

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

December 16, 2024

1. Call meeting to order (silence phones)
2. Flag Salute (remove hats)
3. Roll Call
4. Review of November 4, 2024 minutes
5. Staff Reports
 - Fire Chief Holmes
 - Asst. Chief Ismaili
 - Div. Chief Gavlik
 - Div. Chief Sherman
6. New Business:
 - Annexations:
 - David and Michele Hernden of 4411 Holland Loop Rd. would like to annex 56.55 acres for a total of 80.35 acres.
 - Lea Leen of 151 Linkhart would like to annex 5 acres for a total of 5 acres.
 - Resolutions: None at this time
 - Teresa Stover - Hydrant Grant Administrator
 - Ethan Lane – City of Cave Junction Liaison
7. Old Business:
 - Report from Directors Bouchard and Binker on OFDDA Conference
 - OGEK Public Meetings Law Webinar – 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 January 13, 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 December 16, 2024

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, Div. Chief Sherman, Lt. Pfeiffer

VOLUNTEERS: Q Lackey, FF Norton, FF Schellenberg **GUESTS:** Ethan Lane

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

REVIEW OF PREVIOUS MEETING MINUTES: Motion made by Director Binker to accept the November 4, 2024 minutes as presented; and seconded by Director Lamb. All in favor, motion passed unanimously.

STAFF REPORTS

CHIEF HOLMES:

New Items:

- Grant season has begun, and looking into what grants the IVFD will be applying for.
- Approval Discussion: With the current Hydrant Project and the 60-day term contracted with the engineering company. I need the approval for spending funds in a timely manner. We are still moving forward with the project, and any delay in payment, will lengthen the project and also go against the current contract.

Director Tyler made a motion to authorize Chief Holmes to exceed his authorized spending limit (of \$10,000) to approve invoices and make appropriate payments toward the hydrant project only to include any and all purchases, with a monthly report back to the board each month. Motion was seconded by Director Lamb. Roll call vote: Director Tyler: Yes, Director Binker: Yes, Director Bouchard: Yes, Director Lamb: Yes, and Director Johnson: Yes

Fire Defense Board Items:

- NTR

OSFM – Red Team:

- OSFM Operations Group met for our 2024 After Action Reporting. It went well, and looking forward to next year's fire season.
- OSFM Incident Management Team Conference is scheduled for late 2025.

Training:

- Attended Hazmat and Rescue Instruction – Lithium Batteries
- Crew Resource Management – Human error can have devastating effects, how to adopt these principles for the fire science.
- Attended my second series of my NFA Course: Perspectives of Thinking. This will complete my series of this learning.
- Extinguishing Firefighter Cancer through Rescue Intellitch
- AMR CE: Calling the Code or Managing ROSC
- Tech-Driven Tactics: Innovating Incident Command for Safer Firefighting
- Weekly IVFD Trainings

New Meetings Attended:

- Rogue Valley Fire Chief/RITA joint meeting of the minds to coordinate future goals and objectives with the groups.
- I was invited to be a member on the ODF Grants Pass Unit Forester interview panel from Dan Quinones – District Forester
- I attended both in person meetings in regard to the Fire District formation and boundaries with the JoCo Commissioners.
- I was invited to the Oregon Department of Forestry Board of Directors Meeting, and attended the quarterly meeting by zoom. Future meetings will be in person.

On-going and Informative Meetings:

- Attended the Oregon Fire Chief Association monthly meeting (Online)
- Attended the Williams Fire District Board of Directors Meeting, and Special Meeting (Online)
- Attended the Cave Junction City Council Meeting (Online and IN-PERSON)
- Attended the Applegate Fire District Board of Directors Meeting (Online)
- Attended the monthly IAAI meeting with Assistant Chief Ismaili (Online)
- Attended the monthly IVFROG meeting with Assistant Chief Ismaili. (In Person)
- Attended the IV Safe House Alliance BOD Meeting (Online)
- We are going to miss you Division Chief Sherman!! Happy Retirement!!

Director Bouchard asked about lithium battery fires. Chief and staff responded that we are attending trainings on how to safely and properly extinguish these fires and investigating potential purchase of the necessary extinguishment supplies needed.

