would like to annex 0.1 acres of their property into the Fire District for a total of 5.1 acres.

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.

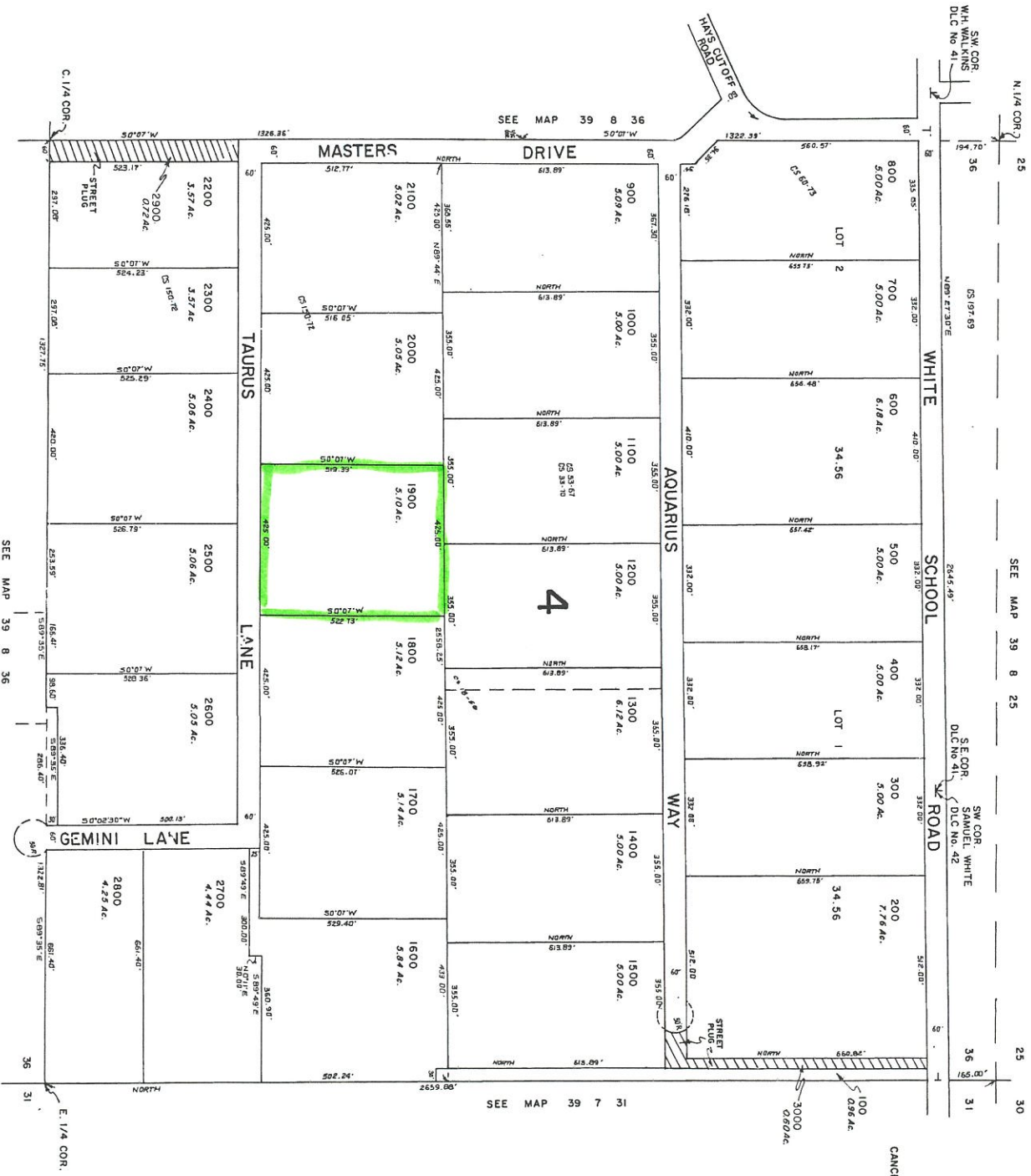
See map attached.

Respectfully,

Kamron Ismaili
Deputy Chief
Operations / Prevention
Illinois Valley Fire District

This map was prepared for assessment purpose only.

