

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

September 8, 2025

1. Call meeting to order (silence phones)
2. Flag Salute (remove hats)
3. Roll Call
4. Review of August 11, 2025 minutes
5. Audit Report via Zoom. Richard Brewster 4:10

Staff Reports

- Fire Chief Holmes
- Asst. Chief Ismaili
- Div. Chief Gavlik
- Batt. Chief Pfeiffer

6. New Business

- Board position #3 appointment
- Resolutions 25-05: New banking authority
- Annexations:
 - John and Brenda Wheeler, of *Rockydale Rd., Map 40-08-22 TL 106, would like to annex 5.01 acres for a total of 5.01 acres.
- Teresa Stover - Hydrant Grant Administrator
- Ethan Lane – City of Cave Junction Liaison
- Change of date for October meeting – October 13th is a holiday

7. Old Business:

- Personnel Manual update – Board of Directors
 - Q&A concerning personnel manual update
- Reminder for **all** Board members to complete at least one employment practice/supervisory training for our SDIS insurance discount.

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 TBD 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 September 8, 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, Bat. Chief Pfeiffer, Christina Buttram, FF Meyer **VOLUNTEERS:** FF Tuuri, Charlie Foutch **GUESTS:** Teresa Stover, Sean Hendrix, Ethan Lane

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

REVIEW OF PREVIOUS MEETING MINUTES: Motion made by Director Lamb to accept the August 11, 2025 minutes; and seconded by Director Tyler. All in favor, motion passed unanimously.

STAFF REPORTS

CHIEF HOLMES

New Items:

- Christina Buttram was introduced as the new department secretary for the district.
- Testing for the Fire Officer positions and Firefighter eligibility list placement took place and is currently on hold while I am deployed. I notified all the candidates of the current process.

Fire Defense Board Items:

- Nothing to report.

OSFM – Red Team:

- I was deployed to the Flat Fire in Sisters, OR, and notification to all the Board members was initiated to and from the incident.

Training:

- I participated in weekly IVFD training drills until I was deployed.
- Attended AMR Continuing Education focused on **Pediatric & Neonatal Seizures**

New Meetings Attended:

- Mid Rogue Fire District Board of Directors Meeting with Director Johnson (online). And attended their second meeting of the month.

Ongoing and Informative Meetings Attended:

- 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)
- Williams Fire District Board of Directors Meeting (Online)
- Rogue Valley IAAI (with AC Ismaili)
- Rogue Valley Fire Prevention Co-Op (with AC Ismaili)

ASST. CHIEF ISMAILI:

- For the month of July, we had a total of 87 calls: 1 false alarm, 18 good intent/no incident calls; 7 service/public assist calls, 6 illegal open burn/smoke investigation calls, 2 hazardous condition calls, 11 motor vehicle accidents

with no civilian fatalities and no firefighter injuries, 34 medical calls, 3 grass fires, 2 structure fires, 1 outdoor cooking fire. Assisted on 2 calls with our mutual aid partners.

- Completed 5 fire and life safety inspections.
- Station 5: The permitting is still in process.
- The resiliency grant project is underway. The groundwork is complete at both stations and the electrical installation is in progress, and additional supplies are on the way.
- Attended the IVFROG, SOFCO, IAAI, Rogue Valley and JoCo Operations meetings, as well as our hydrant grant meetings.

DIV. CHIEF GAVLIK: (not in attendance, report in packet)

- The training building interior construction continues (slowly as a result of the heat) with plans for insulation on the second floor and additional welding. Electrical for lights and power to follow.
- DPSST is offering the Skid Truck training, sending nine firefighters at the end of the month.
- Emergency Medical Responder class is planned for 10/2 through 12/6/25 on Thurs/Sat schedule.
- Explorers worked very hard at the Labor Day Festival. They helped with the pancake breakfast, fire safety house, and trash pickup.
- Training for this month will include Hemorrhage Control, Firefighter Self Rescue, Ladder Operations, Hydrant Operations, and Structural Initial Attack.

BAT. CHIEF PFEIFFER:

- 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.