ASST. CHIEF ISMAILI:

- For the month of November, we had a total of 114 calls: 22 good intent/no incident calls; 20 service/public assist calls, 38 medical calls, 9 illegal open burn/smoke investigation calls, 1 appliance fire, 1 large vehicle fire, 2 structure fires, 15 motor vehicle accidents with no civilian fatalities and no firefighter injuries. Assisted on 6 calls with our mutual aid partners.
- Installed 12 smoke alarms in valley residences.
- Completed 2 fire and life safety inspections.
- Station 5: The permitting process has begun.
- Attended the IVFROG, SOFCO, and IAAI meetings, multiple education and continuing education classes, as well as our hydrant grant meetings.

DIV. CHIEF GAVLIK:

- This month I am finishing up with the ordering of the electrical supplies needed for the interior of the training building. This was funded by the Four Way Foundation grant.
- We have four recruits scheduled for the next fire academy and the online training has been opened up for them to begin their bookwork before the hands-on training which starts next month.
- Our DPSST training maintenance packet is completed and we are good to go for another year. Also, I am finishing up with the registration of the Explorers this month to keep that program going for another year. We currently have eleven post members and five club members but we may be losing one or two due to moving out of the area.
- I am in the process of putting together next year's training schedule as well as updating our training lesson plans for the coming year.
- Participated in a mutual aid training this week: night operations structural training activity.
- Training for this month will cover areas of Patient Assessment, Salvage & Overhaul, and SCBA Donning. We will not have any training scheduled for Christmas Eve and New Year's Eve.

DIV. CHIEF SHERMAN:

- Logistics, vehicle and station maintenance report was provided in the board packet.

- Got all of the hose testing done. Started pump testing last week.

Director Johnson wished Chief Sherman well in his retirement and thanked him for his service.

ADMINISTRATOR PAUL: no report, financials provided.

NEW BUSINESS:

- There was one annexation request:
 - David and Michele Hernden, 4411 Holland Loop, Cave Junction – 56.55 acres for a total of 80.35 acres

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

- Teresa Stover, Hydrant Grant Administrator provided a written report with an update to the project. A preliminary selection was made and the contract is currently under second review. 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: FEMA issued new regulations for flood plain properties that the city is working through. New incoming mayor, Jesse Dugas, and a new city council person. They will be sworn in at the first city council meeting in January 2025.

OLD BUSINESS:

- Directors Binker and Bouchard reported on their attendance the OFDDA conference in Sunriver.
- Director Johnson reminded the all the directors of the need to complete the OGE Public Meetings Law online webinar. It is a requirement of all board members and must be completed prior to the end of their current term.

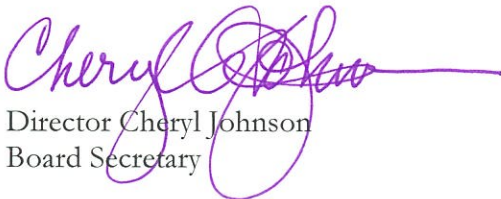
PUBLIC COMMENT:

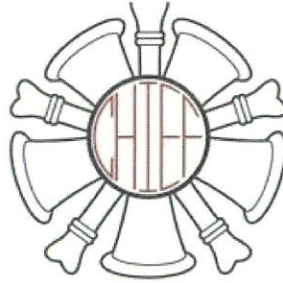
BOARD COMMENT:

- Director Johnson wished everyone at IVFD a very happy holiday and 2025.
- Director Bouchard emphasized that everyone who has a fireplace to get their chimney cleaned.
- Director Lamb wished everyone a Merry Christmas and a Happy New Year and to be safe.

The next regularly scheduled BOD meeting will be Monday, January 13, 2025 at 4 pm at the Administration building, 681 Caves Hwy., Cave Junction, OR. This meeting adjourned at 4:48 pm.

Respectfully submitted,


 Director Cheryl Johnson
 Board Secretary



Fire Chief Report

12.16.2024

- **New Items:**

- Grant season has begun, and looking into what grants the IVFD will be applying for.
- Approval Discussion: With the current Hydrant Project and the 60-day term contracted with the engineering company. I need the approval for spending funds in a timely manner. We are still moving forward with the project, and any delay in payment, will lengthen the project and also go against the current contract.

- **Fire Defense Board Items:**

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- *I attended both in person meetings in regard to the Fire District formation and boundaries with the JoCo Commissioners.*
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- *Attended the Applegate Fire District Board of Directors Meeting (Online)*
- *Attended the monthly IAAI meeting with Assistant Chief Ismaili (Online)*
- *Attended the monthly IVFROG meeting with Assistant Chief Ismaili. (In Person)*
- *Attended the Safehouse Alliance BOD Meeting (Online)*



We are going to miss you Division Chief Sherman!! Happy Retirement!!

