

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

February 10 ,2025

1. Call meeting to order (silence phones)
2. Flag Salute (remove hats)
3. Roll Call
4. Review of January 13, 2024 minutes
5. Staff Reports
 - Fire Chief Holmes
 - Asst. Chief Ismaili
 - Div. Chief Gavlik
6. New Business
 - Annexations: William D. Liles of 4320 Redwood Hwy - 0.02 acres for a total of 5.02
 - Resolution: None at this time
 - Teresa Stover - Hydrant Grant Administrator
 - Ethan Lane – City of Cave Junction Liaison
7. Old Business
8. Comments
 - **Public Comment** *(This is the time set for public comment. The Board of Directors 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 Directors today.)*
 - **Board Comment**
9. Next scheduled BOD Meeting is March 10, 2025 at 4:00 pm. at Admin Bldg.
10. 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 February 10, 2025

Vice President Binker called the meeting to order at 4:00pm and Director Lamb led the flag salute.

PRESENT: Chief Holmes, Asst. Chief Ismaili, Div. Chief Gavlik, Div. Chief Paul, Lt. Pfeiffer, FF LeMasters

VOLUNTEERS: FF Schellenberg, FF Norton **GUESTS:** Ethan Lane, Teresa Stover

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

REVIEW OF PREVIOUS MEETING MINUTES: Motion made by Director Lamb to accept the January 13, 2025 minutes as presented; and seconded by Director Binker. All in favor, motion passed unanimously.

Roll call vote: Director Binker: Yes Director Lamb: Yes Director Johnson: yes

STAFF REPORTS

CHIEF HOLMES:

New Items:

- I am honored to have been accepted into the Executive Fire Officer course with the National Fire Academy. This is a commitment I am excited to embrace, and I want to express my gratitude to Director Johnson for their invaluable support throughout the application process.
- We are in the process of purchasing a used 2018 RAM 1500 crew cab for Assistant Chief Ismaili, to replace his 2013 Tahoe with mileage over 194k.
- Four firefighters passed their EMT; FF Schellenberg is on the national registry for EMTs. We had four graduates from the Fire Academy: FF Schellenberg, Tuurri, Harrison, and Josiah Gavlik.

Fire Defense Board Items:

- I will remain the Fire Defense Board Chief for Josephine County for 2025. We are in the process of selecting an Alternate as Fire Chief Ralph Sartain from Ashland Fire Rescue is retiring.

OSFM – Red Team:

- Sara Rubrecht is retiring at the end of March, as the Regional Mobilization Coordinator. She has assisted me, since the day that I met her on my interview panel. She has been a pillar to my success. She will be greatly missed.

Training:

- Weekly IVFD Trainings
- AMR Monthly Continuing Education
- AMR – Pediatric Trauma and TXA Administration
- AMR – Neonatal Resuscitation/Pediatric Cardiac Arrest, Pediatrics, Oxygenation, Ventilation, Local Topics

New Meetings Attended:

- Met with District Ranger Scott Blower – Rogue/Siskiyou National Forest and working on logistical needs for the next fire season.
- Met with Gasquet Fire District Chief to update the MOU Agreement. Work in progress.
- Met with AMR Operations Manager to plan and work on the current posting plan for the Illinois Valley. Work in progress.

- I have been asked to assist in the Southern Oregon Wildland Symposium (SOWS) training as the Safety Officer for the June training. Monthly meetings will be taking place until the event.

Ongoing and Informative Meetings Attended:

- Attended the TAC meeting (In person).
- Attended Josephine County Board of Directors meetings (online).
- Attended Oregon Fire Chief Association monthly meeting (online).
- Attended Williams Fire District Board of Directors meeting (online).
- Attended Cave Junction City Council meeting (In-person).
- Attended monthly IAAI meeting with Assistant Chief Ismaili (online).
- Attended IV Safe House Alliance BOD meeting (online).