AUDIT REPORT: Rick Brewster from Richard W. Brewster, CPA, PC gave the annual audit report (via video conference) for FY24-25. He reviewed the report with the board. His findings were that all financial records are in order and no issues to report. We get a “clean bill of health” from the auditor. The district is doing a great job of managing our budget and stayed within our budget. Anticipate cost increases of 5% to 8% annually.

Motion made by Director Johnson to accept the audit report as submitted for FY24-25 and seconded by Director Bouchard. All in favor, motion passed.

ADMINISTRATOR PAUL: no report, financials provided.

NEW BUSINESS:

- Board Position #3: The board welcomed one individual interested in being appointed as a new board member to fill our board vacancy. The applicant attending was invited to speak:
 - Sean Hendrix – lifelong resident of the Illinois Valley, former IVFD volunteer and ODF firefighter. Currently working with Grayback Forestry (for 35 years) and he has a strong desire to come full circle and give back to the community as a board member.

Director Johnson made a motion to appoint Sean Hendrix to the board. Seconded by Director Tyler. All in favor, motion passed.

- Director Hendrix needs to be added to our bank accounts, and former Director Binker needs to be removed. In accordance with that need, Resolution 25-05 is issued to grant signing and authority to conduct business for Director Hendrix at First Community Credit Union and Wells Fargo Bank, and remove all other past Directors.

Motion made by Director Cheryl Johnson to add Director Hendrix to our bank accounts and remove all previous Directors with signing authority, seconded by Director Lamb. All in favor, motion passed unanimously.

- There is one annexation request:

- John and Brenda Wheeler, Rockydale Rd., Cave Junction; 5.01 acres.

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

- Hydrant Grant project update (Stover):
 - On 8/22/25, Notice of Intent to Award Contract to Pilot Rock Excavation, Inc., was published, and the final contract will be submitted for review to the IVFD attorney and Business Oregon; and then notice to proceed will be issued. Met in person with them 9/8/25 and went through contract details. Everything is in order and on track.
 - Construction phase is estimated to be 45-60 days.
 - A 9th disbursement request for engineering and grant administration was provided.
- Ethan Lane – City of Cave Junction: City Council this evening tonight. Hoping to make good progress on the Junction Inn property.
- The October board meeting is changed to October 20, 2025, due to 10/13/25 being a holiday.
- Director Bouchard nominated Director Tyler as the vice president, seconded by Director Lamb. All in favor, motion passed unanimously.

OLD BUSINESS:

- The Employee Handbook requires a modification to clarify language on the "Command Structure and Scope" on page 32. The second reading of the proposed language is as follows:

Board Contact

- All issues you wish to bring to the Board's attention must be processed through the chain of command. ***If the matter concerns a dispute with the Chief, then the steps outlined in "Dispute Resolution Procedures" on page 17 of the Employee Handbook must be followed.*** (new language in bold/italic) ~~You must not contact any Board member directly on any District matter relating in any manner to your District employment/volunteer service.~~ (remove the sentence indicated with strikethrough) You may exercise your rights as a citizen to comment on matters of public concern during the public comment portion of a Board meeting.

Motion made by Director Johnson to approve the amended language as proposed, seconded by Director Tyler. All in favor, motion passed unanimously.

- All board members need to complete at least one Employment Practice/Supervisory Training from SDAO. Courses are available online and the information is provided in the board packet.
- Director Johnson reminded the board of the OFDDA Annual Conference. She will share the OFDDA email with all board members and encourages their participation.

PUBLIC COMMENT: One comment received on Facebook, thanking the district for their great work from Liz Costa.

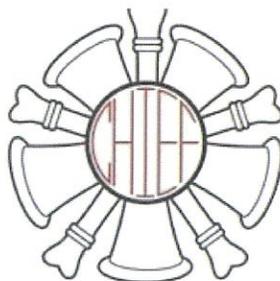
BOARD COMMENT:

- Director Johnson thanked all the firefighters, volunteers, CERT folks, and command staff that worked, attended, and supported the efforts at the Labor Day Festival. A special thanks to all of the Explorers that worked really hard all weekend long and had a very successful showing with the Fire Safety House with over 130 children completing the demonstration. Also, it was my privilege to be stopped at the Festival by two separate valley residents, who wanted to complement our firefighters for their excellent and professional work. Both people had recently been in vehicle accidents and had the highest praise for everyone on scene remaining calm and treating them and their children quickly and professionally. Also, FF Meyer did a great job calming a young child that had been stung by a bee. We was very attentive to the child and very calm in his voice and actions. The parade was a blast and we had 13 apparatus in the parade and threw over 100 pounds of candy to the kids lining the parade route. A great time was had by all!
- Director Bouchard wished the Chief a very happy birthday on behalf of the board of directors.