Illinois Valley Fire Protection District
Board of Directors Meeting
Operations/Prevention Notes
12/16/2024

The shift schedules are attached.

For November, we ran a total of 114 calls.

We had 22 Good intent calls. These are no incidents found, canceled en-route, smoke investigation, or legal open burns.

We had 20 Service Calls. These are public assists, lift assists, gas leaks, water leaks, stand-by, etc.

We had 38 Medical Calls.

We had 9 Illegal Open Burns/Calls. Most of these burns were residents burning legal material during fire season. We had a few residents burning illegal material, which were cited, and the remainder were transient warming fires.

We had 1 Appliance Fire. The cause of the fire was unintentional. This was a malfunctioning pellet stove that got clogged.

We had 1 Large Vehicle Fire. The cause of the fire was unintentional. This was a malfunctioning refrigerator.

We had 2 Structure Fires. The fire on Caves Hwy was unintentional. The cause of the fire was a wood stove. The fire on Aquarius Way is under investigation.

We had 15 Motor Vehicle Accidents with **NO** civilian fatalities and **NO** firefighter injuries.

We assisted our partners with 6 mutual aid calls.

We installed 12 smoke alarms in Valley residences.

We completed 2 fire and life safety inspections.

Station 5 location. The permitting process has begun.

I attended the IVFROG meeting where we discussed the upcoming grants and plans for implementation.

I attended the SOFCO meeting where we discussed burning code topics.

I attended the IAAI meeting where we discussed the upcoming conference in January and any interesting fire cases.

I attended multiple continuing education classes from NFPA, NFSA, and IAAI to maintain my Fire Investigation and Fire Marshal certificates.

I attended continuing education from AMR to maintain my EMT certification.

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

Do you have any questions?

December 2024

December 2024

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				

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	

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Dec 1 8954 B LeMasters OffT B Marler T B Meyer	2 8954 B 1 LeMasters B Meyer D Schellenberg	3 8952 C 81 Goo C Vetter D Tuuri N Jarrett	4 8952 C 81 Goo C Vetter	5 8953 A 82 Pfeiffer Off A Marler A SC Vetter D Mars	6 8953 A 82 Pfeiffer Off A Marler A SC Meyer D Browman D Harrison D Schellenberg N Gavlik M	7 8954 B 1 LeMasters B Meyer D Gavlik D Norton
8 8954 B 1 LeMasters B Meyer D Conrad N Demuth	9 8952 C 81 Goo C Vetter D Kasprzak NS D Schellenberg	10 8952 C 81 Goo C Vetter D Harrison D Tuuri	11 8953 A 82 Pfeiffer A Marler	12 8953 A 82 Pfeiffer A Marler D Mars	13 8954 B 1 LeMasters B Meyer D Browman D Schellenberg	14 8954 B 1 LeMasters B Meyer D Exploer Beck D Gavlik D Gavlik M
15 8952 C 81 Goo Off C SC Marler C Vetter D Conrad D Dunlap	16 8952 C 81 Goo Off C SC 82 Pfeiffer C Vetter D Schellenberg	17 8953 A 82 Pfeiffer A Marler D Harrison D Jarrett D Tuuri N Brown	18 8953 A 82 Pfeiffer A Marler	19 8954 B 1 LeMasters B Meyer D Norton	20 8954 B 1 LeMasters B Meyer D Schellenberg DN Mavity	21 8952 C 81 Goo C Vetter DN Mavity
22 8952 C 81 Goo C Vetter D Brown	23 8953 A 82 Pfeiffer A Marler D Schellenberg	24 8954 A 82 Pfeiffer A Marler D Harrison D Tuuri	25 8954 B 1 LeMasters B Meyer	26 8953 B 1 LeMasters B Meyer D Norton	27 8952 C 81 Goo C Vetter D Schellenberg	28 8952 C 81 Goo C Vetter N Demuth
29 8951 A 82 Pfeiffer A Marler D Brown D Dunlap	30 8951 A 82 Pfeiffer A Marler D Schellenberg	31 8954 B 1 LeMasters B Meyer D Harrison D Tuuri	Jan 1, 25	2	3	4



Illinois Valley Rural Fire Protection District

Division Chief / Training Report

December 16, 2024

**ILLINOIS VALLEY
FIRE
DISTRICT**

This month I am finishing up with the ordering of the electrical supplies needed for the interior of the training building. This was funded by the Four Way Foundation grant.

