

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

May 12, 2025

1. Call meeting to order (silence phones)
2. Flag Salute (remove hats)
3. Roll Call
4. Review of April 14, 2025 minutes
5. Staff Reports
 - Fire Chief Holmes
 - Asst. Chief Ismaili
 - Div. Chief Gavlik
6. New Business
 - Resolutions:
 - 25-04 Resolution adopting the 2025-2026 FY Budget
 - Authorization to invest taxing district funds (annual update)
 - Annexations: None
 - Teresa Stover - Hydrant Grant Administrator
 - Ethan Lane – City of Cave Junction Liaison
 - Promotion: Logistics position Battalion Chief Brian Pfeiffer
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 June 9, 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 May 12, 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, Paula LeMasters, FF Marler, FF Schellenberg **VOLUNTEER:** Judy Epperly

GUESTS: Donamuree Holmes, Liz Costa, Teresa Stover, Ethan Lane, Pfeiffer Family Members: Angela, Diamond, Tierra, Lyila, Riley, Derrick, Brycen, and Emori

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

REVIEW OF PREVIOUS MEETING MINUTES: Motion made by Director Tyler to accept the April 14, 2025 minutes as corrected; and seconded by Director Binker. All in favor, motion passed unanimously.

STAFF REPORTS

CHIEF HOLMES:

New Items:

- It was telecommunicators week (April 13-19) and IVFD contributed a gift basket and 4 movie tickets. I was able to see the dispatchers during that week and they were very supportive.

Fire Defense Board Items:

- Attended the State Fire Defense Board Chief meeting in person, and voted on the 2025 OSFM Mobilization Plan. Biggest change this year is pay for deployments and the new radio frequencies that will be used during conflagrations.
- The schedule is out and starting in May. This will allow for the Fire Defense Board Chiefs and Alternates to be on call throughout the fire season.

OSFM – Red Team:

- NTR

Training:

- Weekly IVFD Trainings
- AMR Monthly Continuing Education –
- AMR – Pediatric Care, Key Insights / Practical Application
- Attended the OSFM Fire Chiefs Conference in person.

New Meetings Attended:

- Met with District Forester Dan Quinones in regards to the upcoming fire season and working with the Josephine County Commissioners, along with the Rogue Valley Fire Defense Board.
- Assistant Chief Ismaili and I met with team members (Wildfire and Emergency Response) with Pacific Corp, who work closely with agencies when there are Red Flag days, fire, wind and any major incidents to make sure that the firefighters and community are safe. Good meeting.
- Attended the DPSST Accreditation meeting with Division Chief Gavlik and Ryan Dickerson (FD#3).

Ongoing and Informative Meetings Attended:

- Attended the Josephine County EMS meeting (online)
- Attended Josephine County Commissioners meetings (online).

- Attended Oregon Fire Chief Association monthly meeting (online).
- Attended Cave Junction City Council meeting (online).
- Attended the Cave Junction Chamber of Commerce (online).
- Attended Safe House Alliance Meeting with Director Johnson (online).
- Attended Hydrant Grant meetings with Assistant Chief Ismaili, Division Chief Paul and Teresa Stover (In-person and online).

ASST. CHIEF ISMAILI:

- For the month of April, we had a total of 92 calls: 2 false alarms, 7 good intent/no incident calls; 14 service/public assist calls, 16 illegal open burn/smoke investigation calls, 3 hazardous condition calls, 5 motor vehicle accidents with no civilian fatalities and no firefighter injuries, 31 medical calls, 1 equipment fire, 1 trash fire, 4 grass fires, 1 small vehicle fire, 1 cooking fire, 1 structure fire. Assisted on 5 calls with our mutual aid partners.
- Installed 3 smoke alarms in valley residences.
- Completed 5 fire and life safety inspections.
- 2 fireworks applications were approved to sell fireworks.
- Chipper program served 23 additional valley residents in April.
- Station 5: The permitting is still in process, and awaiting the engineering plans.
- Attended the IVFROG, IAAI, RV and JoCo Operations meetings, as well as our hydrant grant meetings.

