

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

January 13 ,2025

1. Call meeting to order (silence phones)
2. Flag Salute (remove hats)
3. Roll Call
4. Review of December 16, 2024 minutes
5. Staff Reports
  - Fire Chief Holmes
  - Asst. Chief Ismaili
  - Div. Chief Gavlik
6. New Business
  - Annexations:
    - IV Property Mgmt. of \* Hogue Dr. – 5.81 acres for a total of 5.81 acres
    - Kristi Webb of 125 Masters Dr. - .09 acres for a total of 5.09 acres
    - Lea Leen of 151 Linkhart Dr. – 5 acres for a total of 5 acres
    - Katherine and Joseph McClain of 35115 Redwood Hwy. – 155 acres for a total of 160 acres
  - Resolution: 25-01 Supplemental Budget
  - Teresa Stover - Hydrant Grant Administrator
  - Ethan Lane – City of Cave Junction Liaison
  - Levy Workshop 1/13/2025 update
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 February 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 January 13, 2025

President Bouchard called the meeting to order at 4:02pm and Director Lamb led the flag salute.

**PRESENT:** Chief Holmes, Asst. Chief Ismaili, Div. Chief Gavlik, Div. Chief Paul, FF Meyer, FF LeMasters

**VOLUNTEERS:** Charlie Foutch    **GUESTS:** Ethan Lane, Jesse Dugas, Cody Goodenough

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

**REVIEW OF PREVIOUS MEETING MINUTES:** Motion made by Director Tyler to accept the December 16, 2024 minutes as presented; and seconded by Director Lamb. All in favor, motion passed unanimously.

### STAFF REPORTS

#### CHIEF HOLMES:

##### New Items:

- As of this morning 21 Oregon Strike Teams have been sent to southern California. The Rogue Valley crews are on a 24 hour tour and then on 24 hours of rest. They will continue on this rotation for two weeks of work, for a total of 18 days, including travel time. Our crew is tired and in great spirits.
- The **Logistics Technician Employment Flyer** was distributed to all IVFD members, featured in the SDAO weekly employment email, and posted on IV-Fire Webpage, Facebook and LinkedIn.
- Working with **Mercy Flights** to add a donated ambulance to the fleet, expected by January 6th, 2025. We have picked it up and it is here at IVFD.

##### Fire Defense Board Items:

- Facilitated the Palisades Fire for Fire Defense Board

##### OSFM – Red Team:

- Conference set for March 18-20, 2025 in Sun River, OR

##### Training:

- Weekly IVFD Trainings
- AMR Monthly Continuing Education

##### New Meetings Attended:

- No new meetings to report this period.

##### Ongoing and Informative Meetings Attended:

- Attended **Josephine County Board of Directors** meetings regarding new **Fire District** and **Fire Chief** requirements (both in-person and online).
- Attended **Oregon Fire Chief Association** monthly meeting (online).
- Attended **Williams Fire District Board of Directors** meeting and **Special Meeting** (online).
- Attended **Cave Junction City Council** meeting (both in-person and online).
- Attended **Applegate Fire District Board of Directors** meeting (online).
- Attended monthly **IAAI meeting** with Assistant Chief Ismaili (online).
- Attended monthly **IVFROG meeting** with Assistant Chief Ismaili (in-person).
- Attended **Safe House Alliance BOD** meeting (online).

### **Additional Items:**

- Recognized Div. Chief Gavlik for 30 years of service to IVFD.
- As of last Saturday, we have four new EMT's: Firefighters Schellenberg, Bowman, Mars, and Brown will have to complete their national registry to complete the process.

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

- For the month of December, we had a total of 112 calls: 13 good intent/no incident calls; 13 service/public assist calls, 14 hazardous condition calls, 37 medical calls, 6 illegal open burn/smoke investigation calls, 1 cooking fire, 1 trash fire, 6 small vehicle fires, 2 large vehicle fires, 2 structure fires, 9 motor vehicle accidents with no civilian fatalities and no firefighter injuries. Assisted on 8 calls with our mutual aid partners.
- Installed 2 smoke alarms in valley residences.
- Completed 1 fire and life safety inspection.
- Station 5: The permitting process is still in process.
- Attended the IVFROG, IAAI and JoCo Operations meetings, as well as our hydrant grant meetings.

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

- All electrical supplies needed for the interior of the training building have been ordered. This completes the use of the Four Way Foundation grant. More outside safety railings are installed. Additional flashing to help with water diversion is being installed, along with some additional doors being cut in.
- We have four recruits began the fire academy and will be attending the next 8 weeks.
- Our DPSST accreditation agreement is due to be renewed in six months – June 2025.
- This year's training schedules are complete. Updating our training lesson plans for this year.
- Training for this month will cover areas of Stroke/Special Healthcare Needs, First Due Engine Operations, Fire Behavior & Building Construction, and SCBA Confidence Drill.

