

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

October 20, 2025

1. Call meeting to order (silence phones)
2. Flag Salute (remove hats)
3. Roll Call
4. Review of September 8, 2025 minutes
5. Staff Reports
  - Fire Chief Holmes
  - Asst. Chief Ismaili
  - Div. Chief Gavlik
  - Batt. Chief Pfeiffer
6. New Business
  - Resolutions 25-06: Supplemental Budget
  - Annexations:
    - Takilma Road Propco LLC of 3862 Takilma Rd. would like to annex 9.44 acres for a total of 15.44 acres.
    - Anne Moseley of 101 McMullen Creek Rd. would like to annex 2.83 acres for a total of 7.83 acres.
  - Teresa Stover - Hydrant Grant Administrator
  - Ethan Lane – City of Cave Junction Liaison
7. Old Business:
  - Levy Workshop
  - OFDDA Conference – Director Johnson
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 November 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**



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**Illinois Valley Fire District Board of Directors  
Meeting Minutes October 20, 2025**

President Bouchard called the meeting to order at 4:00pm and led the flag salute.

**PRESENT:** Chief Holmes, Asst. Chief Ismaili, Div. Chief Gavlik, Div. Chief Paul, Christina Buttram

**GUESTS:** Jesse Dugas, Mayor of Cave Junction

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

**REVIEW OF PREVIOUS MEETING MINUTES:** Motion made by Director Tyler to accept the September 8, 2025 minutes; and seconded by Director Bouchard. All in favor, motion passed unanimously.

## **STAFF REPORTS**

### **CHIEF HOLMES**

#### **New Items:**

- We have been awarded \$97,147.61 from FEMA AFG Grant for our Firefighters to obtain brand new Turnout Coats, Pants and Helmets.
- We received word from OSFM, that we will be reimbursed from the California Fire Deployment within the next month.

#### **Fire Defense Board:**

- I will be the main Fire Defense Board Chief covering both Jackson County and Josephine County until the 2026 fire season.

#### **OSFM – Red Incident Management Team:**

- We have an After-Action Review for the 2025 wildland season coming up this month (Oct) with OSFM, and the Fire Defense Board Chiefs, that is being held in Salem.
- A 2026 fire season Planning meeting will be taking place in January.

#### **Training:**

- I participated in weekly IVFD training drills until I was deployed.
- Attended AMR Continuing Education focused on Cardiac Case Reviews
- Attended Volunteers: Attracting and Retaining Valuable Talent
- Attended Fire Service Funding Training
- Attended Understanding Proposed Records Retention Rules for Special Districts

#### **New Meetings Attended:**

- Rogue Valley Fire Chiefs Association STRAT Plan Advisory Meeting
- Met with Dave Matthews with AMR for our Quarterly Meeting.

#### **Ongoing and Informative Meetings Attended:**

- Quarterly Pre-Hospital Care Committee (In-Person)
- 911 Dispatch Technical Advisory Meeting (In-Person)
- Josephine County 911 Advisory Board Meetings (In-Person and Online)
- Oregon Fire Chiefs Association – Monthly Business Meeting (Online)
- Josephine County Commissioners Meetings (Online)
- Rogue Valley Fire Chiefs Association – Monthly Meeting (In-Person)
- Cave Junction City Council Meetings (Online)
- Cave Junction Chamber of Commerce (Online)
- Hydrant Grant Coordination Meetings (with AC Ismaili, DC Paul, and Teresa Stover – Online and In-Person)

- Monthly Meeting with Director Johnson
- Applegate Fire District Board of Directors Meeting (Online)
- Rogue Valley Fire Prevention Co-Op (with AC Ismaili)
- IVFROG with AC Ismaili, Director Johnson, and Director Hendrix (In-Person)

#### **ASST. CHIEF ISMAILI:**

- For the month of September, we had a total of 107 calls: 24 good intent/no incident calls; 16 service/public assist calls, 8 illegal open burn/smoke investigation calls, 1 hazardous condition call, 12 motor vehicle accidents with no civilian fatalities and no firefighter injuries, 39 medical calls, 2 structure fires, 1 trash fire. Assisted on 4 calls with our mutual aid partners.
- Completed 8 fire and life safety inspections; and installed 16 smoke alarms.
- Station 5: The planning permit process is complete. Now in the permitting process for building safety.
- The resiliency grant project continues. The groundwork is complete at Station 2 and the electrical installation is in progress, and additional supplies are on the way. Station 3 is still to be done.
- New Oregon legislation mandates automatic annexation of properties of 10 acres or less. This will result in 292 properties in our district requiring boundary adjustments. Estimated completion by June 30, 2026.
- Attended the IVFROG, SOFCO, IAAI, Rogue Valley and JoCo Operations meetings, as well as our hydrant grant meetings.