DIV. CHIEF GAVLIK:

- The training building continues: insulation and more safety railings installed, as well as a metal sealant for the roof.
- Joint mutual aid training opportunities for structural protection tactics, progressive hose lays, and wildland size-up & tactics.
- Upcoming trainings include: Firefighter II, Wildland FF Type II, FF Type I, Engine Boss, Rope Rescue Operations, and RITA SOWS.
- Explorers have a can and bottle fundraiser on 7/5/25, behind Chevron, from 10am to 2pm.
- DPSST accreditation is in process. We should hear in a few months.
- Training for this month will include Traffic Control, Medication Administration, DPSST F.L.A.G. (Flammable Liquids and Gas) Annual Physical Agility, and Wildland RT-130.

BAT. CHIEF PFEIFFER:

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

ADMINISTRATOR PAUL: no report, financials provided.

NEW BUSINESS:

- Resolution #25-04 to adopt the 2025-2026FY Budget, as submitted from the Budget Hearing; making appropriations, levying and categorizing taxes:
- Motion made by Director Bouchard moved to approve that the Illinois Valley Rural Fire Protection District budget committee approve the 2025-2026 budget in the amount of \$5,679,469. Additionally, moved that the budget committee approve taxes for the 2025-2026 fiscal year at the rate of \$1.8701 per \$1,000 of assessed property value for operating purposes and the rate of \$0.50 per \$1,000 of assessed property value for funding the hiring and retaining of four (4) Firefighter/EMT's. The 2025-2026 budget year will be the 4th year of the approved 5-year levy to approve 2025-2026 Fiscal Year Budget, seconded by Director Johnson. All in favor, motion passed unanimously.

- Director Johnson made a motion to submit the authorization to invest taxing district funds to Josephine County for the upcoming fiscal year. Seconded by Director Binker. All in favor, motion passed unanimously.
- Teresa Stover, Hydrant Grant Administrator provided a written report with an update to the project.
 - IVFD reviewed the second draft of the design package (IFB, preliminary contracts, technical specs, and engineering drawings). Waiting on Civil West Engineering for final changes to the engineering drawings, including changes requested by DEQ.
 - Bid documents reviewed by IVFD's attorney, and requested changes made.
 - When final engineering drawings are received, Business Oregon will review. Once reviewed and finalized, the bid publication schedule will be established.
 - Civil West Engineering submitted engineering plans and supporting documents to DEQ for final review.
 - DEQ has reviewed the sewer plans and DEQ changes have been incorporated
 - Fifth disbursement request submitted for engineering and grant administration.
- Ethan Lane – City of Cave Junction: City Council meeting this evening, where city code will be discussed and updated. Junction Inn is still pending, as the first auction was not successful.
- Promotion of Lt. Pfeiffer to Battalion Chief of Logistics: Chief Holmes presented Bat. Chief Pfeiffer with his new badge and pins, which were installed by BC Pfeiffer's wife, Angela. Chief Holmes presented his white helmet, and then did the swearing in of BC Pfeiffer to his new position.

OLD BUSINESS: (none)

PUBLIC COMMENT: (none)

BOARD COMMENT:

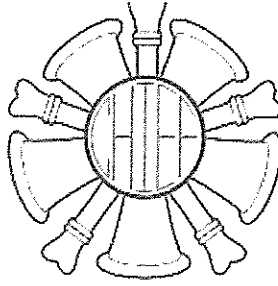
- Director Johnson reminded the board that she will be absent for the June 12 meeting. Also, that the board needs to be thinking about officer positions to be discussed at the July meeting. Additionally, May is mental health awareness month. Your mental health and well-being is very important to us! Chief Holmes will be forwarding an email from SDAO for anyone to access free, confidential access to an excellent Employee Assistance Program – ESI EAP. You or an eligible family member can call 24/7/365 for in-the-moment counseling and support – you don't need to ask for permission or get anyone's OK – simply call the toll-free number.
- Director Bouchard thanked all the volunteer and paid staff for their service; and reminded everyone to not forget their own family at home – as family is most important. He also offered congratulations to BC Pfeiffer on his promotion.

The next regularly scheduled BOD meeting will be Monday, June 12, 2025 at 4pm at the Administration building, 681 Caves Hwy., Cave Junction, OR. This meeting adjourned at 4:39pm.