**DIV. CHIEF SHERMAN:** Fully retired, final written report included with board packet.

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

### **NEW BUSINESS:**

- There were four annexation requests:
  - IV Property Mgmt, of Hogue Dr., Selma – 5.81 acres
  - Kristi Webb, 125 Masters Dr., Cave Junction – 0.09 acres for a total of 5.09 acres
  - Lea Leen, 151 Linkhart Dr., Selma – 5 acres
  - Katherine & Joseph McClain, 35115 Redwood Hwy, O'Brien – 155 acres for a total of 160 acres

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

- Resolution 25-01 – Supplemental Budget to accept \$87,048.45 from Oregon State Fire Marshal to be deposited as follows: \$52,000 in the Capital Outlay budget line, and \$35,048.45 to the Personnel Services budget line.

Motion made by Director Johnson to approve the supplemental budget resolution, 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. The agreement with Civil West Engineering was finalized. Project kick off meeting will be held 1/16/25. Next steps include topographical survey and researching ODOT and permit requirements. 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.
- Ethan Lane – City of Cave Junction: New mayor, Jesse Dugas, and a new city council person, Jason Peters. They will be sworn in at the first city council meeting in January 2025. Ethan Lane will remain as the liaison to the IVFD board.

- The board of directors held a workshop prior to this board meeting to discuss the upcoming Levy ballot initiative. Director Bouchard provided a recap, and explained that the board will have another levy workshop will be scheduled in the Fall of 2025 to being the work on levy marketing and campaigning.

**OLD BUSINESS:**

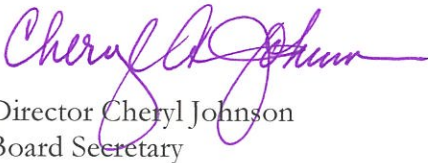
**PUBLIC COMMENT:**

**BOARD COMMENT:**

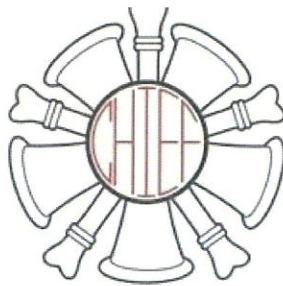
- Director Johnson thanked our crew that deployed to the fires in southern California. She also urged all staff and volunteers to prioritize their personal wellness this year and seek help if it is beneficial to them.
- Director Bouchard asked everyone to keep our deployed firefighters in their thoughts and prayers while they are on assignment in southern California.

The next regularly scheduled BOD meeting will be Monday, February 10, 2025 at 4 pm at the Administration building, 681 Caves Hwy., Cave Junction, OR. This meeting adjourned at 4:24 pm.

Respectfully submitted,



Director Cheryl Johnson  
Board Secretary



## **Fire Chief Report**

**Date:** 01.13.2025

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### **New Items:**

- The **Logistics Technician Employment Flyer** was distributed to all IVFD members, featured in the SDAO weekly employment email, and posted on IV-Fire Webpage, Facebook and LinkedIn.
  - Working with **Mercy Flights** to add a donated ambulance to the fleet, expected by January 6th, 2025.
- 

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

- No Report (NTR)
- 

### **OSFM – Red Team:**

- Conference set for March 18-20, 2025 in Sun River OR
- 

### **Training:**

- Weekly IVFD Trainings
  - AMR Monthly Continuing Education
- 

### **New Meetings Attended:**

- No new meetings to report this period.

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**Ongoing and Informative Meetings Attended:**

- Attended **Josephine County Board of Directors** meetings regarding new **Fire District** and **Fire Chief** requirements (both in-person and online).
- Attended **Oregon Fire Chief Association** monthly meeting (online).
- Attended **Williams Fire District Board of Directors** meeting and **Special Meeting** (online).
- Attended **Cave Junction City Council** meeting (both in-person and online).
- Attended **Applegate Fire District Board of Directors** meeting (online).
- Attended **monthly IAAI meeting** with Assistant Chief Ismaili (online).
- Attended **monthly IVFROG meeting** with Assistant Chief Ismaili (in-person).
- Attended **Safehouse Alliance BOD** meeting (online).



# *Illinois Valley Fire Protection District*

## *Board of Directors Meeting Operations/Prevention Notes 01/13/2025*

The shift schedules are attached.

For November, we ran a total of 112 calls.

We had 13 Good intent calls. These are no incidents found, canceled en-route, smoke investigation, or legal open burns.

We had 13 Service Calls. These are public assists, lift assists, water leaks, stand-by, etc.

We had 14 Hazardous condition calls. These are powerline problems, fuel leaks, gas leaks, etc.

We had 37 Medical Calls.

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

We had 1 Cooking Fire. This fire on Merlot Drive was unintentional. The cause of the fire was combustibles too close to the stove.

We had 1 Trash Fire. This fire on Redwood Hwy was undetermined. This was possibly intentionally set by a transient.