The next regularly scheduled BOD meeting will be Monday, October 20, 2025 at 4pm at the Administration building, 681 Caves Hwy., Cave Junction, OR. This meeting adjourned at 5:14pm.

Respectfully submitted,


 Director Cheryl Johnson
 Board Secretary



Fire Chief Report

Date: 09.08.2025

New Items

- Testing for the Fire Officer positions and Firefighter eligibility list placement took place and is currently on hold while I am deployed. I notified all the candidates of the current process.
-

Fire Defense Board

- Nothing to report.
-

OSFM – Red Incident Management Team

- I was deployed to the Flat Fire in Sisters, OR, and notification to all the Board members was initiated to and from the incident.
-

Training

- I participated in weekly IVFD training drills until I was deployed.
 - Attended AMR Continuing Education focused on **Pediatric & Neonatal Seizures**
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New Meetings Attended

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Ongoing and Informative Meetings Attended

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- Oregon Fire Chiefs Association – Monthly Business Meeting (Online)
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- Hydrant Grant Coordination Meetings (with AC Ismaili, DC Paul, and Teresa Stover – Online and In-Person)
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- Rogue Valley IAAI (with AC Ismaili)
- Rogue Valley Fire Prevention Co-Op (with AC Ismaili)

Illinois Valley Fire Protection District

Board of Directors Meeting Operations/Prevention Notes 09/08/2025

For the month of August, the Illinois Valley Fire District responded to a total of **87 calls**. Below is the breakdown:

- **False Alarms:** 1
- **Good Intent Calls:** 18
 - These include no incidents found, canceled en route, smoke investigations, and legal open burns.
- **Service Calls:** 7
 - These include public assists, lift assists, water leaks, stand-by incidents, etc.
- **Illegal Open Burns:** 6
 - Resulted in **3 warnings** and **1 citation**.
- **Hazardous Conditions:** 2
 - These include powerline issues, fallen trees, fuel leaks, and gas leaks.
- **Motor Vehicle Accidents (MVAs):** 11
 - No civilian fatalities and **no firefighter injuries** reported.
- **Medical Calls:** 34
- **Grass Fires:** 3
 - **Lightning-caused fires:**
 - White Creek Road
 - **Unintentional fire:**
 - Deer Creek Rd – Using Masticator in blackberries that were entangled in barbed wire
 - **Undetermined cause:**
 - 25,000 block of Redwood Highway
- **Structure Fires:** 2
 - **Smith Sawyer Rd:** Unintentional, caused by a spread from a hay/grass fire
 - **Smith Sawyer Rd:** Unintentional, caused by a spread from a hay/grass fire
- **Outdoor Cooking Fire:** 1
 - Hickenbottom – Cause unintentional, leaking propane connection
- **Mutual Aid:** 2 assists to partner agencies

Fire & Life Safety Inspections: 5 completed

Project Updates:

- **Station 5** remains in the permitting process.
- **Resiliency Grant Project** is underway:
 - Groundwork is complete.
 - Electrical installation for the Connex boxes is currently in progress.
 - Additional supplies are on the way.

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

September 8, 2025



**ILLINOIS VALLEY
FIRE
DISTRICT**

Progress on the training building has moved a little slowly with the high temperatures we've been experiencing. My next steps are to continue the efforts of insulation on the second floor and try to get a little more welding done on the railing uprights so I can seal up the gaps to prevent water from getting into the second floor this winter.

DPSST is offering its Skid Truck training again this year at the end of this month, and we are looking to send several firefighters to this valuable training.

The Emergency Medical Responder class is moving forward with a Thursday / Saturday schedule beginning on October 2nd and finishing up on December 6th.