Respectfully submitted,



Director Cheryl Johnson
Board Secretary



Fire Chief Report

Date: 05.12.2025

New Items:

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New Meetings Attended:

- Met with District Forester Dan Quinones in regards to the upcoming fire season and working with the Josephine County Commissioners, along with the Rogue Valley Fire Defense Board.
 - Assistant Chief Ismaili and I met with team members (Wildfire and Emergency Response) with Pacific Corp, who work closely with agencies when there are Red Flag days, fire, wind and any major incidents to make sure that the firefighters and community are safe. Good meeting.
 - Attended the DPSST Accreditation meeting with Division Chief Gavlik and Ryan Dickerson (FD#3).
-

Ongoing and Informative Meetings Attended:

- Attended the **Josephine County EMS meeting** (online)
- Attended **Josephine County Commissioners meetings** (online).
- Attended **Oregon Fire Chief Association monthly meeting** (online).
- Attended **Cave Junction City Council meeting** (online).
- Attended the **Cave Junction Chamber of Commerce** (online).
- Attended **Safehouse Alliance Meeting with Director Johnson** (online).
- Attended **Hydrant Grant meetings with Assistant Chief Ismaili, Division Chief Paul and Teresa Stover** (In-person and online).

Illinois Valley Fire Protection District

Board of Directors Meeting Operations/Prevention Notes 05/12/2025

For April, we ran a total of 92 calls.

We had 2 false alarm calls

We had 7 Good intent calls. These calls are no incidents found, canceled en-route, smoke investigation, or legal open burns.

We had 14 Service Calls. These calls are public assists, lift assists, water leaks, stand-by, etc.

We had 16 Illegal Open Burns/Calls. There were 7 citations and 5 written warnings issued.

We had 3 Hazardous condition calls. These include powerline problems, fallen trees, fuel leaks, and gas leaks.

We had 5 Motor Vehicle Accidents with **NO** civilian fatalities and **NO** firefighter injuries.

We had 31 Medical Calls.

We had 1 Equipment Fire. The fire on Caves Hwy was intentional. This fire is under investigation by US Forest Service law enforcement.

We had 1 Trash Fire. The fire on Sawyer Avenue was undetermined. This fire was possibly intentional and is under investigation by the County Sheriff's Department.

We had 4 Grass Fires. The fire on Rough and Ready Creek Road was undetermined. The fire is under investigation by the US Forest Service. The fire on Westside Road was accidental. The cause of the fire was the use of a chainsaw in dry grass. The fire on Redwood Hwy was unintentional. This was an escaped open burn. A citation was issued. The fire on Forest Service Rd 11 was undetermined. The probable cause of the fire was transient activity.

We had 1 Small Vehicle Fire. The fire on Holland Loop Road was undetermined. The fire started in the engine compartment.

We had 1 Cooking Fire. The fire on Gamay Dr was unintentional. The cause of the fire was food left cooking on the stove unattended.

We had 1 Structure Fire. The fire on Sawyer Avenue was unintentional. The cause of the fire was flammables too close to an ignition source.

We assisted our partners with 5 mutual aid calls.

We installed 3 smoke alarms in Valley residences.

We completed 5 fire and life safety inspections.

Two fireworks permit applications were submitted and approved.

The chipper program has served 23 more residents and the Illinois Valley.

Station 5 is still in the permitting process and awaiting the engineering plans.

I attended the IVFROG, IAAI, RV Operations, and Josephine County Operations meetings.

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

Do you have any questions?



Illinois Valley Rural Fire Protection District

Division Chief / Training Report

May 12, 2025

**ILLINOIS VALLEY
FIRE
DISTRICT**

I have purchased the rest of the materials needed to install the insulation for the training building, and more of the outside safety railing has been installed. Also, I applied the metal sealant to the exterior roof area to prevent the rain from leaking into the building.

Joint mutual aid training opportunities this month are on structural protection tactics, progressive hose lays, and wildland size-up & tactics.

There are a lot of upcoming trainings that we are sending our people to, including Firefighter II, Wildland FF Type II, FF Type I, Engine Boss, Rope Rescue Operations, and RITA SOWS.

The Explorers next can and bottle fundraiser opportunity is scheduled for July 5th from 10 – 2 pm.

Training for this month will cover areas of Traffic Control, Medication Administration, DPSST F.L.A.G. (Flammable Liquids and Gas) Annual Physical Agility, and Wildland RT-130.