We had 6 Small Vehicle Fires. The fire on the Illinois River Road was unintentional. The cause of the fire was a motor vehicle accident. The fire on Forest Creek Road was intentional. The fire has been turned over to Oregon State Police. The fire on Old Stage Road was unintentional. The cause of the fire was a fuel leak near the carburetor. The fire on Redwood Hwy & Smoke Jumper Way was undetermined. This fire was possibly caused by a damaged battery. The fire on Holland Loop Road was unintentional. The cause of the fire was a propane leak as the occupant was trying to light the heater inside. The fire on Redwood Hwy & Hidden Creek was unintentional. The cause of the fire was mechanical failure.

We had 2 Large Vehicle Fires. The fire on Crooks Creek Road was unintentional. The fire was caused by a candle placed too close to combustibles. The fire on N. Thompson Creek Rd. was undetermined. The possible cause of the fire was intentional because the vehicle was abandoned.

We had 2 Structure Fires. The fire on Queen of Bronze was unintentional. The cause of the fire was combustibles too close to a heat source. The fire on Rockydale was unintentional. The cause of the fire was electrical arcing.

We had 9 Motor Vehicle Accidents with **NO** civilian fatalities and **NO** firefighter injuries.

We assisted our partners with 8 mutual aid calls.

We installed 2 smoke alarms in Valley residences.

We completed 1 fire and life safety inspection.

**Station 5 is still in the permitting process.**

**I attended the IVFROG, IAAI, and Josephine County Operations meetings where we discussed plans for the coming year.**

**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

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	

February 2025

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	

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
5	6	7	8	9	10	11
8951 A 82 Pfeiffer A Marler	8952 B 1 LeMasters Off Sk B 82 Pfeiffer SC B Meyer	8952 B 1 LeMasters B Meyer D Harrison D Tuuri	8952 C 81 Goo C LeMasters BF C Vetter DD	8952 C 81 Goo C Mars 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 D Conrad DN Dunlap
12	13	14	15	16	17	18
8952 B 1 LeMasters B Meyer	8954 B 1 LeMasters B Meyer D Norton DD	8954 C 81 Goo C Mars BF C Vetter DD D Harrison D Tuuri N Demuth	8954 C 81 Goo C Vetter DD D Brown	8954 A 1 LeMasters BF A 82 Pfeiffer DD A Browman BF A Marler DD D Brown	8954 A 1 LeMasters BF A 82 Pfeiffer DD A Browman BF A Marler DD D Brown D Dunlap DN Mavity	8954 B 1 LeMasters B Meyer C Mars DN Mavity N Gavlik
19	20	21	22	23	24	25
8954 B 1 LeMasters B Meyer D Jarrett	8951 C 81 Goo C Vetter D Norton	8951 C 81 Goo C Vetter D Harrison D Tuuri N Mars	8951 A 82 Pfeiffer A Marler D Browman	8951 A 82 Pfeiffer A Marler D Brown	8951 B 1 LeMasters B Meyer D Brown D Schellenberg	8951 B 1 LeMasters B Meyer D Mars N Gavlik
26	27	28	29	30	31	Feb 1
8951 C 81 Goo C Vetter D Jarrett	8952 C 81 Goo C Vetter	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	8952 B 1 LeMasters B Meyer D Brown D Schellenberg N Browman	

*Illinois Valley Rural Fire Protection District*

**Division Chief / Training Report**

*January 13, 2025*



**ILLINOIS VALLEY  
FIRE  
DISTRICT**

All interior electrical supplies have been ordered, fulfilling the monies received from the 2024 Four Way Foundation grant. Additionally, more outside safety railings are up, with a little more to go to finish that part of the project.

Our four recruits began their fire academy training this month and will continue their education for the next eight weeks traveling back and forth to the various agencies.

We received our six-month notice for our DPSST Accreditation agreement that will be due for renewal in June. This agreement identifies the level of training certification that we can teach for DPSST certifications.

This year's training schedules are completed and I am still working on updating our training lesson plans for this year.

Training for this month will cover areas of Stroke / Special Healthcare Needs, First Due Engine Operations, Fire Behavior & Building Construction, and SCBA Confidence Drill.

Respectfully Submitted by Jeff Gavlik, Division Chief



# January Schedule 202.



Date	Training	Location	Instructor
1/7/2025	Association Meeting	Admin	President
	Stroke / Special Healthcare Needs	Admin	LeMasters
1/14/2025	First Due Engine Ops	Sta. 1	Goo
1/21/2025	Fire Behavior & Bldg. Construction	Sta. 1	Gavlik
1/28/2025	SCBA Confidence Drill	Sta. 1	Pfeiffer

## Note:

**“Patient Assessment”** will be our monthly medical continuing education for recertification; **“First Due Engine Ops”** will be for practicing the quick attack of the first arriving engine; **“Fire Behavior & Bldg. Construction”** will demonstrate how fire behaves and burns along with the effect that building construction has on the fire behavior; **“SCBA Confidence Drill”** will be for challenging the firefighter’s SCBA use while navigating through a building.