The Explorers spent some long days over the Labor Day Festival weekend helping with the pancake breakfast, fire safety house, and trash detail. It was awesome to see these young Explorers stand in front of a group of people to teach about fire safety and what to do when a fire occurs in their home.

Training for this month will cover areas of Hemorrhage Control, Firefighter Self Rescue, Ladder Operations, Hydrant Operations, and Structural Initial Attack.

Respectfully Submitted by Jeff Gavlik, Division Chief



September Schedule 2025



Date	Training	Location	Instructor
9/2/2025	Association Meeting	Admin	President
	Hemorrhage Control	Admin	Gavlik
9/9/2025	Firefighter Self-Rescue	Sta. 1	LeMasters
9/16/2025	Ladder Operations	Sta. 1	Gavlik
9/23/2025	Hydrant Operations	Sta. 1	Goo
9/30/2025	Structural Initial Attack	Sta. 1	Meyer

Note:

“**Hemorrhage Control**” will be our monthly medical continuing education for recertification; “**Firefighter Self-Rescue**” will be covering various ways to get out of bad situations; “**Ladder Operations**” will be covering the use of extension and roof ladders; “**Hydrant Operations**” will be for practicing efficiency when taking a hydrant; “**Structural Initial Attack**” will be enhancing our ability to pull a hose line and enter a building for initial attack.



Maintenance Report- August 2025

- All routine maintenance and upkeep (oil changes, ect)
- Resilience shelters delivered to Stations 1,2
- 8941 got new front tires
- Swapped 8902, 8907 tires
- Air Trailer testing completed, sent it
- Hose testing scheduled for Oct.
- 8911 estimates recieved

Illinois Valley RFPD Profit & Loss Budget vs. Actual

July through August 2025

	Jul - Aug 25	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
4010-00 · Current Taxes	16,424.16	1,618,780.00	-1,602,355.84	1.02%
4020-00 · Prior Taxes	5,597.34	22,000.00	-16,402.66	25.44%
4630-00 · INTEREST INCOME				
Total 4630-00 · INTEREST INCOME	7,908.87	40,000.00	-32,091.13	19.77%
4710-00 · Miscellaneous				
Total 4710-00 · Miscellaneous	32,822.49	2,265,868.00	-2,233,045.51	1.45%
4712-00 · Explorers Savings	581.45			
Total Income	63,334.31	3,946,648.00	-3,883,313.69	1.61%
Gross Profit	63,334.31	3,946,648.00	-3,883,313.69	1.61%
Expense				
5000-00 · Personal Services				
Total 5000-00 · Personal Services	307,005.76	3,072,193.00	-2,765,187.24	9.99%
6000-02 · Materials & Services				
Total 6000-02 · Materials & Services	57,556.87	685,400.00	-627,843.13	8.4%
7000-03 · Capital Outlay				
Total 7000-03 · Capital Outlay	12,151.72	1,312,400.00	-1,300,248.28	0.93%
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 A	0.00	44,994.00	-44,994.00	0.0%
8000-46 · Loan Fees	0.00	410.00	-410.00	0.0%
Total Expense	376,714.35	5,245,397.00	-4,868,682.65	7.18%
Net Ordinary Income	-313,380.04	-1,298,749.00	985,368.96	24.13%
Other Income/Expense				
Other Income				
4040-00 · Levy Funds				
4040-50 · Levy Funds (2022)- current year	4,391.36	432,821.00	-428,429.64	1.02%
4040-60 · Levy Funds (2022)-Prior Year	1,487.16			
Total 4040-00 · Levy Funds	5,878.52	432,821.00	-426,942.48	1.36%
9000-10 · Bond Taxes - Prior	399.69			
Total Other Income	6,278.21	432,821.00	-426,542.79	1.45%
Net Other Income	6,278.21	432,821.00	-426,542.79	1.45%
	-307,101.83	-865,928.00	558,826.17	35.47%

September 3, 2025

Sean Hendrix
1555 Page Creek Road
Cave Jct OR, 97532
(541) 761-0953
sean@graybackforestry.com

Illinois Valley Fire District
Cave Junction, OR 97523

Dear Illinois Valley Fire District,

I am writing to express my strong interest in serving on the Illinois Valley Fire District Board of Directors. As a lifelong resident of the Illinois Valley since 1976 and a dedicated fire service professional with nearly four decades of experience, I am eager to contribute my expertise and passion to enhance the district's mission of protecting and serving our community.