Respectfully Submitted by Jeff Gavlik, Division Chief



May Schedule 2025



Date	Training	Location	Instructor
5/6/2025	Association Meeting	Admin	President
	Traffic Control Medication Administration	Admin	Ed & Charlie LeMasters
5/13/2025	DPSST F.L.A.G.	Sta. 1	Cooper
5/20/2025	Annual Physical Agility	Sta. 1	Gavlik
5/27/2025	Wildland RT-130	Sta. 1	Gavlik

Note:

“**Traffic Control**” will be covering safety elements towards providing traffic control during incidents; “**Medication Administration**” will be our monthly medical continuing education for recertification; “**DPSST F.L.A.G.**” will be for how to handle a flammable liquids and gas fire situation; “**Annual Physical Agility**” will be our annually required agility testing for all firefighting personnel; “**Wildland RT-130**” will be our annually required refresher training for wildland fires.



Maintenance Report- April, 2025

All routine upkeep and maintenance being kept up on fleet vehicles.

8911- Completed installing new motor. New PDP Gauge. Back in service.

8931- Rear compartment door fixed from 76 Gas Station accident.

8954 (new)- Lights and radios installed.

8975- New emergency lights installed. Will be new 8953.

Station 1- Bay door remote openers upgraded. AC Repaired.

Illinois Valley RFPD
Profit & Loss Budget vs. Actual
July 2024 through June 2025

	Jul '24 - Jun 25	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
4010-00 · Current Taxes	1,492,078.55	1,551,950.00	-59,871.45	96.14%
4020-00 · Prior Taxes	29,750.91	18,000.00	11,750.91	165.28%
4030-00 · Other Tax Offsets	4,870.79			
4630-00 · INTEREST INCOME				
Total 4630-00 · INTEREST INCOME	81,612.29	20,000.00	61,612.29	408.06%
4710-00 · Miscellaneous				
Total 4710-00 · Miscellaneous	220,697.75	1,738,023.76	-1,517,326.01	12.7%
4712-00 · Explorers Savings	5,834.40			
4850-00 · Proceeds, Sale of Fixed Assets	67,390.00	111,500.00	-44,110.00	60.44%
Total Income	1,902,234.69	3,439,473.76	-1,537,239.07	55.31%
			Not received/unspent Grant Funds: 1,540,000	
Gross Profit	1,902,234.69	3,439,473.76	-1,537,239.07	55.31%
Expense				
Fix it	0.00			
5000-00 · Personal Services				
Total 5000-00 · Personal Services	1,527,630.41	1,996,457.66	-468,827.25	76.52%
6000-02 · Materials & Services				
Total 6000-02 · Materials & Services	388,317.11	661,900.00	-273,582.89	58.67%
7000-03 · Capital Outlay				
Total 7000-03 · Capital Outlay	149,008.35	1,880,404.10	-1,731,395.75	7.92%
8000-04 · Debt Service/Lease Purchase Agr				
Total 8000-04 · Debt Service/Lease Purchase Agr	41,281.88	47,084.00	-5,802.12	87.68%
Total Expense	2,106,237.75	4,585,845.76	-2,479,608.01	45.93%
Net Ordinary Income	-204,003.06	-1,146,372.00	942,368.94	17.8%
Other Income/Expense				
Other Income				
BOND INDEBTEDNESS				
4632-03 · Unseg Int	22.24			
Total BOND INDEBTEDNESS	22.24			
4040-00 · Levy Funds				
4040-50 · Levy Funds (2022)- current year	403,357.54	414,953.00	-11,595.46	97.21%
4040-60 · Levy Funds (2022)-Prior Year	7,816.15			
Total 4040-00 · Levy Funds	411,173.69	414,953.00	-3,779.31	99.09%
9000-10 · Bond Taxes - Prior	1,902.59			
Total Other Income	413,098.52	414,953.00	-1,854.48	99.55%
Net Other Income	413,098.52	414,953.00	-1,854.48	99.55%
	209,095.46	-731,419.00	940,514.46	-28.59%