#### **DIV. CHIEF GAVLIK:**

- The training building second floor walls have insulation. Wall board to be installed. Third floor railing installed.
- DPSST offered the Skid Truck training, which seven people attended; three attended the Active Shooter Hazard Emergency Response training.
- Emergency Medical Responder class is underway with eight attendees, six from IVFD.
- Explorers are needing \$2,000 more to attend the national competition in February 2026. Future fundraising events to come.
- Training for this month will include Hypothermia and Cold Emergencies, Fire Cause and Origin, Saw Operations, and HazMat Refresher.

#### **BAT. CHIEF PFEIFFER: (not in attendance, report included in the board packet)**

- A written maintenance report was submitted in the board packet, and discussed at the board meeting with detail of the maintenance on the fleet and buildings.

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

#### **NEW BUSINESS:**

- Resolution 25-06: Supplemental Budget to accept \$17,876.24 from Special Districts Insurance Services to be added to the capital outlay budget line for the 25-26 budget.

Motion made by Director Johnson to approve Resolution 25-06, to accept \$17,876.24 from Special Districts Insurance Services to be added to the capital outlay budget line for the 25-26 budget, seconded by Director Tyler. All in favor, motion passed unanimously.

- There are two annexation requests:
  - Takilma Road Propco LLC, 3862 Takilma Rd., Cave Junction; 9.44 acres for a total of 15.44 acres.
  - Anne Moseley, 101 McMullen Creek Rd., Selma; 2.83 acres for a total of 7.83 acres.

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

- Hydrant Grant project update (Stover): (not in attendance, report included in the board packet)
  - On 9/8/25, IVFD met with Pilot Rock Excavation, Inc. and went through contract details. Everything is in order and on track. Contract and supplemental documents were drafted; currently waiting for a bid amendment from Pilot Rock and updated engineering drawings from Civil West. Once receive, the contract will be submitted for review by legal and Business Oregon.

- Construction phase is estimated to be 45-60 days.
- A 10<sup>th</sup> disbursement request for engineering and grant administration was provided.
- Jesse Dugas – City of Cave Junction Mayor shared that there will be a letter to ODOT for a warning light at Hanby and Hwy. 199. Hoping to have resolution on the Junction Inn within 6-8 weeks.

**OLD BUSINESS:**

- Levy Workshop: It is time to start discussions on the proposed levy ballot initiative for the May 2026 ballot. A workshop meeting will be scheduled on Monday, November 17 at 3pm.
- Director Johnson reminded the board of the OFDDA Annual Conference. The deadline for the reduced registration fee is this coming Thursday, 10/23. The OFDDA email was shared with all board members and encourages their participation. Director Tyler plans to attend, along with Director Johnson and Chief Holmes.

**PUBLIC COMMENT:** none received

**BOARD COMMENT:**

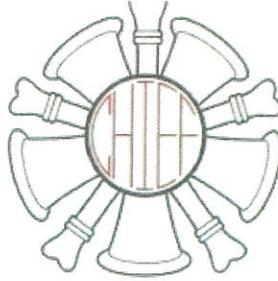
- Director Tyler asked about getting a burn pile inspected. Asst. Chief Ismaili will be the inspector.
- Director Johnson thanked all the firefighters for their service all summer long. Kudos to everyone for the rapid response that kept fires to a minimum, with very little spread. Well done! Extra thanks to DC Paul and Ms. Buttram for their hard work with all the burn permit requests.
- Director Hendrix echoed Director Johnson's comments with extra kudos to ODF and their teamwork with our district personnel.
- Director Bouchard thanked the 253 Facebook viewers for logging on to view the meeting. Also, cautioned everyone to be careful and safe.

The next regularly scheduled BOD meeting will be Monday, November 10, 2025 at 4pm at the Administration building, 681 Caves Hwy., Cave Junction, OR. This meeting adjourned at 4:32pm.