ASST. CHIEF ISMAILI:

- For the month of January, we had a total of 86 calls: 11 good intent/no incident calls; 11 service/public assist calls, 2 hazardous condition calls, 2 false alarms, 34 medical calls, 6 illegal open burn/smoke investigation calls, 1 small vehicle fire, 1 large vehicle fire, 3 structure fires, 10 motor vehicle accidents with no civilian fatalities and no firefighter injuries. Assisted on 5 calls with our mutual aid partners.
- Installed 4 smoke alarms in valley residences.
- Completed 2 fire and life safety inspections.
- Station 5: The permitting process is still in the permitting process. A down payment was made for a building. A concrete slab will be laid to fit the building.
- Attended the IVFROG, and JoCo Operations meetings, IAAI conference, as well as our hydrant grant meetings.
- Air trailer testing was done and passed and SCBA masks and packs were tested and passed. 8976 is ready to get stickers and go into service.

DIV. CHIEF GAVLIK:

- The electricity has been run to the training building, with a panel and receptacle installed. Two window frames, stairwell safety walls are installed, and more interior walls opened to allow access.
- We hosted the RITA fire academy Search and Rescue training on 2/1 with 25 attendees. Our training facility was well received by students and instructors.
- RITA SOWS training planned for 6/20 and 6/21/25 in Ashland.
- All personnel were mask fit tested and the machine will be sent for service for the coming year.
- Explorers can drive scheduled for 7/5/25. Also looking to establish some Community Rewards accounts with local merchants with the IV Volunteer Firefighter Foundation to benefit the Explorers.
- The Explorers will be participating in a pasta cook-off on February 21 at 6pm. The board was invited to participate as a judge. Director Binker plans to attend.
- Training for this month will cover Spinal Injuries, Victim Search, Denver Drill, and RIT Pack Use.

ADMINISTRATOR PAUL: no report, financials provided.

NEW BUSINESS:

- There was one annexation request:
 - William Liles of 4320 Redwood Hwy., Selma – 0.02 acres for a total of 5.02 acres

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

- Teresa Stover, Hydrant Grant Administrator provided a written report with an update to the project. Project kick off meeting was held 1/16/25. The meeting was facilitated by Civil West Engineering with IVFD and the City of Cave Junction attending. The schedule, budget, roles, responsibilities, survey, and utilities coordination were discussed. The topographical survey and researching ODOT and permit requirements are complete. The project is estimated to take 65 days for design engineering and 45 days

for construction. It is planned to be complete in summer 2025. A second disbursement for \$2,027 was made and provided to the board for their information (per previous agreement in December meeting). The design engineering is anticipated to be complete by the end of March.

- Ethan Lane – City of Cave Junction: Was unable to attend. The City of Cave Junction now has a Facebook page.

OLD BUSINESS:

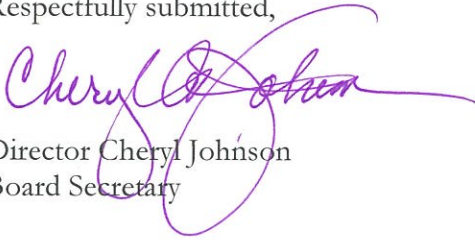
PUBLIC COMMENT:

BOARD COMMENT:

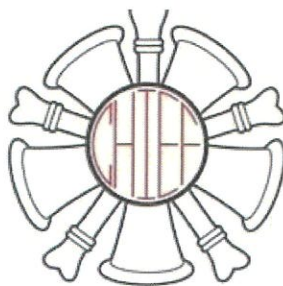
- Director Johnson thanked all of our crews that worked the recent snow event. There were many calls in lousy weather and their service is appreciated. She also urged all staff and volunteers to prioritize their personal wellness this year. She referred everyone to the email forwarded by Chief Holmes for the EAP services through TalkspaceGo that is available to IVFD staff and volunteers, as well as their family members – all for no charge. They offer classes on parenting; couples classes on anxiety, relationships, and communication; and individual classes on emotions, loneliness, and burnout... just to name a few.

The next regularly scheduled BOD meeting will be Monday, March 10, 2025 at 4 pm at the Administration building, 681 Caves Hwy., Cave Junction, OR. This meeting adjourned at 4:33pm.