## Maintenance Report December 2024

8945 Water Tender: Replace air bag leveler, air compressor, and rebuild oil cooler.

8954 Command SUV: Replace engine mounts, inner fender wells, window regulator drivers side, and pig tail for high beam headlight.

8902 Engine: Replace and time steering driveline. Truck is back in service.

8971 Utility Truck: Repair wiring to emergency radio.

8974 Service Truck: Clean and reseal PCM and plug, rebuild fuel bowl, replace valve cover and injector wiring harness on right side.

8901 Engine: Replace light bulb in left rear rotator light.

8963 Brush Truck: Replace serpentine belt.

Change door codes.

Station 1: Make pigtail for 8931 shoreline.

Station 2: Try to seal leaking roof in bay.

# Illinois Valley RFPD

## Profit & Loss Budget vs. Actual

July through December 2024

	Jul - Dec 24	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
4010-00 · Current Taxes	1,424,613.23	1,551,950.00	-127,336.77	91.8%
4020-00 · Prior Taxes	20,298.85	18,000.00	2,298.85	112.77%
4030-00 · Other Tax Offsets	4,749.43			
4630-00 · INTEREST INCOME				
Total 4630-00 · INTEREST INCOME	40,802.94	20,000.00	20,802.94	204.02%
4710-00 · Miscellaneous				
Total 4710-00 · Miscellaneous	139,158.61	1,637,272.00	-1,498,113.39	8.5%
4712-00 · Explorers Savings	3,969.99			
4850-00 · Proceeds, Sale of Fixed Assets	67,390.00	100,000.00	-32,610.00	67.39%
<b>Total Income</b>	<b>1,700,983.05</b>	<b>3,327,222.00</b>	<b>-1,626,238.95</b>	<b>51.12%</b>
<b>Note: 1,596,603 of resources are grant funds that will not be spent if not received.</b>				
<b>Gross Profit</b>	<b>1,700,983.05</b>	<b>3,327,222.00</b>	<b>-1,626,238.95</b>	<b>51.12%</b>
<b>Expense</b>				
5000-00 · Personal Services				
Total 5000-00 · Personal Services	965,357.98	1,952,007.00	-986,649.02	49.46%
6000-02 · Materials & Services				
Total 6000-02 · Materials & Services	209,951.90	661,900.00	-451,948.10	31.72%
7000-03 · Capital Outlay				
Total 7000-03 · Capital Outlay	36,164.73	1,899,651.45	-1,863,486.72	1.9%
8000-04 · Debt Service/Lease Purchase Agr				
Total 8000-04 · Debt Service/Lease Purchase Agr	41,281.88			
<b>Total Expense</b>	<b>1,252,756.49</b>	<b>4,513,558.45</b>	<b>-3,260,801.96</b>	<b>27.76%</b>
<b>Net Ordinary Income</b>	<b>448,226.56</b>	<b>-1,186,336.45</b>	<b>1,634,563.01</b>	<b>-37.78%</b>
<b>Other Income/Expense</b>				
<b>Other Income</b>				
<b>BOND INDEBTEDNESS</b>				
4632-03 · Unseg Int	22.24			
Total BOND INDEBTEDNESS	22.24			
4040-00 · Levy Funds				
4040-50 · Levy Funds (2022)- current year	386,319.18	414,953.00	-28,633.82	93.1%
4040-60 · Levy Funds (2022)-Prior Year	4,296.39			
Total 4040-00 · Levy Funds	390,615.57	414,953.00	-24,337.43	94.14%
9000-10 · Bond Taxes - Prior	1,442.66			
Total Other Income	392,080.47	414,953.00	-22,872.53	94.49%
<b>Net Other Income</b>	<b>392,080.47</b>	<b>414,953.00</b>	<b>-22,872.53</b>	<b>94.49%</b>
	<b>840,307.03</b>	<b>-771,383.45</b>	<b>1,611,690.48</b>	<b>-108.94%</b>





## Illinois Valley Fire District

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

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December 18, 2024

Board of Directors  
Illinois Valley Fire District

RE: Annexation of property into Fire District

Board Members:

IV Property Management LLC of 233 Rogue River Hwy # 1064, Grants Pass, OR 97527, owner of the property at \* Hogue Dr, Map 38-08-14 TL 1002, would like to annex 5.81 acres of their property into the Fire District for a total of 5.81 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,

