

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

January 10, 2022

1. Call meeting to order (silence phones)
2. Flag Salute (remove hats)
3. Roll Call
4. Review of December 13, 2021 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:
  - Annexations:
    - Zunick, Robert: 17342 Redwood Hwy
    - Miller, Adam & Kayla: 625 Mesa Verde Dr.
  - Ethan Lane – City of Cave Junction Liaison
  - Chief Holmes annual contract and performance evaluation discussion
7. Old Business: None
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. No voting or action will be taken by the Board of Commissioners today.*)
  - Board Comment
10. Next scheduled BOD Meeting is February 14, 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 Board of Directors

## Meeting Minutes January 10, 2022

President Johnson called the meeting to order at 4pm. Flag Salute was led by FF Miller

**PRESENT:** Directors Naydol, Johnson, Binker and Lamb. Fire Chief Holmes, Dep. Chief Gavlik, Dep. Chief Ismaili, Div. Chief Sherman, Div. Chief Paul, Paula LeMasters, FF Brian Pfeiffer, FF Kyle Lane, and FF Noah Miller

**VOLUNTEERS:** Kris Ismaili, Q Lackey, Steve Corwin, Judy Epperly, Danny Marler, Colin LeMasters, and Mark Sudyka

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

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

**REVIEW OF PREVIOUS MEETING MINUTES:** Motion made by Director Michelle Binker to approve December 13, 2021 minutes as submitted; seconded by Director Jerry Lamb. 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:

- Call volume for 2021 was 1,734 calls which is a 21% increase over 2020
- Will be out of the office as follows:
  - January 22 through 29 – Executive Chief Officer training
  - February 6 through 11 – AFG grant, peer reviewer
- New Items:
  - Voted in as the Vice President for the Rogue Valley Fire Prevention Co-op:
    - Fire Safety Trailer, Firewise programs and events, emergency preparedness and evacuation, educational outreach, public education.
- Old Business: N/A
- Fire Defense Board Items:
  - Fire Chief Robert Horton covered the FDBC duty for both counties, and no issues reported.
- Meetings Attended:
  - *Attended and now member of the Rogue Valley Fire Prevention Co-Op*
  - Attended the Josephine County EMS Board Meeting
  - Attended the CJ Chamber of Commerce meeting (online)
  - 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:**

- Three IVFD firefighters are enrolled in the NFA Leadership and Supervision course
- In-house fire academy February 3 through early April, five recruits will be participating
- Our Explorer charter has been renewed, we have 7 Post and 7 Club members
- Our radio communication FCC license renewal has been submitted
- Has completed part 1 (of 3) of the SDAO Effective Safety Committee webinar series
- Presented the training offerings for the month of January to include: HEPA/SCBA Mask Fit Test, Airway Ventilation, Incident Size Up, and Rural Water Supply

**DEP. CHIEF ISMAILI:**

- December statistics: 2 small vehicle fires, 2 structure fires, 25 requests for assistance (trees down vehicles in the ditch, power line problems, etc. during the snow storm), 20 motor vehicle accidents, with no firefighter injuries or civilian fatalities
- Working on a repeater tactical frequency, may share the Fiddler repeater site with peer agencies
- East River Street trial has ended with two defendants still awaiting trial

**DIV. CHIEF SHERMAN:**

- Logistics report reviewed as provided
- Vehicle and station maintenance report reviewed as provided

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

**NEW BUSINESS:**

- Recommending two annexation requests as follows:
  - Robert Zunick, property at 17342 Redwood Hwy, Selma, 8.36 acres
  - Kayla and Adam Miller, 625 Mesa Verde, Cave Junction, 5 acres
    - Motion to approve the two annexations by Director Jerry Lamb, seconded by Director Michelle Binker. All in favor, motion passed.
- Ethan Lane – Liaison for City of Cave Junction
  - Small City allotment grant awarded for just over \$100,000 – primarily for sidewalk improvements for ADA compliance
  - Josephine County Emergency Operations Plan is nearing finalization. A copy will be shared with IVFD for board and district review
- Chief Holmes Annual Contract and Performance Evaluation – both are due by the end of June 2022
  - Directors Naydol and Binker will lead the performance evaluation effort
  - Directors Lamb and Bouchard will lead the contract renewal recommendation

**OLD BUSINESS:** none

**VIDEO:** Thank you to Dale Sandberg for a great video review of December 2021 calls.

**PUBLIC COMMENT:** none

**BOARD COMMENT:**

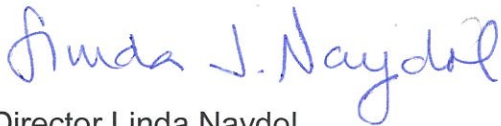
- Director Jerry Lamb thanked everyone with the district for doing a great job. He appreciates it and believes the community appreciates it as well.