RESOURCES
Illinois Valley Rural Fire Protection District

Cash Basis				Revenue Summary		Cash Basis		
Historical Data			RESOURCE DESCRIPTION	Budget for FY 2025-2026				
Actual		Adopted Budget This Year 2024-2025		Proposed 2025-2026	Approved 2025-2026	Adopted 2025-2026		
Second Preceding Year 2022-2023	First Preceding Year 2023-2024							
1			1 Available Cash on Hand **	1,300,000	1,300,000		1	
2	1,398,085	2,420,418	2 New Working Capital **				2	
3	22,536	20,474	3 Prior Year Taxes	22,000	22,000		3	
4	30,401	77,820	4 Interest Earned	40,000	40,000		4	
5	18,139	193,458	5 Miscellaneous	115,592	115,592		5	
6	962,020	35,000	6 Grant Revenue	2,109,086	2,109,086		6	
7	3,829	1,716	7 Donations	500	500		7	
8	18,000		8 Proceeds of sale of Capital assets	-			8	
9	14,177	14,664	9 Rent	15,690	15,690		9	
10	45,483	43,254	10 Fines & Assessments	25,000	25,000		10	
11	16,600		11 Transfers in -				11	
12	2,529,270	2,806,804	12 Total resources, except taxes to be levied	3,627,868	3,627,868		12	
13			13 Taxes estimated to be received ****	1,618,780	1,618,780		13	
14			14 5-yr Option Tax Levy (2022-23 1st yr.)	432,821	432,821		14	
15	1,834,704	1,933,251	15 Taxes collected in year levied				15	
16	4,363,974	4,740,055	17 TOTAL RESOURCES	5,679,469	5,679,469	-	16	

**FORM
LB-30**

**REQUIREMENTS SUMMARY
BY FUND, ORGANIZATIONAL UNIT OR PROGRAM
Illinois Valley Rural Fire Protection District**

Cash Basis					EXPENDITURE SUMMARY					Cash Basis					
Historical Data				General Fund											
Actual			Adopted Budget		Budget For FY 2025-2026										
Second Preceding Year 2022-2023		First Preceding 2023-2024		This Year 2024-2025		2025-2026 Proposed		2025-2026 Approved		2025-2026 Adopted					
1	1,370,325	1,637,289	1,952,007	1	Personnel Services	3,072,193	3,072,193					1			
2	414,780	414,069	661,900	2	Materials & Services	685,400	685,400					2			
3	99,854	164,158	1,812,603	3	Capital Outlay	1,312,400	1,312,400					3			
4	58,597	61,549	47,084	4	Debt Service	45,404	45,404					4			
5				5	Transfers Out							5			
6			50,000	6	Contingency	130,000	130,000					6			
7	2,420,418	2,462,990	418,581	7	Unappropriated Fund Balance	434,072	434,072					7			
8												8			
9												9			
10	4,363,974	4,740,055	4,942,175	10	Total Expenditure Summary	5,679,469	5,679,469				-	10			