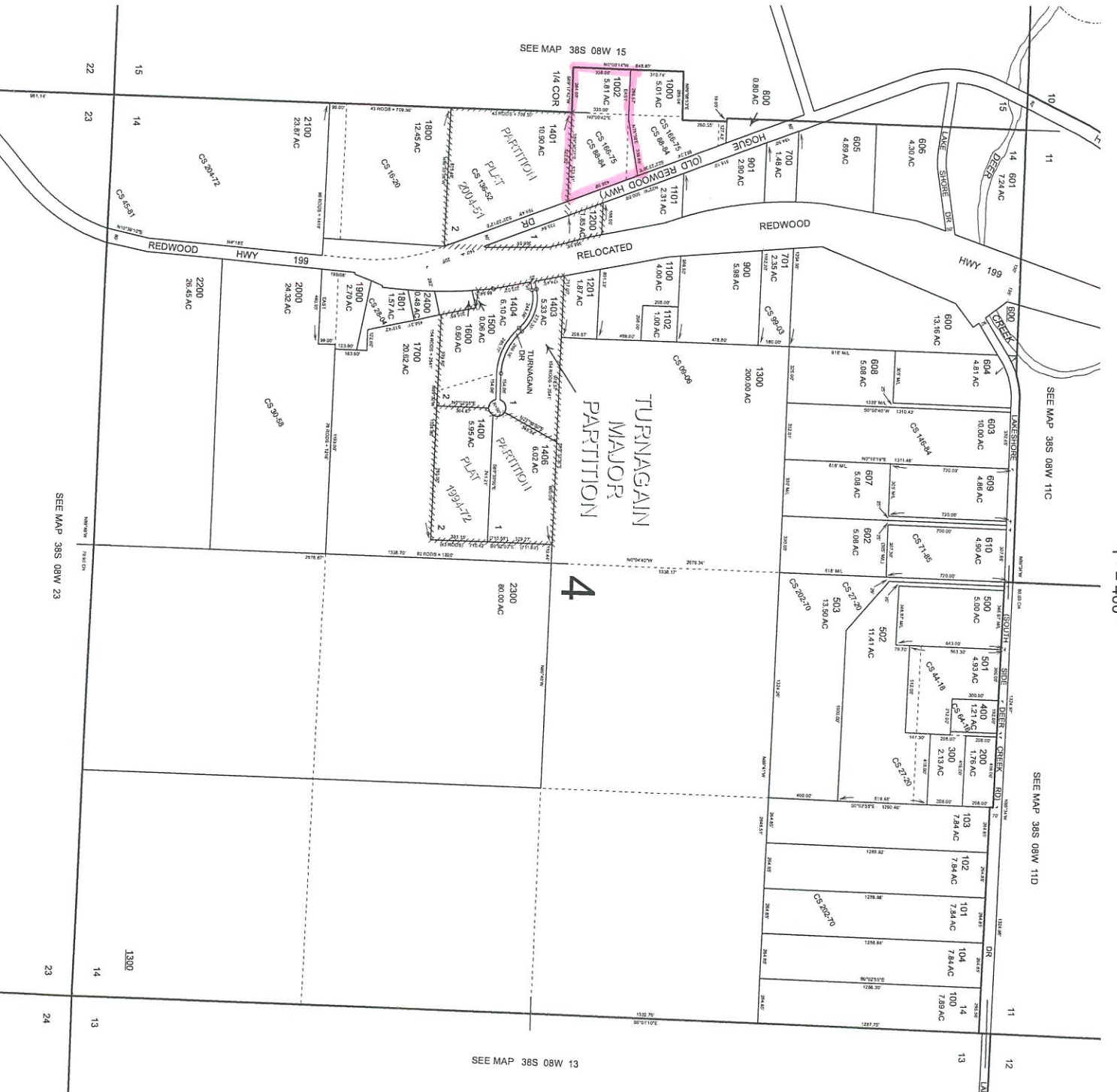
Kamron Ismaili  
Assistant Chief  
Illinois Valley Fire District

SECTION 14 T.38S. R.8W. W.M.  
JOSEPHINE COUNTY  
1" = 400'

38 08 14

0 400 800 Feet

CANCELLED:  
590  
591  
801  
1001  
1090  
1091  
1405  
1402



SEE MAP 38S 08W 23

38 08 14

### DISTRICT INDORSEMENT OF APPROVAL

The District Board, being the governing body of the below listed, district, by and through its Chairman and Secretary, hereby certify that the attached petition for annexation to said district of the properties owned by petitioner herein, has been considered by said governing body and by vote of said board, at a special meeting thereof, said petition has been approved.

Illinois Valley Fire District  
District Name

Chairman: Rafael Bouchar

Secretary: Cheryl A. 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)

January 2, 2025

Board of Directors  
Illinois Valley Fire District

RE: Annexation of property into Fire District

Board Members:

Kristi A Webb of Cave Junction, owner of the property at 125 Masters Dr, Map 39-08-36-AO TL 900, would like to annex .09 acres of their property into the Fire District for a total of 5.09 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

$$I'' = 200'$$






# Illinois Valley Fire District

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January 6, 2025

Board of Directors  
Illinois Valley Fire District

RE: Annexation of property into Fire District

Board Members:

Lea M Leen of 3812 SE Bliss Ct, Hillsboro, OR 97123, owner of the property at 151 Linkhart Dr, Map 38-08-02-CO TL 900, would like to annex 5 acres of their property into the Fire District for a total of 5 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.