- Director Michelle Binker echoed Director Lamb's appreciation and thanks.
- Director Cheryl Johnson thanked FF Miller for spending his birthday with IVFD and gave early birthday wishes to Director Michelle Binker. She wished a happy anniversary to Chief Holmes for the completion of two years with IVFD. She congratulated Danny Marler on his successful completion of the EMT course and passing the final test.

The next regularly scheduled BOD meeting will be Monday, February 14, 2022 at 3pm at the Administration building, 681 Caves Hwy., Cave Junction, OR.

This meeting adjourned at 4:27pm.

Respectfully submitted,



Director Linda Naydol  
Board Secretary

## **Fire Chief Report**

01.10.2022

- New Items:
  - Voted in as the Vice President for the Rogue Valley Fire Prevention Co-op:
    - Fire Safety Trailer, Firewise programs and events, emergency preparedness and evacuation, educational outreach, public education.
- Old Business: N/A
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# January Schedule 2022



Date	Training	Location	Instructor
1/4/2022	Association Meeting	Admin	President
	HEPA/SCBA Mask Fit Test Radio Re-Programming	Admin	Gavlik
1/11/2022	Airway Ventilation	Admin	Miller
1/18/2022	Incident Size Up & Resource Management	Sta. 1	Goo
1/25/2022	Rural Water Supply	Sta. 1	Kamron

## Note:

**“HEPA /SCBA Mask Fit Test & Radio Re-Programming”** will be our annually required mask fit testing with radio program updating; **“Airway Ventilation”** will be our monthly medical continuing education for recertification; **“Incident Size Up & Resource Management”** will be for practicing good size up and management of resources; **“Rural Water Supply”** will be for understanding the various water supply options and details for their use.





# 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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December 27, 2021

Board of Directors  
Illinois Valley Fire District

RE: Annexation of property into Fire District

Board Members:

Zunick, Robert L. of PO Box 475 Selma, OR 97538, owner of the property at 17342 Redwood Hwy., Map 38-08-02 TL 400, would like to annex their property into the Fire District.

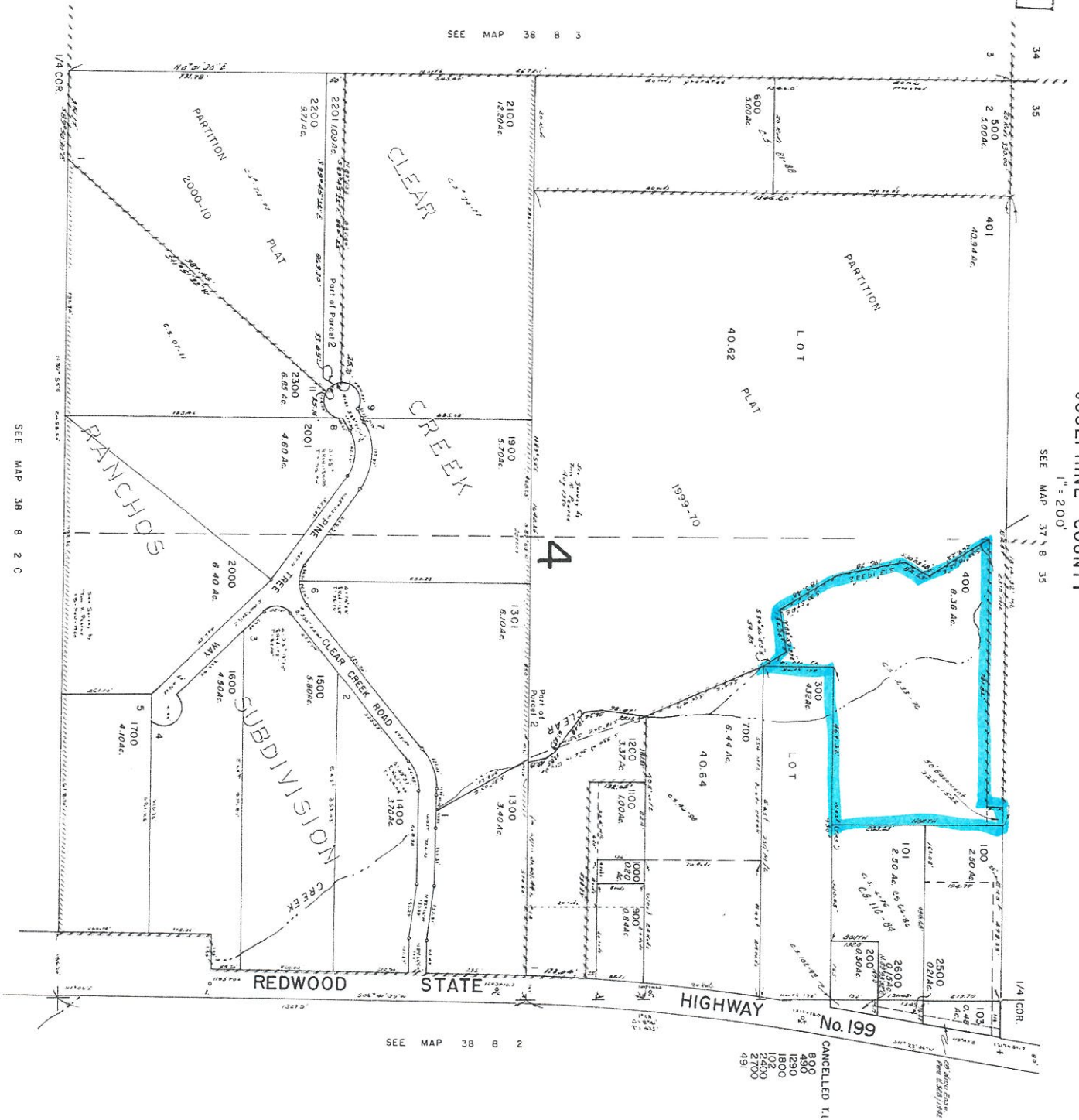
They will provide adequate driveway access or a signed non - compliance letter, thus adhering to the rules of the Oregon Fire Code and the Illinois Valley Fire District.