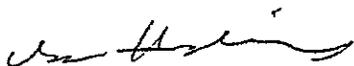
My fire service career began in 1986 at the age of 16 as a cadet with the Illinois Valley Fire District under the mentorship of Bill Hickerson. After two years as a volunteer stationed at Station 4 at the intersection of Dick George and Holland Loop Roads, I joined the Oregon Department of Forestry (ODF) in 1988. There, I served as an engine crewman on Engine 583 and as an Interagency Rappeler with ODF and the U.S. Forest Service out of Merlin.

Since 1990, I have been with Grayback Forestry, advancing to the role of Base Manager at our Merlin location, where I oversee operations and lead a team of over 200 trained firefighters during peak fire season. My qualifications include Division Supervisor (DIVS) and Prescribed Fire Burn Boss Type 1 (RXB1) and many others within the NWCG, and I am a certified NWCG Level 1 Instructor. Additionally, I manage Grayback's Unmanned Aerial Systems (UAS) program, leveraging innovative technology to enhance firefighting efforts.

My deep roots in the Illinois Valley and extensive experience in fire service leadership uniquely position me to serve on the Board of Directors. Joining the board would bring my career full circle, allowing me to give back to the community that has shaped me while advancing the district's commitment to excellence in fire protection and community service. I am particularly motivated to contribute strategic insights, foster collaboration, and support initiatives that strengthen the district's operations and community engagement.

I would be honored to discuss how my skills and experience align with the board's vision. Thank you for considering my application. I look forward to the opportunity to serve and contribute to the continued success of the Illinois Valley Fire District.

Sincerely,



Sean Hendrix

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

RESOLUTION NO. 25-05

RESOLUTION GRANTING SIGNING AND AUTHORITY TO CONDUCT BUSINESS

WHEREAS, the Illinois Valley Rural Fire Protection District maintain checking accounts at both First Community Credit Union and Wells Fargo to pay operating expenses and clear debts;

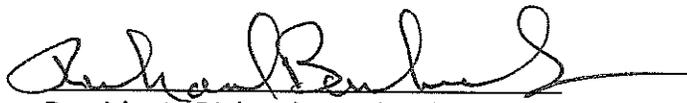
WHEREAS, it has become necessary to clarify banking authority;

WHEREAS, the Illinois Valley Rural Fire Protection District desires to grant signing and authority to certain persons described hereunder;

NOW, THEREFORE, Be it resolved that the Board of Directors of the Illinois Valley Rural Fire District, being duly authorized, agree to grant signing and authority to only **current** Illinois Valley Fire District Directors and **current** Administrator to include: Jerry Lamb, Richard Bouchard, Cheryl Johnson, Herbert Tyler, Sean Hendrix and Jamie Paul.

Please remove any/all past Directors authority.

ADOPTED by the Board of Directors of the Illinois Valley Rural Fire Protection District on this 8th day of September, 2025


President; Richard Bouchard


Secretary; Cheryl Johnson



Illinois Valley Fire District

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

9/8/2025

Board of Directors
Illinois Valley Fire District

RE: Annexation of property into Fire District

Board Members:

John and Brenda Wheeler of 2040 SE Magnolia Ave., Dallas OR 97338, owner of the property at * Rockydale Rd., Cave Junction OR 97523, Map 40-08-22 TL 106, 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>John Wheeler & Brenda Wheeler 2040 SE Magnolia Ave Dallas, OR 97338</p> <p>* Rockydale Rd.</p> <p>Telephone Number: _____</p>	R.F.P. DISTRICT USE ONLY		ASSESSOR'S USE ONLY	
	Date Received	Approved	Date Received	Approved
<p>INSTRUCTIONS TO APPLICANT</p> <ol style="list-style-type: none"> 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>INSTRUCTIONS TO RURAL FIRE PROTECTION DISTRICT</p> <ol style="list-style-type: none"> 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: _____ Date Recorded: _____