Respectfully submitted,



Director Cheryl Johnson
Board Secretary



Fire Chief Report

Date: 02.10.2025

New Items:

- I am honored to have been accepted into the Executive Fire Officer course with the National Fire Academy. This is a commitment I am excited to embrace, and I want to express my gratitude to Director Johnson for their invaluable support throughout the application process.
- We are in the process of purchasing a used 2018 RAM 1500 crew cab for Assistant Chief Ismaili, to replace his 2013 Tahoe with mileage over 194k.

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- I will remain the Fire Defense Board Chief for Josephine County for 2025. We are in the process of selecting an Alternate as Fire Chief Ralph Sartain from Ashland Fire Rescue is retiring.

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-

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 - Met with Gasquet Fire District Chief to update the MOU Agreement. Work in progress.
 - Met with AMR Operations Manager to plan and work on the current posting plan for the Illinois Valley. Work in progress.
 - I have been asked to assist in the Southern Oregon Wildland Symposium (SOWS) training as the Safety Officer for the June training. Monthly meetings will be taking place until the event.
-

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- Attended **Josephine County Board of Directors** meetings (online).
- Attended **Oregon Fire Chief Association** monthly meeting (online).
- Attended **Williams Fire District Board of Directors** meeting (online).
- Attended **Cave Junction City Council** meeting (**In-person**).
- Attended **monthly IAAI** meeting with Assistant Chief Ismaili (online).
- Attended **Safehouse Alliance BOD** meeting (online).

Illinois Valley Fire Protection District

Board of Directors Meeting Operations/Prevention Notes 02/10/2025

The shift schedules are attached.

For January, we ran a total of 86 calls.

We had 11 Good intent calls. These calls are no incidents found, canceled en-route, smoke investigation, or legal open burns.

We had 11 Service Calls. These calls are public assists, lift assists, water leaks, stand-by, etc.

We had 2 Hazardous condition calls. These are powerline problems, fuel leaks, gas leaks, etc.

We had 2 false alarm calls

We had 34 Medical Calls.

We had 6 Illegal Open Burns/Calls. There were multiple warnings and citations issued.

We had 1 Small Vehicle Fire. The fire on Bear Creek Road was undetermined. This was a stolen vehicle and it is undetermined if it was damaged during theft or set on fire to destroy evidence.

We had 1 Large Vehicle Fire. The fire on Little Grayback Road was accidental. The fire was caused by embers coming out of the chimney.

We had 3 Structure Fires. The fire on Clear Creek Rd. was accidental. The possible cause of the fire was an electric cat warming pad. The fire on Lakeshore Drive was undetermined. This was an abandoned structure. The fire on Pine Tree was accidental. The cause of the fire was either a heat lamp that was too close to combustibles or an overloaded electrical circuit.

We had 10 Motor Vehicle Accidents with **NO** civilian fatalities and **NO** firefighter injuries.

We assisted our partners with 5 mutual aid calls.

We installed 4 smoke alarms in Valley residences.

We completed 2 fire and life safety inspections.

Station 5 is still in the permitting process.

I attended the IVFROG, and Josephine County Operations meetings.

I attended the IAAI conference to maintain my Fire Marshal certifications.

I've also been attending our hydrant grant meetings and Teresa Stover will have an update for you.

Do you have any questions?

January 2025

January 2025

February 2025

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			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	

Su	Mo	Tu	We	Th	Fr	Sa
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9	10	11	12	13	14	15
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23	24	25	26	27	28	