1" = 200'



3-17-83 WMS



Illinois Valley Fire District

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July 13, 2023

Board of Directors
Illinois Valley Fire District

RE: Annexation of property into Fire District

Board Members:

Kyla McNeese, Jeremiah Funk & Merri Funk of PO Box 245, Cave Junction, OR 97523, owner of the property at 3444 Rockydale Rd, Map 40-08-03 TL 402, would like to annex 10 acres of their property into the Fire District for a total of 10 acres.

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.

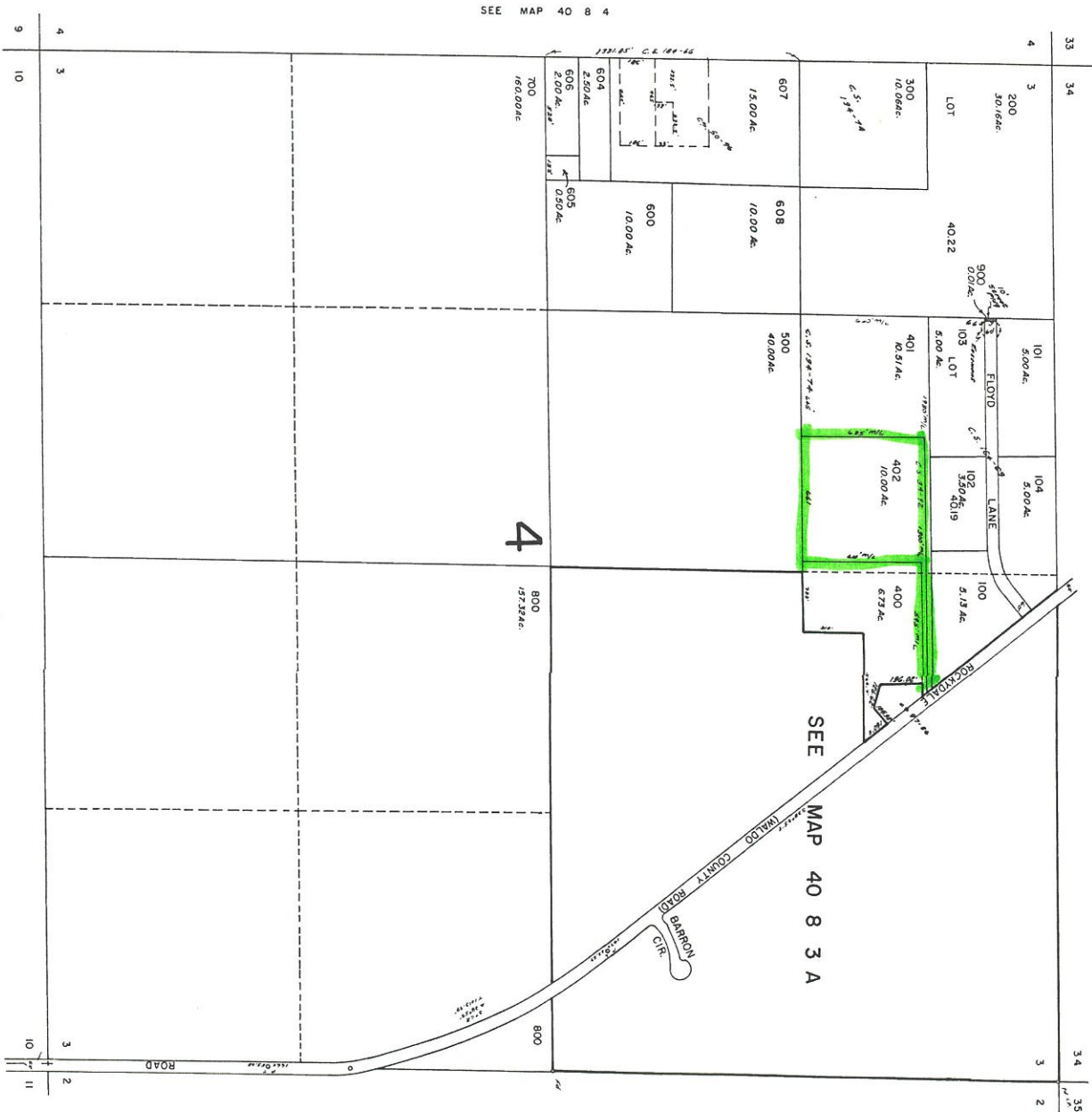
Respectfully,

Kamron Ismaili
Deputy Chief
Operations / Prevention
Illinois Valley Fire District