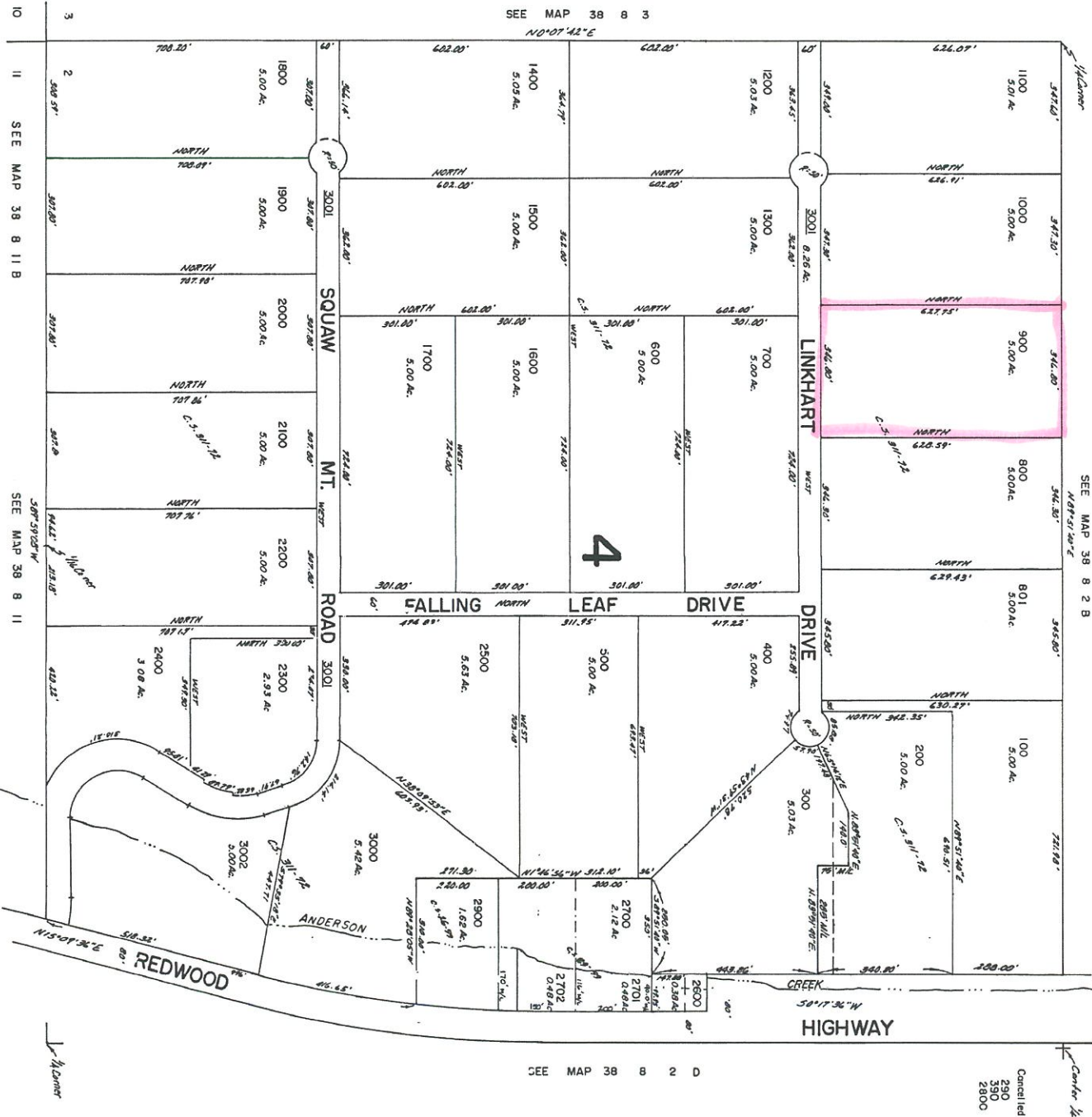
Respectfully,

Kamron Ismaili  
Assistant Chief  
Illinois Valley Fire District

This map was prepared for assessment purpose only.

SEE MAP 38 8 3  
N0°07'42"E

SEE MAP 38 8 2 D



Conceded Tax Lots  
290  
390  
2800

### DISTRICT INDORSEMENT OF APPROVAL

The District Board, being the governing body of the below listed, district, by and through its Chairman and Secretary, hereby certify that the attached petition for annexation to said district of the properties owned by petitioner herein, has been considered by said governing body and by vote of said board, at a special meeting thereof, said petition has been approved.

Illinois Valley Fire District

District Name

Chairman:

Richard Bonchare

Secretary:

Cheryl A. Jhon



# 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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January 6, 2025

Board of Directors  
Illinois Valley Fire District

RE: Annexation of property into Fire District

Board Members:

Katherine McClain & Joseph McClain of O'Brien, owner of the property at 35115 Redwood Hwy, Map 40-09-36 TL 1000, would like to annex 155 acres of their property into the Fire District for a total of 160 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

This map was prepared for  
assessment purposes only.