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Dec 29	30	31	Jan 1, 25	2	3	4
			8954 B 1 LeMasters B Meyer DN Mars	8952 C 81 Goo C Vetter D Norton	8952 C 81 Goo C Vetter D Schellenberg	8951 A 82 Pfeiffer A Marler
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8951 A 82 Pfeiffer A Marler	8952 B 1 LeMasters Off Sk B 82 Pfeiffer SC B Meyer	8952 B 1 LeMasters Off B Marler SC B Meyer D Harrison D Tuuri	8952 C 81 Goo C LeMasters BF C Vetter DD	8952 C 81 Goo C Mars BF C Vetter DD	8952 A 1 LeMasters BF A 82 Pfeiffer DD A Browman BF A Marler DD D Schellenberg	8952 A 1 LeMasters BF A 82 Pfeiffer DD A Marler DD DN Conrad BF DN Dunlap
12	13	14	15	16	17	18
8952 B 1 LeMasters B Meyer D Demuth	8954 B 1 LeMasters B Meyer	8954 C 81 Goo C Meyer BF C Vetter DD D Harrison D Tuuri N Schellenberg	8954 C 81 Goo C Meyer BF C Vetter DD DN Schellenberg	8954 A 1 LeMasters BF A 82 Pfeiffer DD A Browman BF A Marler DD D Schellenberg	8954 A 1 LeMasters BF A 82 Pfeiffer DD A Browman BF A Marler DD DN Mavity	8954 B 1 LeMasters B Meyer DN Mavity N Gavlik
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8954 B 1 LeMasters B Meyer	8951 C 81 Goo C Meyer BF C Vetter DD	8951 C 81 Goo C Meyer BF C Vetter DD D Harrison / went home early due to off duty injury D Tuuri N Dunlap	8951 A 1 LeMasters BF A 82 Pfeiffer DD A Browman BF A Marler DD	8951 A 82 Pfeiffer DD A Browman BF A Marler DD A Meyer BF D Brown	8951 B 1 LeMasters B Meyer D Brown D Jarrett D Schellenberg N Demuth	8951 B 1 LeMasters B Meyer N Gavlik
26	27	28	29	30	31	Feb 1
8951 C 81 Goo C SC LeMasters C Vetter Off	8952 C 81 Goo C Marler T C Vetter Off T D Mars	8952 A 82 Pfeiffer A Marler D Harrison D Tuuri N Demuth	8952 A 82 Pfeiffer A Marler D Brown	8952 B 1 LeMasters B Meyer D Brown D Jarrett	8952 B 1 LeMasters B Meyer D Brown D Schellenberg	

February 2025							February 2025	March 2025
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SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY		
Jan 26	27	28	29	30	31	Feb 1	<div>8952</div> <div>C 81 Goo</div> <div>C Vetter</div> <div>D Norton</div>	
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9	10	11	12	13	14	15	<div>8954</div> <div>A 82 Pfeiffer</div> <div>A Marler Off</div> <div>D Dunlap</div>	
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Illinois Valley Rural Fire Protection District

Division Chief / Training Report

February 10, 2025



The electricity has been run into the training building with the electrical panel and a receptacle available for operation. Additionally, two window frames are installed on the second story, the stairwell safety walls installed, and more walls opened up to allow access to all of the containers from the inside.

We hosted the RITA Academy Search and Rescue training on February 1st with about twenty-five students attending. The training went well and we received a lot of complements on the training facility and our facility by the students and instructors.

The RITA SOWS training is being planned for June 20 and 21, 2025 and will be held in Ashland this year.

The Explorers' next can and bottle return is scheduled for July 5, 2025 but the Illinois Valley Volunteer Firefighter Foundation is looking to set up a few Community Rewards accounts to help benefit the Explorers. C&K Market, Fred Meyer, and the Bottle Drop all offer charitable donations to help non-profit organizations. If approved, individuals can set up their rewards account to support our local program.

Training for this month will cover areas of Spinal Injuries, Victim Search, Denver Drill, and RIT Pack Use.

Respectfully Submitted by Jeff Gavlik, Division Chief



February Schedule 2025



Date	Training	Location	Instructor
2/4/2025	Association Meeting	Admin	President
	Spinal Injuries	Admin	Gavlik
2/11/2025	Victim Search	Sta. 1	LeMasters
2/18/2025	Denver Drill	Sta. 1	Gavlik
2/25/2025	RIT Pack Use	Sta. 1	Goo

Note:

“**Spinal Injuries**” will be our monthly medical continuing education for recertification; “**Victim Search**” will be for practicing effective search techniques and victim removal; “**Denver Drill**” will be for practicing how to rescue a down firefighter within a difficult space; “**RIT Pack Use**” will be for practicing how to use the RIT pack during a firefighter rescue.