**FORM
LB-31**

**DETAILED EXPENDITURES
BY FUND, ORGANIZATIONAL UNIT OR PROGRAM
Illinois Valley Rural Fire Protection District**

Cash Basis				EXPENDITURE DESCRIPTION	Cash Basis			
Historical Data					Budget for FY 2025-2026			
Actual		Adopted Budget						
Second Preceding Year 2022-2023	First Preceding 2023-2024	This Year 2024-2025			Proposed 2025-2026	Approved 2025-2026	Adopted 2025-2026	
				PERSONNEL SERVICES				
1	105,290	108,330	111,705	Fire Chief	118,435	118,435		1
2	73,923	77,235	82,355	Asst. Chief - Operations/Fire Marshal	87,318	87,318		2
3	77,501	79,741	82,226	Division Chief - Training Officer	87,194	87,194		3
4	71,822	73,902	76,206	Division Chief / Logistics	61,069	61,069		4
5	71,822	73,902	76,206	Administrator	80,787	80,787		5
6	58,032	59,712	61,573	Mechanic	65,270	65,270		6
7	42,786	44,026	45,398	District Secretary	48,131	48,131		7
8	31,403	33,802	40,000	Vacation/Comp Funding (admin)	42,000	42,000		8
9	88,723	84,323	125,000	Overtime/Extra Duty Pay (admin)	140,000	140,000		9
10	214,857	192,498	283,680	FF/EMT's (incl. Levy, Capacity grant)	300,000	300,000		10
11				FF/EMT's (incl. Safer and FPNS grants)	919,186	919,186		11
12				Grant 10% match (Safer & FPNS)	30,640	30,640		12
13		27,534	78,558	FF/EMT's OT, Vac/Comp Buyout	80,000	80,000		13
14			100,000	Confagration Deployment Wages	100,000	100,000		14
15	30926	166681	38,500	Seasonal/Temporary Employee	45,000	45,000		15
16	240,110	282,633	300,000	Medical/Dental Insurance (Incl. STD, LTD, Life)	315,000	315,000		16
17	62,804	74,382	85,000	Social Security Expense (8% of total salary)	96,062	96,062		17
18	16,582	22,245	35,000	Workers Compensation	45,000	45,000		18
19	5,448	7,443	15,000	Unemployment Insurance (2% of total salary)	25,000	25,000		19
20	29,449	10,262	15,000	Uniform Allowance	15,000	15,000		20
21			10,000	Volunteer Boot/Uniform Programs	10,000	10,000		21
22			100	Volunteer Insurance	100	100		22
23			3,000	Hepatitis/Prevention/Annual Physical	3,000	3,000		23
24	146,781	212,191	280,000	PERS - Retirement	350,000	350,000		24
25	1,783	6,093	7,000	Life Insurance (Holmes & Gavlik)	7,000	7,000		25
26	283	354	500	Oregon Workers Benefit	1,000	1,000		26
27	1,370,325	1,637,289	1,952,007	TOTAL PERSONAL SERVICES	3,072,193	3,072,193	0	27

**FORM
LB-31**

**DETAILED EXPENDITURES
BY FUND, ORGANIZATIONAL UNIT OR PROGRAM
Illinois Valley Rural Fire Protection District - General Fund**

Historical Data				Cash Basis		EXPENDITURE DESCRIPTION General Fund	Cash Basis			
Actual			Adopted Budget This Year 2024-2025				Budget For FY 2025-2026			
Second Preceding 2022-2023			First Preceding 2023-2024				Proposed 2025-2026			
							Approved 2025-2026			
				MATERIALS AND SERVICES						
1	917	596	2,500	Advertising	2,500	2,500		1		
2	25,512	32,515	30,000	Answer/Dispatch Service	30,000	30,000		2		
3	56,797	51,386	80,000	Apparatus Maintenance	80,000	80,000		3		
4	10,750	11,750	15,500	Audit Contract	16,000	16,000		4		
5	25,429	25,068	56,000	Fees - Dues, permits & licences	45,000	45,000		5		
6	7,093	13,103	24,000	Education, Travel, Training	24,000	24,000		6		
7	-	4,531	5,000	Election/Budget Costs	5,000	5,000		7		
8	3,805	2,012	6,500	Fire Prevention / Investigation	6,500	6,500		8		
9	59,834	52,068	75,000	Fuel	80,000	80,000		9		
10	6,754	5,002	8,000	Heating Fuel	10,000	10,000		10		
11	51,938	57,533	65,000	Insurance	70,000	70,000		11		
12			50	Public Official Bond	50	50		12		
13	83		500	Miscellaneous Expense	500	500		13		
14	3,881	3,490	6,000	Office Supplies/ Postage Exp	6,000	6,000		14		
15	18,662	24,466	30,000	Power & Lights	35,000	35,000		15		
16	156	6,626	10,000	Protective Clothing	10,000	10,000		16		
17	3,312	998	4,000	Radio Maintenance	4,000	4,000		17		
18	23,761	26,208	25,000	Station Maintenance	30,000	30,000		18		
19	24,611	26,060	34,000	Telephone/ Internet Services	35,000	35,000		19		
20	6,752	3,778	10,000	Firefighting Tools & Supplies	10,000	10,000		20		
21	693	823	3,000	Medical Supplies	3,000	3,000		21		
22	370	678	5,000	Professional Fees	5,000	5,000		22		
23	-		2,500	Medical Director	2,500	2,500		23		
24			1,000	Legal Expenses	2,500	2,500		24		
25	13,064	26,690	32,000	Annual Equipment Testing: ladders, hoses, generators, air trailer, scba, fire ext., etc.	35,000	35,000		25		
26	1,000	1,000	1,000	Mechanics Tools & Equipment	1,000	1,000		26		
27	895	885	5,000	Office Equipment/ Maintenance	5,000	5,000		27		
28	5,259	4,714	10,000	Administrative Expenses	10,000	10,000		28		
29	2,960	486	5,000	Board of Director	5,000	5,000		29		
30	3,302	2,910	5,000	Cont. Education for Chief	5,000	5,000		30		
31	22,233	11,000	22,000	Technical Department	22,000	22,000		31		
32	12,647	8,670	32,850	Volunteer Transfer Fund	32,850	32,850		32		
33	-	5,252	7,500	Volunteer Fund	10,000	10,000		33		
34	-		25,000	Student Program	25,000	25,000		34		
35	13,456	2,215	8,000	Explorers	12,000	12,000		35		
36	4,643	525	1,000	Vol Retention Pay Out/Contributions	1,000	1,000		36		
37	165	61	4,000	CERT/Rehab	4,000	4,000		37		
38	4,046	970	5,000	Hose & Appliance Replace	5,000	5,000		38		
39	414,780	414,069	661,900	40 TOTAL MATERIALS AND SERVICES	685,400	685,400	-	39		