Josephine County Account Number (as shown on your tax statement): R 332222

Section Subdivision or Name of Addition	Section or Lot	Township or Block	Range	Acres
TL 106	22	40	8	5.01

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

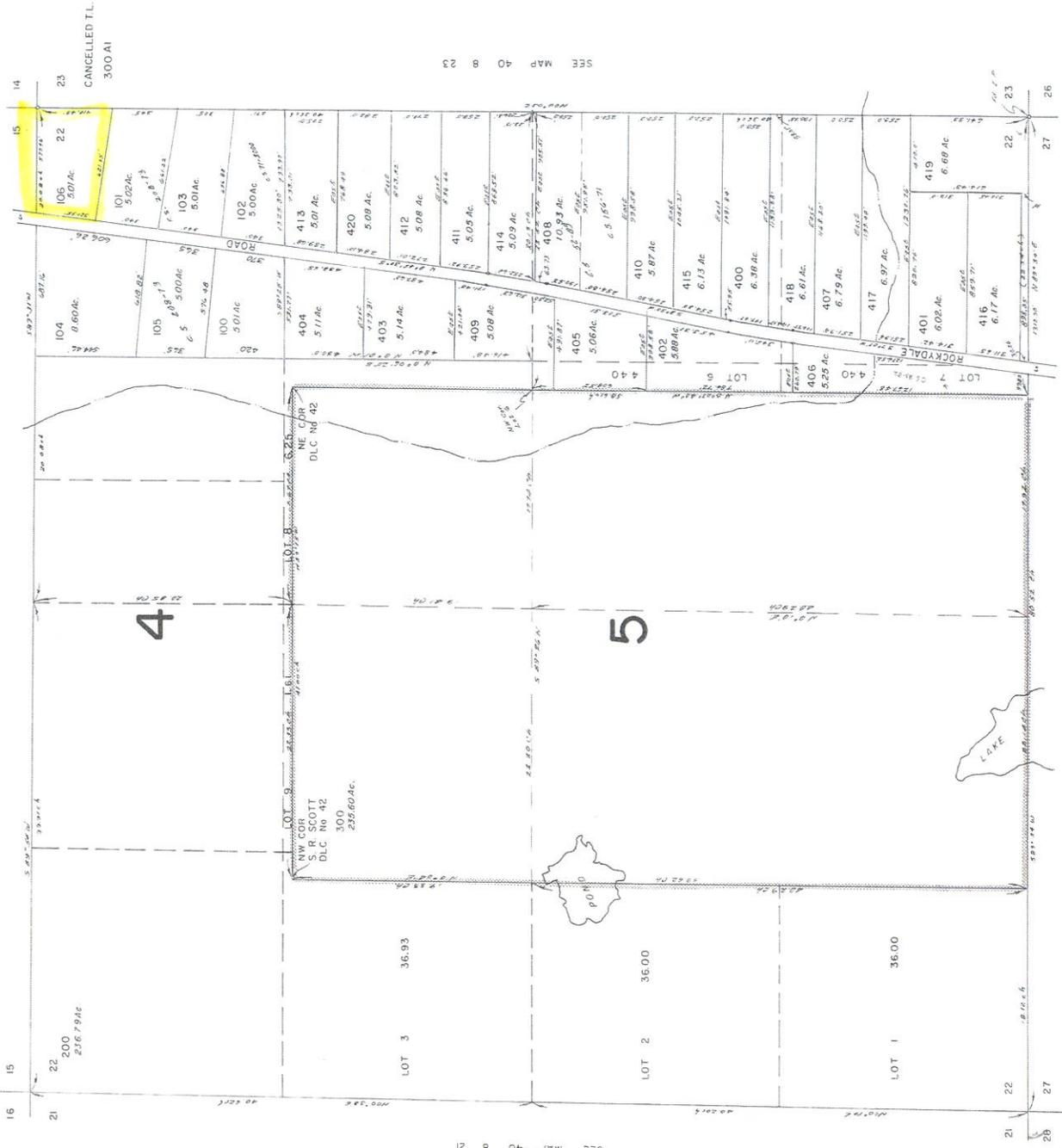
I declare under the penalties for false swearing as contained in ORS 305.990(4) that this document has been examined by me and to the best of my knowledge it is a true, correct, and complete statement.