Illinois Valley RFPD

Profit & Loss Budget vs. Actual

July 2024 through January 2025

	Jul '24 - Jan 25	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
4010-00 · Current Taxes	1,449,649.26	1,551,950.00	-102,300.74	93.41%
4020-00 · Prior Taxes	23,359.38	18,000.00	5,359.38	129.77%
4030-00 · Other Tax Offsets	4,749.43			
4630-00 · INTEREST INCOME				
Total 4630-00 · INTEREST INCOME	61,307.82	20,000.00	41,307.82	306.54%
4710-00 · Miscellaneous				
Total 4710-00 · Miscellaneous	152,027.55	1,738,023.76	-1,585,996.21	8.75%
4712-00 · Explorers Savings	4,330.20			
4850-00 · Proceeds, Sale of Fixed Assets	67,390.00	111,500.00	-44,110.00	60.44%
Total Income	1,762,813.64	3,439,473.76	-1,676,660.12	51.25%
Note: \$1,589,384.00 are grant funds that will not be spent if not received				
Expense				
5000-00 · Personal Services				
Total 5000-00 · Personal Services	1,119,991.80	1,996,457.66	-876,465.86	56.1%
6000-02 · Materials & Services				
Total 6000-02 · Materials & Services	308,407.94	661,900.00	-353,492.06	46.59%
7000-03 · Capital Outlay				
Total 7000-03 · Capital Outlay	50,435.97	1,880,404.10	-1,829,968.13	2.68%
8000-04 · Debt Service/Lease Purchase Agr				
Total 8000-04 · Debt Service/Lease Purchase Agr	41,281.88	47,084.00	-5,802.12	87.68%
Total Expense	1,520,117.59	4,585,845.76	-3,065,728.17	33.15%
Net Ordinary Income	242,696.05	-1,146,372.00	1,389,068.05	-21.17%
Other Income/Expense				
Other Income				
BOND INDEBTEDNESS				
4632-03 · Unseg Int	22.24			
Total BOND INDEBTEDNESS	22.24			
4040-00 · Levy Funds				
4040-50 · Levy Funds (2022)- current year	392,013.13	414,953.00	-22,939.87	94.47%
4040-60 · Levy Funds (2022)-Prior Year	6,113.80			
Total 4040-00 · Levy Funds	398,126.93	414,953.00	-16,826.07	95.95%
9000-10 · Bond Taxes - Prior	1,615.11			
Total Other Income	399,764.28	414,953.00	-15,188.72	96.34%
Net Other Income	399,764.28	414,953.00	-15,188.72	96.34%
	642,460.33	-731,419.00	1,373,879.33	-87.84%



Illinois Valley Fire District

681 Caves Highway
Cave Junction, OR 97523
phone: 541-592-2225 • fax: 541-592-6122
www.ivfire.com

January 22, 2025

Board of Directors
Illinois Valley Fire District

RE: Annexation of property into Fire District

Board Members:

William Devon Liles of Selma, owner of the property at 4320 Redwood Hwy, Map 38-07-34-CO TL 104, would like to annex 0.02 acres of their property into the Fire District for a total of 5.02 acres.