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

SEE MAP 3  
1" = 200'







# 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)

December 07, 2021

Board of Directors  
Illinois Valley Fire District

RE: Annexation of property into Fire District

Board Members:

Miller, Adam & Miller, Kayla of 625 Mesa Verde Dr., Cave Junction, OR 97523, owner of the property at 625 Mesa Verde Dr., Map 40-08-04 TL 213, would like to annex their property into the Fire District.

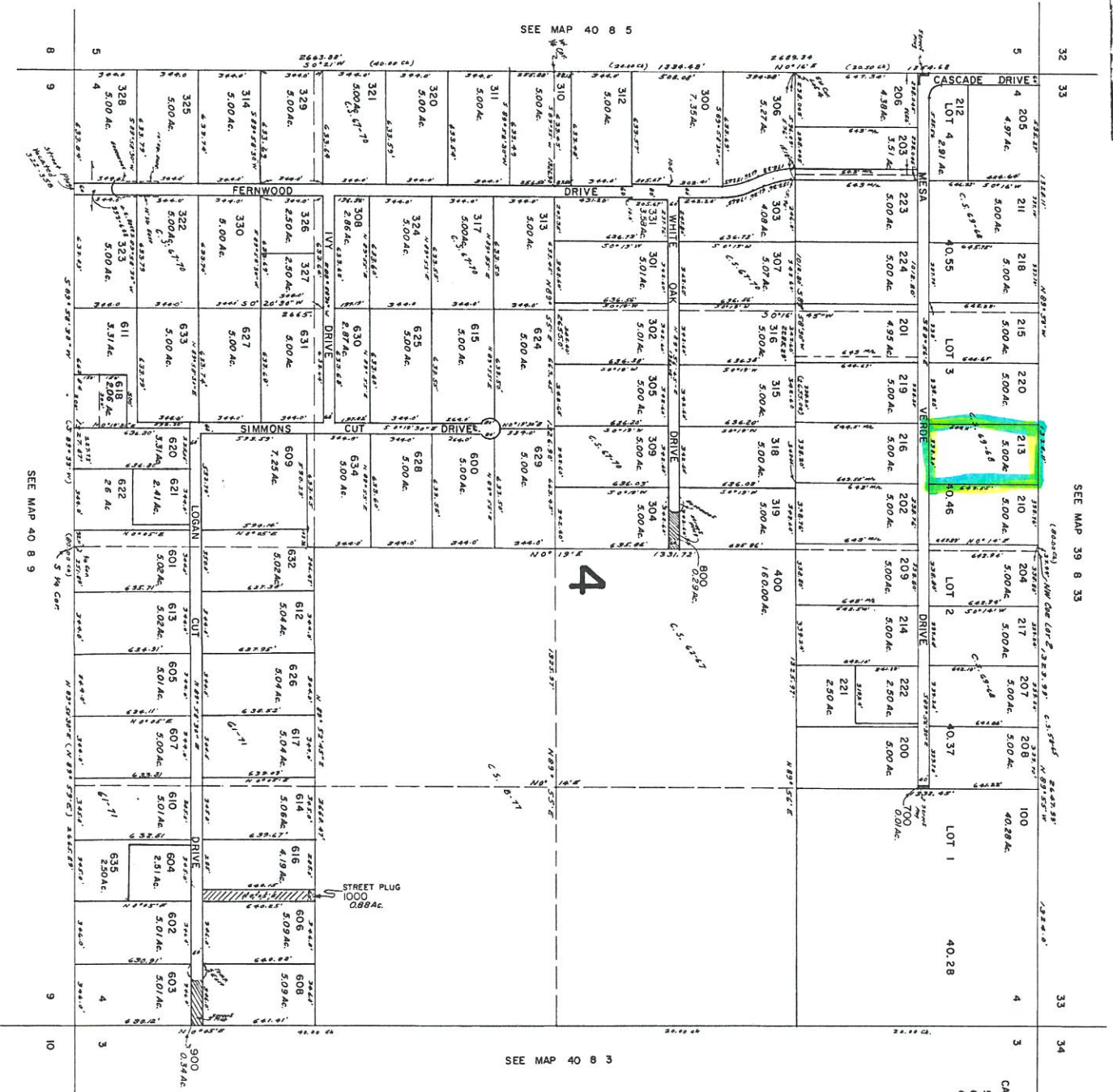
They will provide adequate driveway access or a signed non - compliance letter, thus adhering to the rules of the Oregon Fire Code and the Illinois Valley Fire District.