<p>Applicant's Signature</p> <p>X <i>John H. Wheeler</i></p> <p><i>Brenda Wheeler</i></p>	<p>Date</p> <p><i>8, 18, 2025</i></p> <p><i>8-18-2025</i></p>
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This map was prepared for
assessment purposes only.

1" = 400'

SEE MAP 40 8 15



SEE MAP 40 8 23

SEE MAP 40 8 21

SEE MAP 40 8 27

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: September 2, 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**

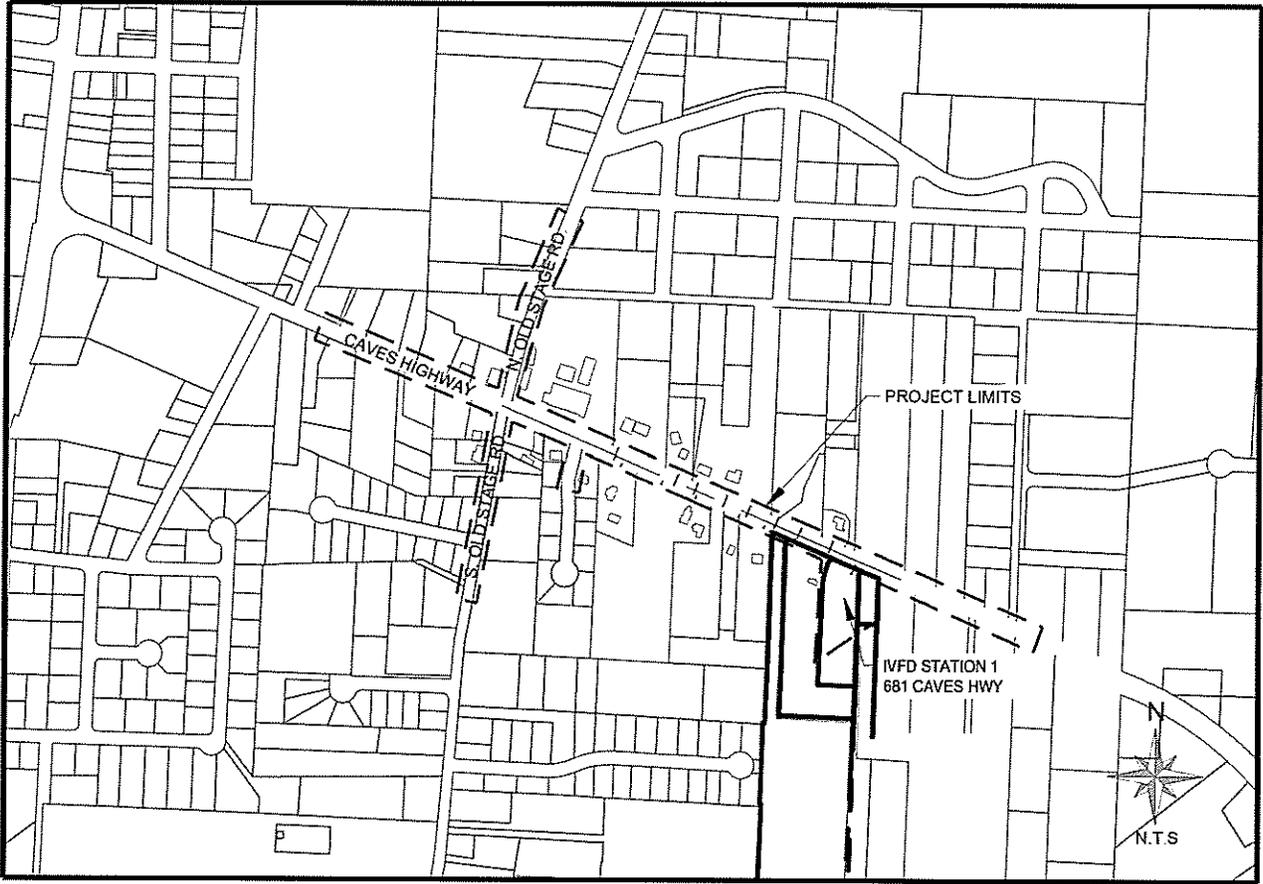
- On Friday, August 22, Civil West published the Notice of Intent to Award Contract to Pilot Rock Excavation, Inc., which was the lowest qualified bidder. Now that the seven-day waiting period is completed, contract negotiations will take place after which the contract will be finalized and submitted for review by the IVFD attorney and by Business Oregon.