Respectfully submitted,



Director Cheryl Johnson  
Board Secretary



## **Fire Chief Report**

**Date: 10.20.2025**

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### **New Items**

- We have been awarded \$97,147.61 from FEMA AFG Grant for our Firefighters to obtain brand new Turnout Coats, Pants and Helmets.
  - We received word from OSFM, that we will be reimbursed from the California Fire Deployment within the next month.
- 

### **Fire Defense Board**

- I will be the main Fire Defense Board Chief covering both Jackson County and Josephine County until the 2026 fire season.
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### **OSFM – Red Incident Management Team**

- We have an After-Action Review for the 2025 wildland season coming up this month (Oct) with OSFM, and the Fire Defense Board Chiefs, that is being held in Salem.
  - A 2026 fire season Planning meeting will be taking place in January.
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### **Training**

- I participated in weekly IVFD training drills until I was deployed.
  - Attended AMR Continuing Education focused on Cardiac Case Reviews
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  - Attended Understanding Proposed Records Retention Rules for Special Districts
-

## **New Meetings Attended**

- Rogue Valley Fire Chief's Association STRAT Plan Advisory Meeting
  - Met with Dave Matthews with AMR for our Quarterly Meeting.
- 

## **Ongoing and Informative Meetings Attended**

- Quarterly Pre-Hospital Care Committee (In-Person)
- 911 Dispatch Technical Advisory Meeting (In-Person)
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- Oregon Fire Chiefs Association – Monthly Business Meeting (Online)
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- Monthly Meeting with Director Johnson
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- Rogue Valley Fire Prevention Co-Op (with AC Ismaili)
- IVFROG with AC Ismaili and Director Johnson and Director Hendrix (In-Person)

**Illinois Valley Fire Protection District**  
**Board of Directors Meeting**  
**Operations/Prevention Notes**  
**10/20/2025**

For the month of September, the Illinois Valley Fire District responded to a total of **107 calls**. Below is the breakdown:

- **False Alarms:** 0
- **Good Intent Calls:** 24
  - These include no incidents found, canceled en route, smoke investigations, and legal open burns.
- **Service Calls:** 16
  - These include public assists, lift assists, water leaks, stand-by incidents, etc.
- **Illegal Open Burns:** 8
  - Resulted in **7 warnings** and **1 citation**.
- **Hazardous Conditions:** 1
  - These include powerline issues, fallen trees, fuel leaks, and gas leaks.
- **Motor Vehicle Accidents (MVAs):** 12
  - No civilian fatalities and **no firefighter injuries** reported.
- **Medical Calls:** 39
- **Structure Fires:** 2
  - **30,000 Blk Redwood Hwy:** Unintentional, caused by a discarded smoking material
  - **400 Blk S Redwood Hwy:** Undetermined, possible cause may be a transient fire
- **Trash Fire:** 1
  - Waldo Rd –Intentional, possibly set by a transient
- **Mutual Aid:** 4 assists to partner agencies

**Fire & Life Safety Inspections:** 8 completed

**Smoke Alarm Installations:** 16 completed

**Project Updates:**

- **Station 5:** Planning permits are complete; we've moved on to Building Safety review
- **Resiliency Grant Project** is underway:
  - Groundwork is complete.
  - Electrical installation for the Connex boxes is currently in progress.
  - We are awaiting the communication supplies to complete the package
- **District Boundary Expansion:** Since the initiation of the Fire District Expansion Project, there have been new legislative developments. The state legislature has enacted an additional Oregon Revised Statute (ORS) that mandates the automatic annexation of lands ten acres or less in size, located within the existing fire district boundaries, into the Illinois Valley Fire District. According to information provided by the County Assessor's Office, this change will affect approximately 292 properties requiring boundary adjustments. The projected completion date for this process is June 30.

**Meetings Attended:**

- IVFROG
- SOFCO
- IAAI
- RV Operations
- Josephine County Operations
- Hydrant Grant (with update to be provided by Teresa Stover)

**Any questions?**

*Illinois Valley Rural Fire Protection District*

Division Chief / Training Report

October 20, 2025



**ILLINOIS VALLEY  
FIRE  
DISTRICT**

The training building's second-floor walls are insulated and need the strut channel and brackets mounted before the wall boarding can be installed. Additionally, the third-floor railing is now in place, allowing the use of the top-floor roof area.

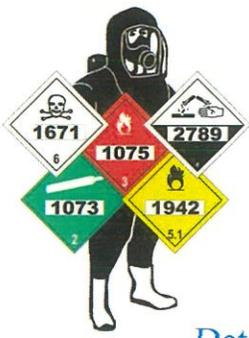
We sent seven people to the DPSST Skid Avoidance training offered in White City and three people to the Active Shooter Hazard Emergency Response (ASHER) training to help our abilities in the event of a situation within our local area.