**FORM
LB-31**

**DETAILED EXPENDITURES
BY FUND, ORGANIZATIONAL UNIT OR PROGRAM
Illinois Valley Rural Fire Protection District**

Cash Basis				Cash Basis			
Historical Data			EXPENDITURE DESCRIPTION	Budget For FY 2025-2026			
Actual		Adopted Budget This Year 2024-2025		Proposed 2025-2026			
Second Preceding Year 2022-2023	First Preceding 2023-2024			Approved 2025-2026	Adopted 2025-2026		
				CAPITAL OUTLAY			
1	1,995	3,540	2,500	1 Radio Equipment	12,500	12,500	
2			2,500	2 Office Equipment/Maint.	2,500	2,500	
3			17,500	3 Facility & Equipment	30,000	30,000	
4			2,500	4 EMS Equipment	2,500	2,500	
5	37,562	83,560	5,000	5 Rescue Equipment	5,000	5,000	
6			15,000	6 Extrication/Stabilization Equipment	20,000	20,000	
7	2,531	1,300	10,000	7 Apparatus Renovation	10,000	10,000	
8			25,000	8 Apparatus Purchase (savings)	25,000	25,000	
9			1,596,603	9 Grant Purchases	1,154,900	1,154,900	
10	54,364	59,145	25,000	10 Station & Admin Improvements	25,000	25,000	
11	3,402	16,613	111,000	11Capital Improvements	25,000	25,000	
12	99,854	164,158	1,812,603	12 TOTAL CAPITAL OUTLAY	1,312,400	1,312,400	-

**FORM
LB-36**

**DEBT SERVICE
SUPPLEMENT**

Cash Basis				Cash Basis				
HISTORICAL DATA				Budget for FY 2025-2026				
Actual			Adopted Budget This Year 2024-2025	DEBT SERVICES SCHEDULE OF PAYMENTS				
Second Preceding Year 2022-2023	First Preceding Year 2023-2024			PRINCIPAL PAYMENTS		Proposed 2025-2026	Approved 2025-2026	Adopted 2025-2026
				Issue Date	Budgeted Payment Date			
1	30,000	35,000	35,000	July 2005	Admin	35,000	35,000	
2	12,649	13,111		December 2014	Rescue Vehicle			
3								
4								
5								
6	42,649	48,111	35,000	TOTAL PRINCIPAL PAYMENTS		35,000	35,000	-
				Interest Payments				
				Issue Date	Budgeted Payment Date			
7	7,297	6,607	5,802	July 2005	Admin	4,997	4,997	
8	7,297	5,802	5,802	July 2005	Admin	4,997	4,997	
9	413	550	480	July 2005	Admin Loan Fee	410	410	
10								
11	941	479		July 2014	Rescue Vehicle			
12								
13	15,948	13,438	12,084	TOTAL INTEREST PAYMENTS		10,404	10,404	-
				Unappropriated Ending Fund Balance By				
				Issue Date	Payment Date			
14				July 2005	Admin			
15								
16								
17								
18	58,597	61,549	47,084	Total Unappropriated Ending Fund Balance		-	-	-
				TOTAL REQUIREMENTS		45,404	45,404	-

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

RESOLUTION NO. 25-04

IN THE MATTER OF ADOPTING THE BUDGET, MAKING APPROPRIATIONS, LEVYING & CATEGORIZING TAXES

RESOLUTION ADOPTING THE 2025-2026 FISCAL YEAR BUDGET:

BE IT RESOLVED that the Board of Directors of the Illinois Valley Rural Fire Protection District hereby adopts the budget for fiscal year 2025-2026 in the sum of \$5,679,469 now on file at the office of the Fire Chief.