We have four recruits scheduled for the next fire academy and the online training has been opened up for them to begin their bookwork before the hands-on training which starts next month.

Our DPSST training maintenance packet is completed and we are good to go for another year. Also, I am finishing up with the registration of the Explorers this month to keep that program going for another year. We currently have eleven post members and five club members but we may be losing one or two due to moving out of the area.

I am in the process of putting together next year's training schedule as well as updating our training lesson plans for the coming year.

Training for this month will cover areas of Patient Assessment, Salvage & Overhaul, and SCBA Donning. We will not have any training scheduled for Christmas Eve and New Year's Eve.

Respectfully Submitted by Jeff Gavlik, Division Chief



December Schedule 2024



Date	Training	Location	Instructor
12/3/2024	Association Meeting	Admin	President
	Patient Assessment	Admin	Goo
12/10/2024	Salvage and Overhaul	Sta. 1	Gavlik
12/17/2024	SCBA Donning	Sta. 1	Pfeiffer
12/24/2024	Christmas Eve – No Training		
12/31/2024	New Year's Eve – No Training		

Note:

“Patient Assessment” will be our monthly medical continuing education for recertification; **“Salvage and Overhaul”** will be reviewing and practicing various ways to protect property and use of salvage covers; **“SCBA Donning”** will be practicing the efficient use of our air packs; **“Christmas Eve”** No scheduled training; **“New Year's Eve”** No scheduled training.





Maintenance Report November 2024

8976 Rescue Truck: Rewire emergency lights on grill.

8977 Command SUV: Repair wiring for front running light/turn signal.

8945 Water Tender: Service, safety inspection, reseal leaking power steering pump, replace leaking valve in coolant system, replace front left brake shoes, wheel seals, and fix bracket for right side running board..

8903 Engine: Service, safety inspection, and adjust brakes.

8901 Engine: Service, safety inspection, adjust brakes, replace leaking copper line for pump, and replace light in rear rotator light.

8931 Rescue Truck: Remount emergency antenna, service, and safety inspection.

8911 Brush Truck: Seal hole in roof.

8954 Command SUV: Replace CV axles, wheel hubs, upper and lower A-Frame arms, replace a/c compressor, and recharge system.

Service chipper and drain water out of knife blade drum.

Admin: Replace 3-Office chairs.

Station 1: Repair power shoreline for 8931

Station 2: Replace wind sock and have the upstairs restroom toilet unplugged.

Station 4: Place Conex box and wire in air compressor.

Illinois Valley RFPD

Profit & Loss Budget vs. Actual

July through November 2024

	Jul - Nov 24	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
4010-00 · Current Taxes	1,109,894.50	1,551,950.00	-442,055.50	71.52%
4020-00 · Prior Taxes	18,709.18	18,000.00	709.18	103.94%
4030-00 · Other Tax Offsets	4,090.43			
4630-00 · INTEREST INCOME				
Total 4630-00 · INTEREST INCOME	37,644.07	20,000.00	17,644.07	188.22%
4710-00 · Miscellaneous				
Total 4710-00 · Miscellaneous	104,908.06	1,637,272.00	-1,532,363.94	6.41%
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%
Total Income	1,346,606.23	3,327,222.00	-1,980,615.77	40.47%
Gross Profit	1,346,606.23	3,327,222.00	-1,980,615.77	40.47%
Expense				
Fix it	157.04			
5000-00 · Personal Services				
Total 5000-00 · Personal Services	844,621.20	1,952,007.00	-1,107,385.80	43.27%
6000-02 · Materials & Services				
Total 6000-02 · Materials & Services	178,771.06	661,900.00	-483,128.94	27.01%
7000-03 · Capital Outlay				
Total 7000-03 · Capital Outlay	34,751.56	1,812,603.00	-1,777,851.44	1.92%
8000-04 · Debt Service/Lease Purchase Agr				
1070-00 · Flexlease US Bank Interest	5,801.88			
1075-00 · Flexlease US Bank Principal	35,000.00			
1080-00 · Fund Transfer Expense	480.00			
Total 8000-04 · Debt Service/Lease Purchase Agr	41,281.88			
Total Expense	1,099,582.74	4,426,510.00	-3,326,927.26	24.84%
Net Ordinary Income	247,023.49	-1,099,288.00	1,346,311.49	-22.47%
Other Income/Expense				
Other Income				
BOND INDEBTEDNESS				
Total BOND INDEBTEDNESS	22.24			
4040-00 · Levy Funds				
Total 4040-00 · Levy Funds	306,043.73	414,953.00	-108,909.27	73.75%
9000-10 · Bond Taxes - Prior	1,369.14			
Total Other Income	307,435.11	414,953.00	-107,517.89	74.09%
Net Other Income	307,435.11	414,953.00	-107,517.89	74.09%
	554,458.60	-684,335.00	1,238,793.60	-81.02%