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See map attached.

Kamron Ismaili  
Division Chief  
Operations / Prevention  
Illinois Valley Fire District

This map was prepared for  
assessment purposes only.





## Maintenance Report December 2021

8941 Water Tender: Replace starter and heater control valve kit.

8978 SUV: Safety check, replace left front fog light assembly, and reinstall LED light bar.

8979 Support: Install 2 light bars and body lights.

8951 Command SUV: Install seat covers and headlight buckets.

8903 Engine: Install LED headlights.

8942 Tender: Install batteries and LED headlights.

8901 Engine: Adjust brakes and door hinges.

8906 Engine: Adjust brakes.

8961 Brush Truck: Service and safety inspection.

8931 Rescue Truck: Replace power steering pump and have tires installed.

8976 Rehab: Service and safety inspection.

8966 Brush Truck: Have tire installed.

8974 Service Truck: Replace batteries and starter.

Station 1: AMR roll up door repaired.



# Illinois Valley RFPD

## Profit & Loss Budget vs. Actual

July through December 2021

	Jul - Dec 21	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
4010-00 · Current Taxes	1,233,027.16	1,395,709.00	-162,681.84	88.34%
4020-00 · Prior Taxes	13,897.17	40,000.00	-26,102.83	34.74%
4030-00 · Other Tax Offsets	-7,938.26	0.00	-7,938.26	100.0%
4630-00 · INTEREST INCOME				
Total 4630-00 · INTEREST INCOME	1,420.12	1,000.00	420.12	142.01%
4710-00 · Miscellaneous				
Total 4710-00 · Miscellaneous	53,784.48	64,206.00	-10,421.52	83.77%
<b>Total Income</b>	<b>1,294,190.67</b>	<b>1,500,915.00</b>	<b>-206,724.33</b>	<b>86.23%</b>
<b>Gross Profit</b>	<b>1,294,190.67</b>	<b>1,500,915.00</b>	<b>-206,724.33</b>	<b>86.23%</b>
<b>Expense</b>				
5000-00 · Personal Services				
Total 5000-00 · Personal Services	663,785.88	1,528,247.00	-864,461.12	43.43%
6000-02 · Materials & Services				
Total 6000-02 · Materials & Services	163,424.22	556,165.00	-392,740.78	29.38%
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	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>900,575.52</b>	<b>2,236,646.00</b>	<b>-1,336,070.48</b>	<b>40.27%</b>
<b>Net Ordinary Income</b>	<b>393,615.15</b>	<b>-735,731.00</b>	<b>1,129,346.15</b>	<b>-53.5%</b>
<b>Other Income/Expense</b>				
<b>Other Income</b>				
<b>BOND INDEBTEDNESS</b>				
4632-01 · Int Dist	5.34	0.00	5.34	100.0%
4632-03 · Unseg Int	3.71	0.00	3.71	100.0%
Total BOND INDEBTEDNESS	9.05	0.00	9.05	100.0%
4040-00 · Levy Funds				
Total 4040-00 · Levy Funds	333,338.38	373,179.00	-39,840.62	89.32%
9000-10 · Bond Taxes - Prior	1,829.53	0.00	1,829.53	100.0%
9000-11 · Bond Taxes	127,186.78	0.00	127,186.78	100.0%
Total Other Income	462,363.74	373,179.00	89,184.74	123.9%
<b>Other Expense</b>				
<b>BOND INDEBTEDNESS FUND</b>				
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%
Total BOND INDEBTEDNESS FUND	180,199.30	182,750.00	-2,550.70	98.6%
Total Other Expense	180,199.30	182,750.00	-2,550.70	98.6%
<b>Net Other Income</b>	<b>282,164.44</b>	<b>190,429.00</b>	<b>91,735.44</b>	<b>148.17%</b>
	<b>675,779.59</b>	<b>-545,302.00</b>	<b>1,221,081.59</b>	<b>-123.93%</b>