The Emergency Medical Responder class is underway with eight students attending including two from Williams Fire and one from Wolf Creek Fire.

The Explorers are really close to having raised the money needed to make another trip to Tennessee for the national competition. We have six Explorers wanting to go and need another \$2,000 or so to be able to send everyone to the event on February.

Training for this month will cover areas of Hypothermia & Cold Emergencies, Fire Cause & Origin, Saw Operations, and Hazmat Refresher training.

Respectfully Submitted by Jeff Gavlik, Division Chief



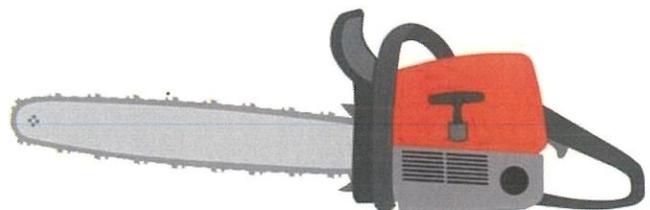
# October Schedule 2025



Date	Training	Location	Instructor
10/7/2025	Association Meeting	Admin	President
	Hypothermia & Cold Emergencies	Admin	Minglana
10/14/2025	Fire Cause & Origin	Sta. 1	Ismaili
10/21/2025	Saw Operations	Sta. 1	LeMasters
10/28/2025	HazMat Refresher	Sta. 1	Gavlik

## Note:

“**Hypothermia & Cold Emergencies**” will be our monthly medical continuing education for recertification; “**Fire Cause & Origin**” will be covering various ways fire cause can be determined and what not to do during the overhaul process to preserve evidence; “**Saw Operations**” will be covering the safe use of powered saws and equipment; “**HazMat Refresher**” will be our annual refresher on handling hazardous material incidents.



# Maintenance Report- September, 2025

Continued Winter prep on vehicles, new tires on 8931, 8953.

8931- new brakes, steering arm, ball joints.

8951- Hood re-painted.

8901- Currently out of service for new pump engage shaft. 8904 is moved up to Station One.

8911- We'll be having Rouge Truck do the painting and repair work. Just waiting on all parts to arrive now.

Station Two Resiliency Containers electrical hook ups nearing completion, will start on wiring Station Three next.

Station Five- Finally ready to start breaking ground!

8953 completed ASHER training in Jackson Co. at the start of the month. Also enrolled in Incident Safety Officer class, as well as Winter Fire School.

## Illinois Valley RFPD Profit & Loss Budget vs. Actual July through September 2025

	<u>Jul - Sep 25</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
4010-00 · Current Taxes	19,438.23	1,618,780.00	-1,599,341.77	1.2%
4020-00 · Prior Taxes	7,005.89	22,000.00	-14,994.11	31.85%
<b>4630-00 · INTEREST INCOME</b>				
Total 4631-00 · INTEREST GENERAL TAX	155.32			
4630-00 · INTEREST INCOME - Other	0.00	40,000.00	-40,000.00	0.0%
<b>Total 4630-00 · INTEREST INCOME</b>	<b>21,726.36</b>	<b>40,000.00</b>	<b>-18,273.64</b>	<b>54.32%</b>
4710-00 · Miscellaneous				
Total 4710-00 · Miscellaneous	102,930.77	2,265,868.00	-2,162,937.23	4.54%
4712-00 · Explorers Savings	581.45			
<b>Total Income</b>	<b>151,682.70</b>	<b>3,946,648.00</b>	<b>-3,794,965.30</b>	<b>3.84%</b>
<b>Gross Profit</b>	<b>151,682.70</b>	<b>3,946,648.00</b>	<b>-3,794,965.30</b>	<b>3.84%</b>
<b>Expense</b>				
5000-00 · Personal Services				
Total 5000-00 · Personal Services	452,687.63	3,072,193.00	-2,619,505.37	14.74%
6000-02 · Materials & Services				
Total 6000-02 · Materials & Services	101,913.18	685,400.00	-583,486.82	14.87%
7000-03 · Capital Outlay				
Total 7000-03 · Capital Outlay	22,904.02	1,312,400.00	-1,289,495.98	1.75%
7950-03 · Contingency Fund	0.00	130,000.00	-130,000.00	0.0%
8000-04 · Debt Service/Lease Purchase Agr				
Total 8000-04 · Debt Service/Lease Purchase Agr	0.00	44,994.00	-44,994.00	0.0%
8000-46 · Loan Fees	0.00	410.00	-410.00	0.0%
<b>Total Expense</b>	<b>577,504.83</b>	<b>5,245,397.00</b>	<b>-4,667,892.17</b>	<b>11.01%</b>
<b>Net Ordinary Income</b>	<b>-425,822.13</b>	<b>-1,298,749.00</b>	<b>872,926.87</b>	<b>32.79%</b>
<b>Other Income/Expense</b>				
<b>Other Income</b>				
4040-00 · Levy Funds				
Total 4040-00 · Levy Funds	7,060.25	432,821.00	-425,760.75	1.63%
9000-10 · Bond Taxes - Prior	487.71			
<b>Total Other Income</b>	<b>7,547.96</b>	<b>432,821.00</b>	<b>-425,273.04</b>	<b>1.74%</b>
<b>Net Other Income</b>	<b>7,547.96</b>	<b>432,821.00</b>	<b>-425,273.04</b>	<b>1.74%</b>
	<b>-418,274.17</b>	<b>-865,928.00</b>	<b>447,653.83</b>	<b>48.3%</b>