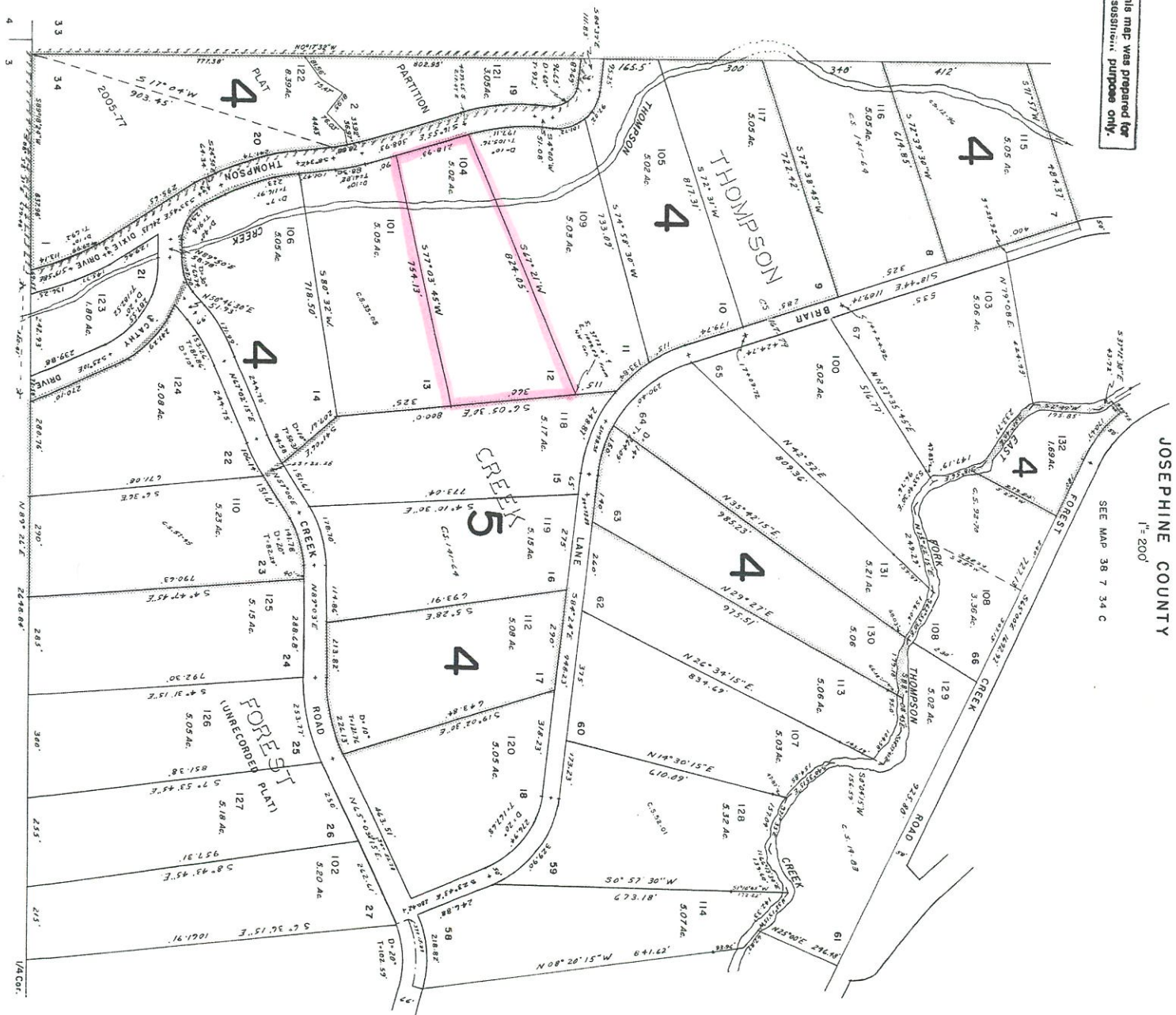
They will provide adequate driveway access or a signed non - compliance letter, thus adhering to the rules of the Oregon Fire Code and the Illinois Valley Fire District.

It is in the best interest of the Fire District that we annex the property.

See map attached.

Respectfully,

Kamron Ismaili
Assistant Chief
Illinois Valley Fire District



CANCELLED T.L.
III

SEE MAP 38 7 34 D

SEE MAP 38 7

TO: Illinois Valley Fire District Board of Directors and staff

FROM: Teresa Stover, contract project administrator for water and sewer lines extension

SUBJECT: Hydrant Project Status Report

DATE: February 5, 2025

The IVFD water and sewer lines expansion will install approximately 1,700 lineal feet each of water and sewer lines from existing City of Cave Junction main lines on Old Stage Road to the Illinois Valley Fire District Station 1 at 681 Caves Highway (see attached drawings). Four fire hydrants will be installed along the water line; three on Caves Highway and one on the fire station back lot.

IVFD is managing the design, engineering, and construction of the project. Upon completion, IVFD will hand off operation and maintenance of the lines to the City of Cave Junction. The project is funded by an Oregon Lottery direct legislative award, as administered by Business Oregon. The Business Oregon deadline to complete the project is March 2027.