Illinois Valley Fire District

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

October 31, 2024

Board of Directors
Illinois Valley Fire District

RE: Annexation of property into Fire District

Board Members:

Hernden, David M & Herndon, Michele D of 4411 Holland Loop Rd, Cave Junction, OR 97523, owner of the property at 4411 Holland Loop Rd, Map 40-08-01 TL 1500, would like to annex 56.55 acres of their property into the Fire District for a total of 80.35 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



Illinois Valley Fire District

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

December 5, 2024

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

I HEREBY CERTIFY THAT ALL SIGNATURES
ON THIS PETITION ARE THOSE OF
PROPERTY OWNERS OF AREA TO BE
ANNEXED TO THIS DISTRICT

SIGNATURE OF ASSESSOR OR DEPUTY

DATE OF CERTIFICATION

DATE SUBMITTED TO COUNTY CLERK FOR
FILING WITH THE BOARD OF COUNTY
COMMISSIONERS

BEFORE THE BOARD OF COUNTY COMMISSIONERS OF JOSEPHINE COUNTY, OREGON

IN THE MATTER OF THE ANNEXATION)
OF A SINGLE PARCEL OF PROPERTY) PETITION
INTO THE)
Illinois Valley Fire District)

PETITIONERS (Names and Mailing Addresses) [ORS 198.760(3)]:

Lea Leen

151 Linkhart Dr., Selma OR 97538

3812 SE Bliss Ct., Hillsboro OR 97123

R327654

38-08-02 TL900

DATE SUBMITTED TO COUNTY ASSESSOR:

The undersigned do hereby petition the Board of County Commissioners of Josephine County, Oregon, for annexation of land to a special district and in support thereof do state as follows:

1. [ORS 198.705] The type of special district to which land is being annexed is:
Rural Fire Protection District
2. [ORS 198.750(1)] This petition is filed pursuant to ORS 198.857.
3. Josephine County is the only affected county. The name and principal Act of the district to which land is being annexed is: Illinois Valley Fire District. Principal Act: ORS 478.
4. The names and principal Acts of all other affected districts are:

Name: RCC	Principal Act: ORS	341
Name: SOESD	Principal Act: ORS	334
Name: Three Rivers School District	Principal Act: ORS	328
Name: Kerby Water District	Principal Act: ORS	264
Name: 4 H Extension Service	Principal Act: ORS	451
Name: Josephine Community Library Dist	Principal Act: ORS	357
5. This petition is for annexation of land to the above-named district.
6. The territory subject to the petition is (strike out one) ~~inhabited~~ / uninhabited.
7. The annexation (strike out one) ~~is~~ / is not to be subject to any proposed terms and conditions. If it is, they are set forth as follows:

8. The signature sheets attached hereto are a part of this petition. The signature sheets are signed by 100% of the owners of the single parcel of property subject to this petition.
9. This petition requires that proceedings be taken for the annexation of the specified land to the district.
10. [ORS 198.750(2)] Attached hereto is a description of the boundaries of the territory proposed to be annexed to the district.
11. [ORS 198.750(4)] This petition is verified by the affidavit of the person circulating the petition.
12. [ORS 198.760(1)] Each person signing the petition has also printed the person's name and has added after the signature the date of signing.
13. If the signer is a legal representative of the owner, the signature is accompanied by a certified copy of the signer's authority to sign as legal representative.
14. [ORS 198.765(1)] All signatures on the signature sheets attached to this petition have been secured within six (6) months of the date on which the first signature on the petition was affixed.
15. [ORS 198.800] This petition has been approved by endorsement thereon by any agency required by the principal Act to endorse or approve the petition.