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1" = 400'

SEE MAP 39 8 34



CANCELLED T.L.
490
491
601
602
603

SEE MAP 40 8 4

SEE MAP 40 8 2

SEE MAP 40 8 10

SEE MAP 40 8 3 A



Maintenance Report July 2023

8911 Engine: Install new antenna cable and replace pump panel switch. Inspect a/c system.

8977 Command SUV: Reinstall lower radiator hose and service a/c unit.

8954 Command SUV: Inspect brakes, will need front brake pads next service.

8951 Command SUV: Inspect brakes, looked ok will get into shop next service.

8979 Support Unit: Inspect brakes and replace batteries.

8943 Water Tender: Replace left turn signal side fender bulb, Need to inspect wiring light still not working. Tighten side door mirror brackets.

8904 Engine: Repair and test foam system.

8976 Rehab Truck: Install heater shut off valves for cab and box heaters. Inspect a/c unit, have new a/c kit ordered. Service and safety inspection.

8971 Air Truck: Service and safety inspection, replace rear shocks, and replace front brake pads.

8945 Water Tender: Tighten power steering hoses.

8946 Water Tender: Service and safety inspection and adjust brakes.

8902 Engine: Recharge a/c system.

Dig holes for parking lot light posts at the training center at station 1. Ground maintenance at all stations.

Remove carpet prep floor and install new floor in boardroom. Rebuild propane regulator for generator for Admin building.

Station 3: Remove birds nest from dryer vent system and seal off.

Illinois Valley RFPD Profit & Loss Budget vs. Actual July 2023

	Jul 23	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
4010-00 · Current Taxes	6,434.61	1,480,442.00	-1,474,007.39	0.44%
4020-00 · Prior Taxes	2,867.22	20,000.00	-17,132.78	14.34%
4630-00 · INTEREST INCOME				
Total 4630-00 · INTEREST INCOME	56.39	5,000.00	-4,943.61	1.13%
4710-00 · Miscellaneous				
Total Income	16,425.02	3,906,508.00	-3,890,082.98	0.42%
Gross Profit	16,425.02	3,906,508.00	-3,890,082.98	0.42%
Expense				
5000-00 · Personal Services				
Total 5000-00 · Personal Services	155,100.20	2,032,246.00	-1,877,145.80	7.63%
6000-02 · Materials & Services				
Total 6000-02 · Materials & Services	34,651.20	790,362.00	-755,710.80	4.38%
7000-03 · Capital Outlay				
Total 7000-03 · Capital Outlay	85,680.78	1,504,525.00	-1,418,844.22	5.7%
7950-03 · Contingency Fund	0.00	50,000.00	-50,000.00	0.0%
8000-04 · Debt Service/Lease Purchase Agr				
Total 8000-04 · Debt Service/Lease Purchase Agr	0.00	67,606.00	-67,606.00	0.0%
8000-46 · Loan Fees	0.00	550.00	-550.00	0.0%
Total Expense	275,432.18	4,445,289.00	-4,169,856.82	6.2%
Net Ordinary Income	-259,007.16	-538,781.00	279,773.84	48.07%
Other Income/Expense				
Other Income				
BOND INDEBTEDNESS				
4632-01 · Int Dist	5.21			
Total BOND INDEBTEDNESS	5.21			
4040-00 · Levy Funds				
4040-20 · Levy Funds - Prior Year	763.04			
4040-50 · Levy Funds (2022)- current year	1,720.46	395,833.00	-394,112.54	0.44%
Total 4040-00 · Levy Funds	2,483.50	395,833.00	-393,349.50	0.63%
9000-10 · Bond Taxes - Prior	1,097.72			
Total Other Income	3,586.43	395,833.00	-392,246.57	0.91%
Net Other Income	3,586.43	395,833.00	-392,246.57	0.91%
	-255,420.73	-142,948.00	-112,472.73	178.68%