- **Design engineering**

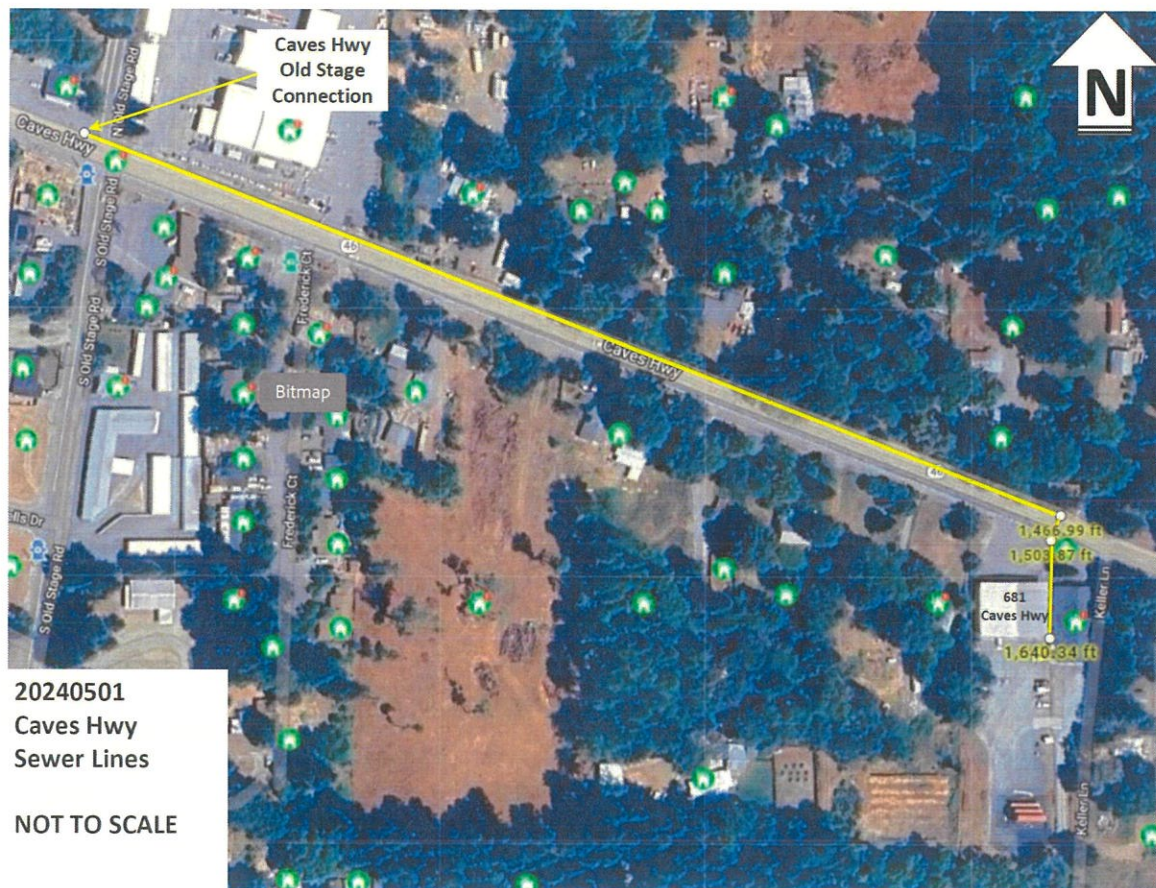
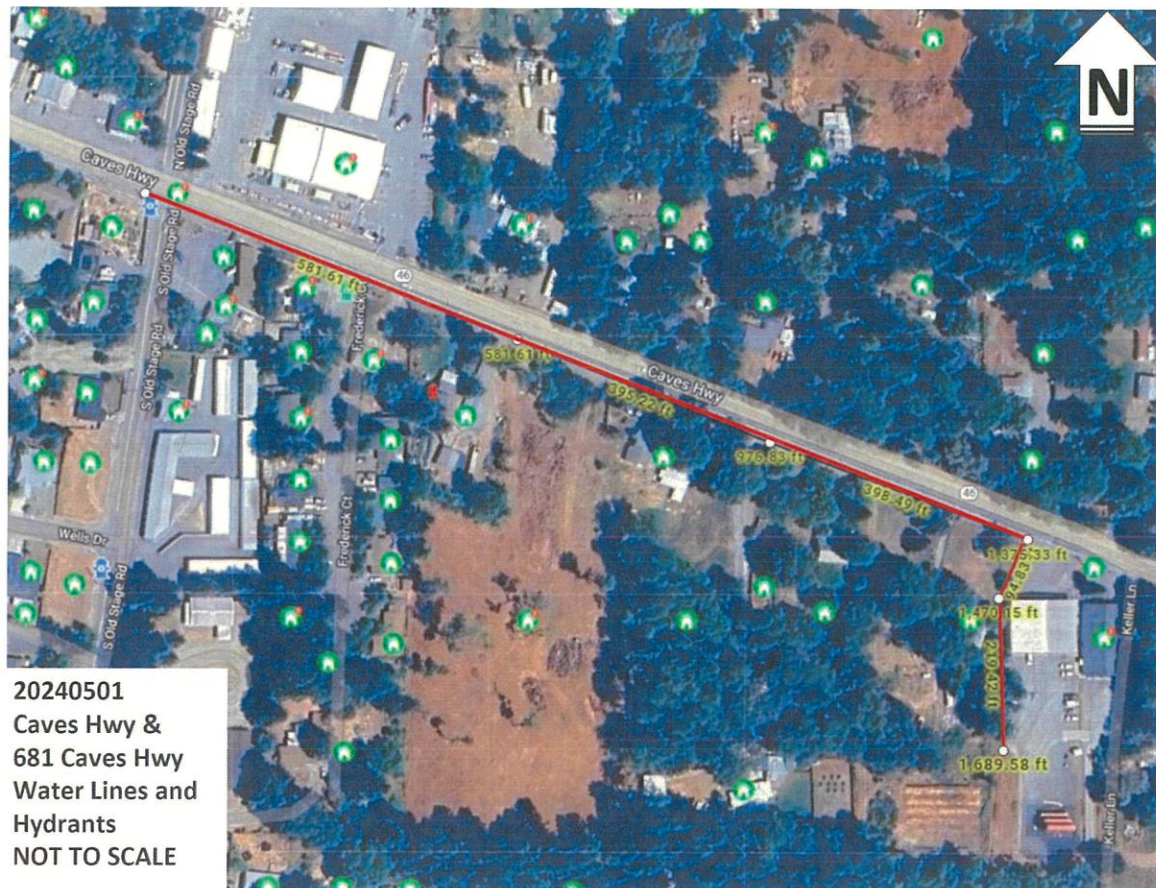
- The project kick-off meeting took place January 16 at Fire Station 1. It was attended by representatives of IVFD and the City of Cave Junction, and facilitated by Civil West Engineering. Discussed project schedule, roles and responsibilities, the survey, and utility coordination. Project scope will be added for water and sewer services for the City of Cave Junction. Although this design and construction work will be performed concurrently, they will be billed separately to the City of Cave Junction. An addendum to the IVFD-City of Cave Junction agreement is being drafted to this effect.
- The topographical survey has been completed, as has research of ODOT and permit requirements.
- Civil West Engineering presented the 30 percent design engineering drawings, which were reviewed by the IVFD team.
- The 60 percent design submittal is scheduled for February 13.
- Survey and design to achieve 100% approved Construction Documents is estimated to take 65 days.

- **Construction**

- The construction phase is estimated to take 45 days. Although this is subject to change, this phase is projected to finish in summer 2025.

- **Finance**

- Submitted the second disbursement request (attached) for legal review and grant administration.



Page 1 of 2

OBDD Disbursement Request			Amendment Number 1
Recipient:	Illinois Valley Fire District		Project Number: C2024039 7232-01
Project Name:	Extension of Water and Sewer Lines		Request Number: 2
Funding Programs:	Direct Legislative Passthrough		
Project Goals (Report for Every Cash Draw)			
Proposed Work Plan	Estimated Completion Date	Results Achieved	
1. Execute IGA with Cave Junction	Jul 31 2024	After negotiations and several drafts, the IGA was executed on July 31.	
2. Procure Engineer	Dec 31 2024	The Engineering RFP was issued in Sep. Two proposals were opened Oct 8. Contract executed Dec 29.	
3. Final Design Complete, including OHA/DEQ approval of plans	Mar 31 2024	Design kickoff meeting held Jan 16. Topographical survey completed. Plans 30 percent complete.	
4. Construction Complete	Aug 31 2025		
5. Project Closeout	Oct 31 2025		
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10.			