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

**RESOLUTION NO. 25-06**

**RESOLUTION FOR THE CHANGING OF BUDGET  
LINE ITEMS FOR THE FISCAL YEAR 2025-2026;**

**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 \$17,876.34 from Special Districts Insurance Services 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 2025-2026 budget as follows:

Resources: Special Dist. Ins. Services	\$17,876.34
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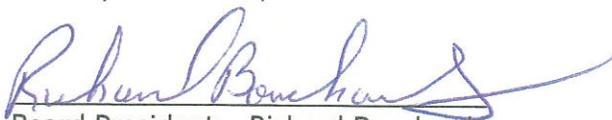
Be it further RESOLVED that the following changes are made to the 2025-2026 appropriations:

	Amount:
Capital Outlay	\$ 17,876.34

**Total Appropriations      \$17,876.34**

**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 \$17,876.34 - and to increase said 2025-2026 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 20<sup>th</sup> day of October, 2025.

  
Board President – Richard Bouchard

  
Secretary to the Board – Cheryl Johnson



## 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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10/20/2025

Board of Directors  
Illinois Valley Fire District

RE: Annexation of property into Fire District

Board Members:

Anne Moseley of 2187 NW Kilnwood Pl. Redmond, OR 97756, owner of the property at 101 McMullen Creek Rd., Selma OR 38-19-07 TL 101, would like to be annexed into the Fire District.

She 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  
Operations / Prevention  
Illinois Valley Fire District

# APPLICATION FOR FIRE PROTECTION BY A RURAL FIRE PROTECTION DISTRICT

On forestland included within a forest protection district under ORS 477.205 to 477.281 as provided by ORS 478.140

TO: Illinois Valley Rural Fire Protection District

Enter Name and Address below

Anne Moseley  
2187 NW Kilnwood Pl.  
Redmond, OR 97756

101 McMullen Creek

Telephone Number: 503-329-4077

R.F.P. DISTRICT USE ONLY		ASSESSOR'S USE ONLY	
Date Received	Approved	Date Received	Approved

**INSTRUCTIONS TO APPLICANT**

1. Applicant must own the property or be purchasing it under contract.
2. File separate application for each tax account.
3. File original form with the Rural Fire Protection District in which your property is located.
4. Retain a copy for your files.

**INSTRUCTIONS TO RURAL FIRE PROTECTION DISTRICT**

1. Forward a copy to the assessor of the county in which the property is located within 20 days of receipt from applicant.

**PROPERTY DESCRIPTION**

Deed or  Contract Deed Volume and Page or Instrument Number: 2025-0051103 Date Recorded: 06-06-25  
Josephine County Account Number (as shown on your tax statement): R327353

Section Subdivision or Name of Addition	Section or Lot	Township or Block	Range	Acres
TL 101	19	38	7	7.83

I, as owner, hereby request that part of the above-described property which is protected against fire by the State Board of Forestry under the provisions of Oregon Revised Statute (ORS) 477.205 to 477.281, also be protected against fire by the rural fire protection district in which it is located.