[ORS 198.850] This petition has been approved by endorsement thereon by the board of the special district to which the land is being annexed.

16. The petitioners are aware that this form is provided to them by Josephine County as a convenience only and that Josephine County cannot give petitioners any legal advice concerning the annexation of land to the district.
17. The principal Act of this proposed special district additionally requires that this petition state the following:

18. Is any part of the territory subject to this petition for annexation within a city?
☐ Yes ☒ No If yes, then this petition must be accompanied by a certified copy of a resolution of the governing body of the city approving the petition.
19. Is any part of the territory subject to this petition for annexation outside a city's limits but within a city's urban growth boundary? ☐ Yes ☒ No
20. ATTACHMENTS TO PETITION:
Attached hereto and by this reference incorporated herein are the following attachments: *(check as applicable)*
- ☒ Signature sheets consisting of 1 number of pages.
 - ☐ Description of the boundaries of the land to be annexed.
 - ☐ Certified copies of signers' authority to sign as legal representative consisting of number of pages.
 - ☒ Endorsement by the board of the special district to which land is being annexed.
 - ☒ Other attachments or maps consisting of 1 number of pages.

SUPPLEMENTAL INFORMATION FOR ANNEXATION TO A RURAL FIRE PROTECTION DISTRICT OF
LAND THAT IS ALSO WITHIN A FOREST PROTECTION DISTRICT

If the land is also already within a forest protection district, Petitioners need to be aware of the following Oregon Revised Statute provisions:

ORS 478.010(2) provides, in part,

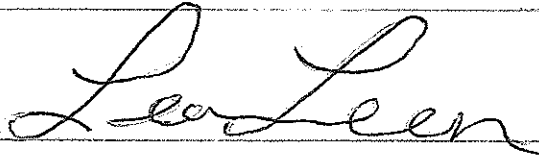
"A [rural fire protection] district may not include * * * forestlands included within a forest protection district under ORS 477.205 to 477.281 unless the owner consents and notifies the rural fire protection district, however, forestland protected pursuant to ORS 477.205 to 477.281 and not exceeding five acres in one ownership shall be included in the rural fire protection district without the owner's consent if the ownership includes any structures subject to damage by fire. Forestland included in a rural fire protection district under this subsection subjects the forestland to assessments for fire protection by the rural fire protection district and the forest protection district. * * * *

The term "forestland" is defined in ORS 477.001(9) to mean "any woodland, brushland, timberland, grazing land or clearing that, during any time of the year, contains enough forest growth, slashing or vegetation to constitute, in the judgment of the forester, a fire hazard, regardless of how the land is zoned or taxed. As used in this subsection, "clearing" means any grassland, improved area, lake, meadow, mechanically or manually cleared area, road, rocky area, stream or other similar forestland opening that is surrounded by or contiguous to forestland and that has been included in areas classified as forestland under ORS 526.305 to 526.370."

ORS 478.150 requires the petitioners to confer with the State Forestry Department in determining the new district boundaries and lands to be included in the district.

SIGNATURE SHEET

NOTE: Each of the owners of a single parcel of property subject to this petition must provide a signature sheet. If the signer is a legal representative of the owner, the signature shall be accompanied by a certified copy of the signer's authority to sign as a legal representative.

SIGNATURE OF OWNER OF THE PARCEL OF LAND	
PRINTED NAME	LEA LEEN
DATE SIGNED	Dec 2, 2024
LEGAL REPRESENTATIVE OF OWNER?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
NUMBER OF ACRES OF LAND OWNED BY THE SIGNER	5.0
COUNTY	JOSEPHINE
ASSESSOR'S MAP AND TAX LOT NUMBER	38-08-02 TL 500

CERTIFICATION

I, LEA LEEN

Leslie Ann Leen

verify that I witnessed the signing of this signature sheet by the individual whose signature appears on this signature sheet.

SIGNATURE of person making the certification:

Leslie Ann Leen

District Endorsement 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 petitioners herein and described in Exhibit "A," has been considered by said governing board and by vote of said board, at a special meeting thereof, said petition has been approved.