1"=400'

SEE MAP 40 9 25

30

26

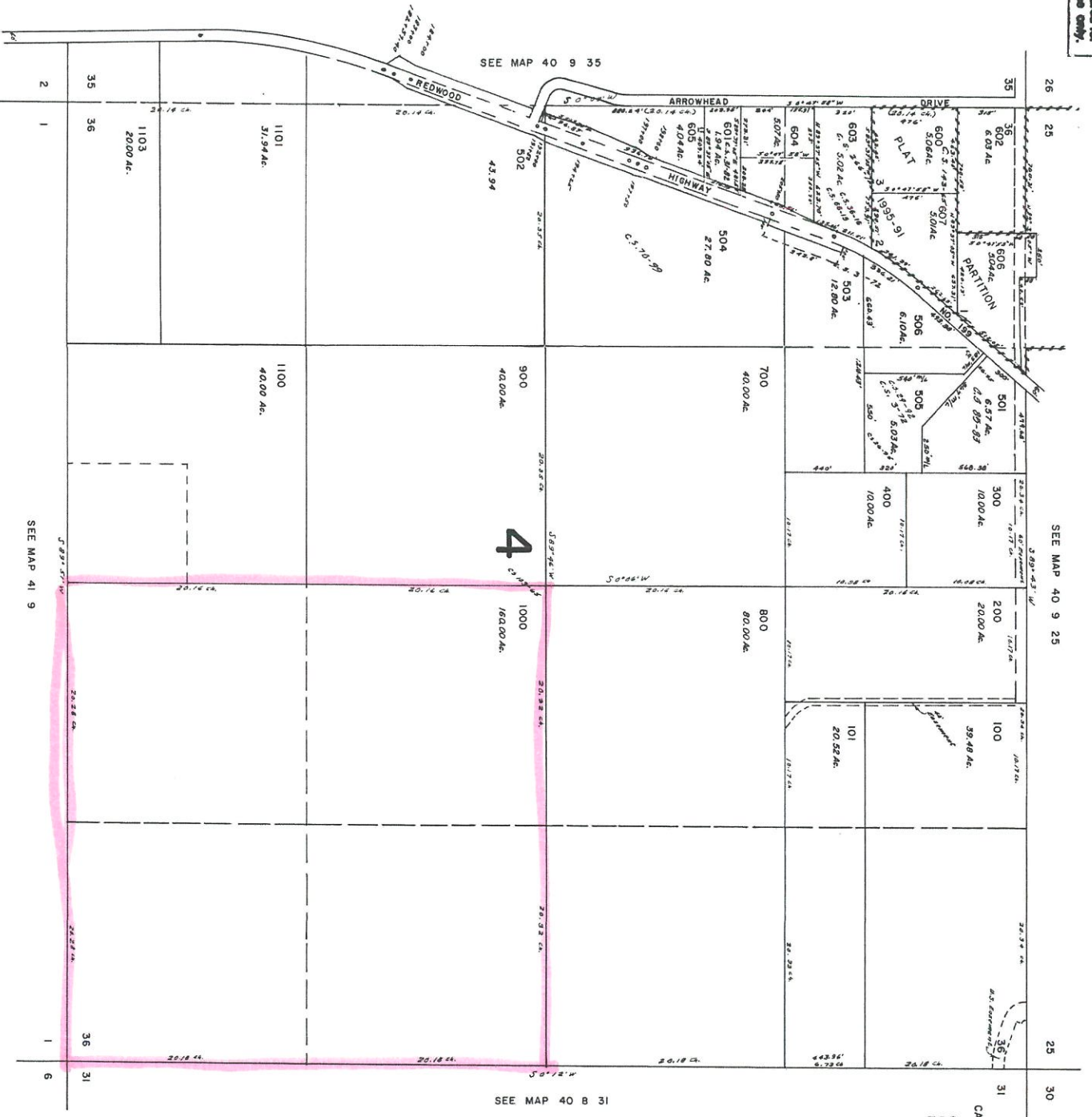
25

25

31

CANCELLED T.L.

500  
690  
691  
1102



SEE MAP 40 9 35

4

SEE MAP 40 B 31

SEE MAP 41 9



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

**RESOLUTION NO. 25-01**

**RESOLUTION FOR THE CHANGING OF BUDGET  
LINE ITEMS FOR THE FISCAL YEAR 2024-2025;**

**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 \$87,048.45 from Oregon State Fire Marshal 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 2024-2025 budget as follows:

Resources:	Oregon State Fire Marshal – Durkee Fire	\$30,668.62
	Oregon State Fire Marshal – Microwave Tower Fire	\$14,010.04
	Oregon State Fire Marshal – Monkey Creek Fire	\$28,323.57
	Oregon State Fire Marshal – Tiller Trail Fire	\$14,046.22

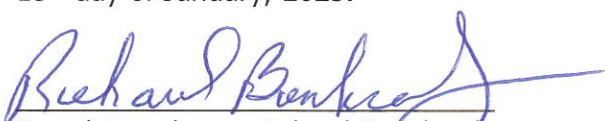
Be it further RESOLVED that the following changes are made to the 2024-2025 appropriations:

	Amount:
Capital Outlay	\$ 52,000.00
Personnel Services	\$ 35,048.45

**Total Appropriations      \$87,048.45**

**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 \$87,048.45 - and to increase said 2024-2025 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 13<sup>th</sup> day of January, 2025.