- **Construction**

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

- **Finance**

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



PROJECT VICINITY MAP



Recipient:

Project Name:

Funding Programs:

Illinois Valley Fire District

Extension of Water and Sewer Lines

Direct Legislative Passthrough

OBDD Disbursement Request

Amendment Number 1

Project Number: C2024039
 Portfol Loan No.: 7232-01

Request Number: 9

Final Draw? Yes No

Reporting Period: 7/1/2025 to 7/31/2025

(A) Activity	OBDD Funds (Enter Whole Dollars Only)				Other / Matching Funds (Enter Whole Dollars Only)				All Funds (J) = [C+D+G+H] Disbursed & Expended
	(B) Approved Budget	(C) Prior Disbursements	(D) Current Request	(E) = [B-C-D] Balance	(F) Approved Budget	(G) Prior Expenditures	(H) Current Expenditure	(I) = [F-G-H] Balance	
Design/Engineering Construction	\$138,000	\$89,129	\$4,055	\$44,816					\$93,184
Construction Contingency	739,698			739,698					
Legal Fees	68,802			68,802					
Permitting and Regulatory Fees	4,000	2,239		1,761					2,239
Grant Administration	10,000	292		9,708					292
	24,000	16,364	1,330	6,306					17,694
Total	\$984,500	\$108,024	\$5,385	\$871,091					\$113,409

Certification: We certify that the data are correct and that the amount requested is not in excess of current needs.

Authorized Signature & Title		Assistant Chief	8/14/2025	Date
Authorized Signature & Title		Administrator	8/14/2025	Date
Jamie Paul		541-592-2225		Phone Number
Project Contact for Payment Notification				
jamielpaul@ivfire.com				
E-Mail Address				

For OBDD Use Only: I have reviewed this request and approve payment to the above mentioned recipient in the amount(s) listed below.

Dollar Amount	Funding Type	Funding Program
\$ _____	Loan / Grant / Forgivable	(if more than one source of funds)
\$ _____		
\$ _____		
\$ _____		

Contract Administrator Signature _____ Date _____ Manager Signature _____ Date _____

Amendment Number 1

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: 9

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	Jun 9 2025	100% design completed Mar 18. ODOT review complete. Final changes made to bid documents. Final DEQ approval received.
4. Construction Complete	Oct 31 2025	Invitation to Bid documents published June 25. Bid opening on July 30 with two bids received, now under review.
5. Project Closeout	Dec 31 2025	
6.		
7.		
8.		
9.		
10.		

Board Contact (current language – propose removing the sentence indicated with strikethrough)

- All issues you wish to bring to the Board's attention must be processed through the chain of command. ~~You must not contact any Board member directly on any District matter relating in any manner to your District employment/volunteer service. You may exercise your rights as a citizen to comment on matters of public concern during the public comment portion of a Board meeting.~~

Board Contact (proposed language – propose adding the sentence indicated in bold/italic)

- All issues you wish to bring to the Board's attention must be processed through the chain of command. *If the matter concerns a dispute with the Chief, then the steps outlined in "Dispute Resolution Procedures" on page 17 of the Employee Handbook must be followed.* You may exercise your rights as a citizen to comment on matters of public concern during the public comment portion of a Board meeting.

- NOTE: Language as shown on page 32 of the IVFD Employee Handbook



Safe Personnel Training...
Offered through SDAO

<http://ivfire.or.safepersonnel.com/>

Username: first initial of first name plus last name – no capitals – no spaces

You will not need a login password... just click on the “log me in”

- Go to “extra training” (left side of screen)
- Employment practice/supervisory training
- Choose 1 of the 3 classes and complete
- Let Jamie know so she can print the certification