1. This property is located within the exterior boundaries of the above-named Rural Fire Protection District and a forest protection district as defined in ORS 477.205 to 477.281.
2. I understand that I will be taxed for fire protection on the county tax roll by both the rural fire protection district and by the State Board of Forestry under ORS Chapter 477.

**DECLARATION**

I declare under the penalties for false swearing as contained in ORS 305.990(4) that this document has been examined by me and to the best of my knowledge it is a true, correct, and complete statement.

Applicant's Signature: [Signature] Date: 9/13/25





## 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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10/20/2025

Board of Directors  
Illinois Valley Fire District

RE: Annexation of property into Fire District

Board Members:

Takilma Road Propco LLC (Matthew and Luiza Portnoff) of 9849 Denbigh Dr., Beverly Hills, CA, owner of the property at 3862 Takilma Rd., Map 40-08-02 TL 1102 would like to be annexed 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.

Respectfully,

Kamron Ismaili  
Assistant Chief  
Operations / Prevention  
Illinois Valley Fire District

# APPLICATION FOR FIRE PROTECTION BY A RURAL FIRE PROTECTION DISTRICT

On forestland included within a forest protection district under ORS 477.205 to 477.281 as provided by ORS 478.140

TO: Illinois Valley Rural Fire Protection District

<p style="text-align: center;"><i>Enter Name and Address below</i></p> <p>Takilma Road Propco LLC 9849 Denbigh Dr. Beverly Hills, CA 90210</p> <p>3862 Takilma Rd.</p> <p>Telephone Number: <u>714-749-7151</u></p>	R.F.P. DISTRICT USE ONLY		ASSESSOR'S USE ONLY	
	Date Received	Approved	Date Received	Approved
<p><b>INSTRUCTIONS TO APPLICANT</b></p> <p>1. Applicant must own the property or be purchasing it under contract. 2. File separate application for each tax account. 3. File original form with the Rural Fire Protection District in which your property is located. 4. Retain a copy for your files.</p> <p><b>INSTRUCTIONS TO RURAL FIRE PROTECTION DISTRICT</b></p> <p>1. Forward a copy to the assessor of the county in which the property is located within 20 days of receipt from applicant.</p>				

## PROPERTY DESCRIPTION

Deed or  Contract    Deed Volume and Page or Instrument Number: \_\_\_\_\_ Date Recorded: \_\_\_\_\_

Josephine County    Account Number (as shown on your tax statement): R3315142

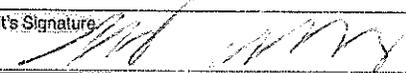
Section Subdivision or Name of Addition	Section or Lot	Township or Block	Range	Acres
TL 1102	40	08	02	9.44

I, as owner, hereby request that part of the above-described property which is protected against fire by the State Board of Forestry under the provisions of Oregon Revised Statute (ORS) 477.205 to 477.281, also be protected against fire by the rural fire protection district in which it is located.

1. This property is located within the exterior boundaries of the above-named Rural Fire Protection District and a forest protection district as defined in ORS 477.205 to 477.281.
2. I understand that I will be taxed for fire protection on the county tax roll by both the rural fire protection district and by the State Board of Forestry under ORS Chapter 477.

## DECLARATION

I declare under the penalties for false swearing as contained in ORS 305.990(4) that this document has been examined by me and to the best of my knowledge it is a true, correct, and complete statement

Applicant's Signature:     Date: 9-16-23

SECTION 2 T.40S. R.8W. W.M. JOSEPHINE COUNTY

1" = 400'



40 08 02

- CANCELLED:
- 2301
  - 2401
  - 2402
  - 2590
  - 1890
  - 2390
  - 2503
  - 1001
  - 192-90
  - 193
  - 194-90
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**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:** October 7, 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 drawing). 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.