  
Board President – Richard Bouchard

  
Secretary to the Board – Cheryl Johnson

**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:** January 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 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.

- **Procurement**

- The negotiated agreement between IVFD and Civil West Engineering was finalized, reviewed by both parties, as well as by legal counsel and Business Oregon.
- Issued the Notice of Intent to Award Contract on December 19. After the seven-day waiting period, the agreement was executed on December 29.
- The project kick-off meeting will be held January 16 at Fire Station 1. Immediate next steps include the topographical survey and researching ODOT and permit requirements.

- **Design engineering**

- Survey and design to achieve 100% approved Construction Documents is estimated to take 65 days.

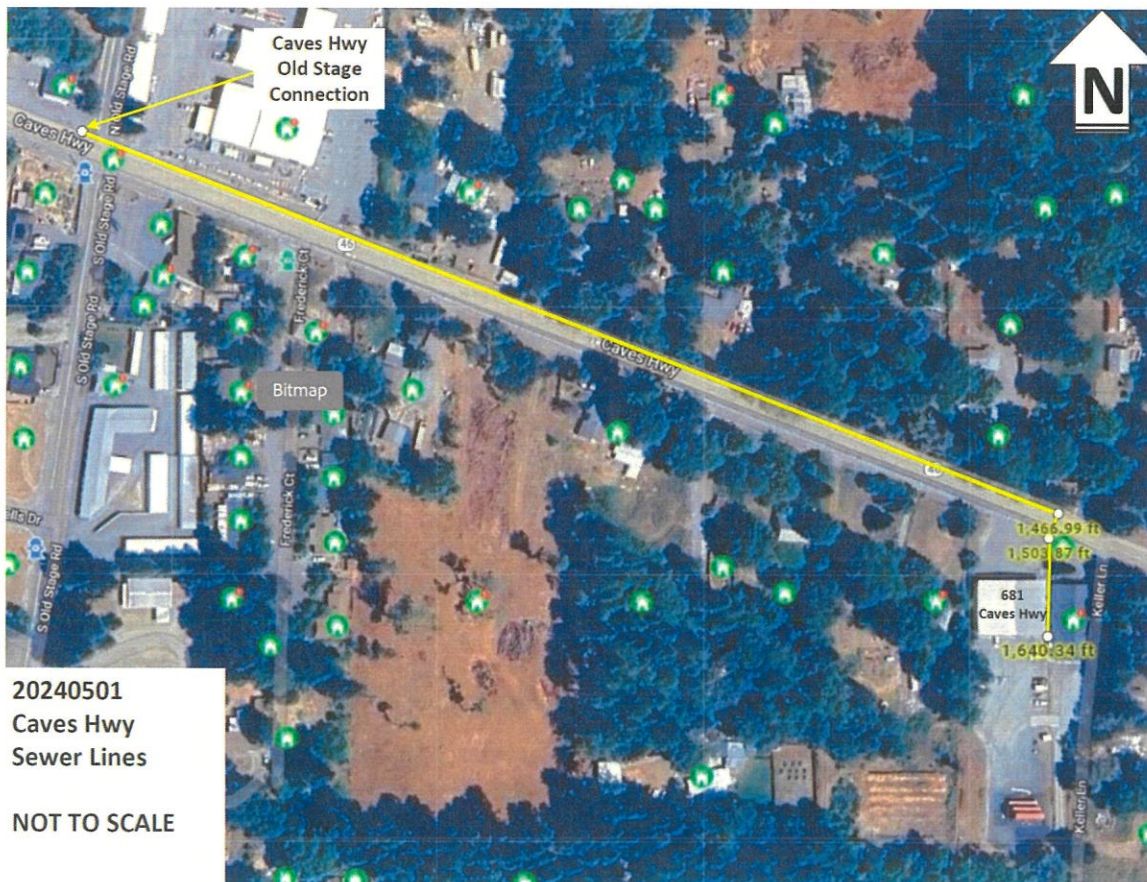
- **Construction**

- 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 first disbursement request (attached) for engineering bid notices and grant administration.









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:	1
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 is under review.	
3. Final Design Complete, including OHA/DEQ approval of plans	Mar 31 2024		
4. Construction Complete	Aug 31 2025		
5. Project Closeout	Oct 31 2025		
6.			
7.			
8.			
9.			
10.			