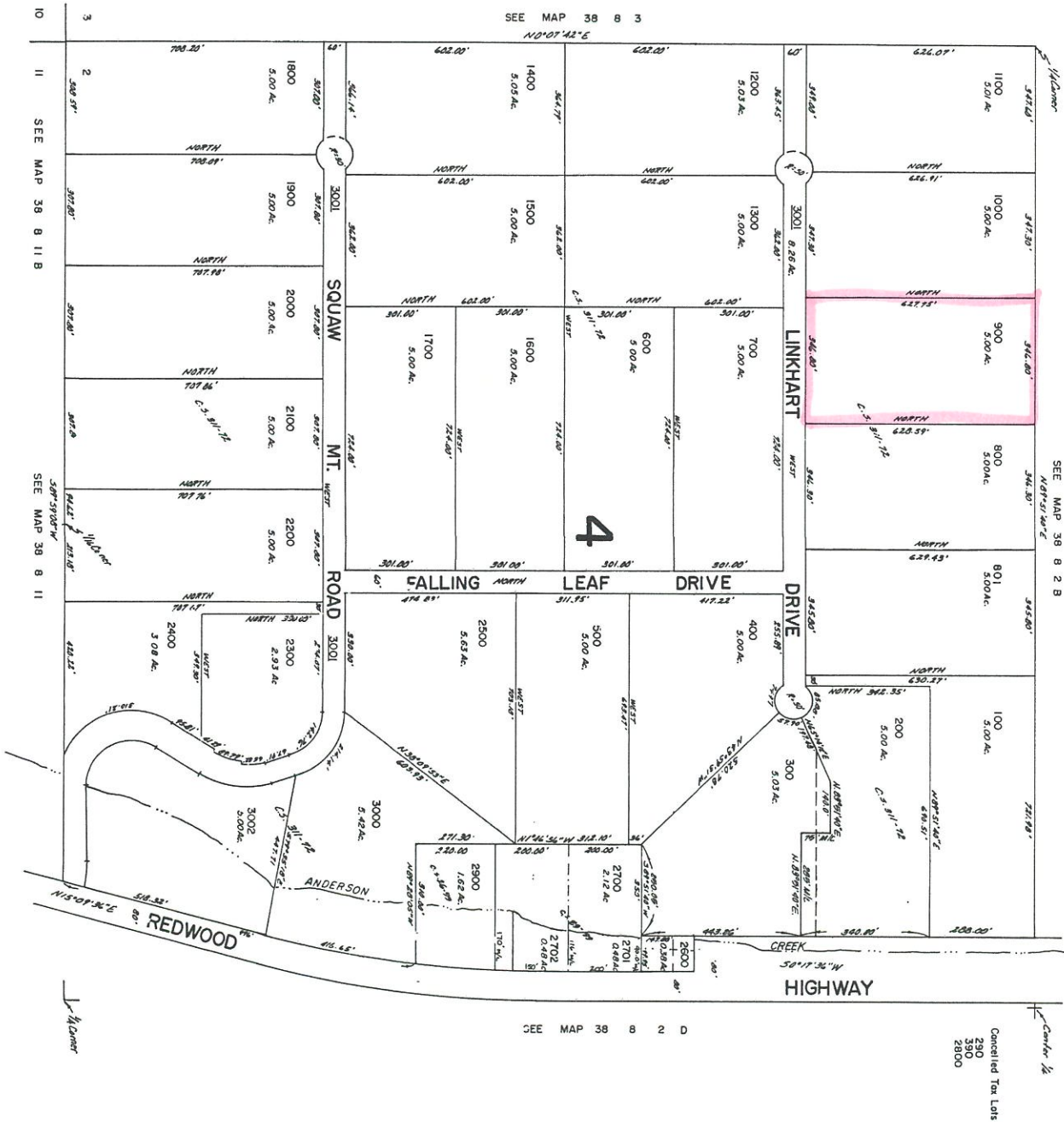
Illinois Valley Fire District

District Name

Chairman

Secretary

This map was prepared for assessment purpose only.



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: December 10, 2024

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**

- In response to the Request for Proposal (RFP) for design engineering services published on September 17, we received and opened two qualified proposals at the proposal opening meeting on October 8. The proposals were evaluated and both firms were interviewed. A preliminary selection has been made.
- The contract between IVFD and the selected engineering firm has been negotiated and drafted. The first draft was reviewed by IVFD, legal counsel, and the engineering firm. The second draft is now under review by IVFD and Business Oregon. After their review and any further changes, it will return to the engineering firm and legal counsel for a second review.
- Next steps are to complete contract updates, issue the Notice of Intent to Award Contract in mid-December, execute the contract, and then hold the engineering kick-off meeting.

- **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 complete in summer 2025.