- **Procurement**

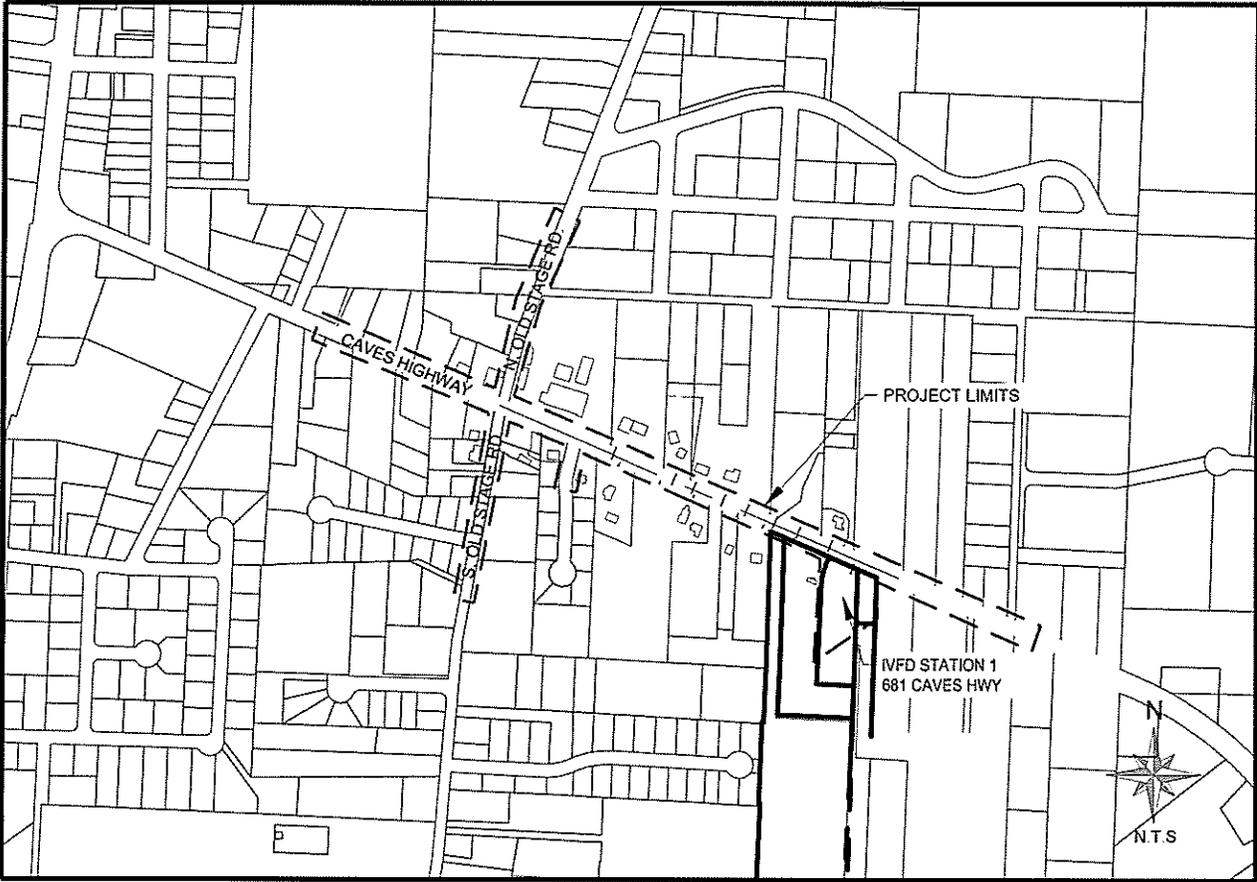
- The IVFD team met with Pilot Rock Excavation, Inc., on September 8 to discuss the project, bid pricing, and potential cost savings. Spent much of September in communications with Pilot Rock, Civil West, the City of Cave Junction, and legal counsel about the project scope, materials, and cost.
- Drafted the IVFD-Pilot Rock contract and supplemental documents.
- Awaiting a bid amendment from Pilot Rock and updated engineering drawings from Civil West. Once received, the IVFD-Pilot Rock draft contract can be submitted to review by the parties, legal counsel, and Business Oregon.

- **Construction**

- The construction phase is estimated to take 45-60 days.

- **Finance**

- Submitted the tenth disbursement request (attached) for engineering and grant administration.



PROJECT VICINITY MAP



**OBDD Disbursement Request**

Amendment Number 1

**Recipient:** Illinois Valley Fire District      **Project Number:** C2024039  
 Extension of Water and Sewer Lines      7232-01  
**Funding Programs:** Direct Legislative Passthrough      **Request Number:** 10

**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	Jun 9 2025	100% design completed Mar 18. ODOT review complete. Final changes made to bid documents. Final DEQ approval received.
4. Construction Complete	Nov 30 2025	Bid opening took place July 30 with two bids received. Issued Notice of Intent to Award Contract to Pilot Rock Excavation, Inc. Contract development in progress.
5. Project Closeout	Dec 31 2025	
6.		
7.		
8.		
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10.		