RESOLUTION MAKING APPROPRIATIONS:

BE IT RESOLVED that the amounts for the fiscal year beginning July 1, 2025 and for the purposes shown below are hereby appropriated as follows:

<u>Appropriations</u>	<u>General Fund</u>	<u>Bond Indebtedness</u>	<u>Total</u>
Fire Fighting Services	\$ 3,757,593		\$ 3,757,593
Capital Outlay	\$ 1,312,400		\$ 1,312,400
Debt Service	\$ 45,404		\$ 45,404
Transfers Out	\$ 0		\$ 0
Contingency	\$ 130,000		\$ 130,000
Total Appropriations	\$ 5,245,397		\$ 5,245,397
Unappropriated Ending Fund Balance	\$ 434,072		\$ 434,072
Total Budgeted	\$ 5,679,469	\$ 0	\$ 5,679,469

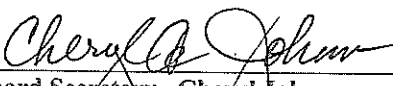
RESOLUTION LEVYING, IMPOSING & CATEGORIZING TAXES FOR THE 2025-2026 FISCAL YEAR BUDGET:

BE IT RESOLVED that the Illinois Valley Fire District's Board of Director's hereby impose the taxes provided for in the adopted budget at the rate of **\$1.8701 per \$1,000.00** of assessed value for District operations; and that these taxes are hereby imposed and categorized for the tax year 2025-2026 upon the assessed value of all taxable property in the District. **Furthermore, Be It Resolved** that voters of the Illinois Valley Rural Fire Protection District voted in favor of a **5-Year Levy** in the amount of **\$0.50 per \$1,000.00** of assessed value for the hiring/maintenance of FF/EMT's. Said Levy is to be imposed upon the assessed value of all taxable property in the District for fiscal year 2025-2026.

<u>General Government Limit</u>		<u>Excluded from Limitation</u>
General Fund	\$1.8701 / \$1,000.00	\$ 0.00
5-Year Levy 2022/23 – 2026/27	\$ 0.50 / \$1,000.00	\$ 0.00

Signed by me in open session in authentication of its' majority approval this 12th day of May, 2025.


Board President - Richard Bouchard

ATTEST: 
Board Secretary - Cheryl Johnson

To: **JOSEPHINE COUNTY TREASURER OFFICE**
500 NW 6TH ST, DEPT. 14
GRANTS PASS OR 97526

Fax – 541-474-5176

From: Illinois Valley Rural Fire Protection Dist.
Taxing District

Date 5/12/2025

Current list of the Board of Directors:

Name: Herbert Tyler	Title: Director – Pos. 1
Name: Richard Bouchard	Title: Director – Pos. 2
Name: Michelle Binker	Title: Director – Pos. 3
Name: Jerry Lamb	Title: Director – Pos. 4
Name: Cheryl Johnson	Title: Director – Pos. 5

Please mail all reports to: Illinois Valley Rural Fire Protection District

681 Caves Hwy., Cave Junction, OR 97523

Contact person: Jamie Paul

2nd Contact person: John Holmes

E-mail jamiopaul@ivfire.com


E-mail johnholmes@ivfire.com

Fax # 541-592-6122

We agree to inform the Josephine County Treasurer's Office of any changes to the list of officers or board of directors.

AUTHORIZATION TO INVEST TAXING DISTRICTS FUNDS

The Josephine County Treasurer is hereby authorized and instructed to include our taxing district in the county's investment program. The Board of Directors has approved the participation for 2025-2026 in the county's investment program on 5/12/2025. **The district will provide a copy of this approval.** The Treasurer will provide the taxing district a report of all income credited to our account, including interest.


Board President – Richard Bouchard

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: May 6, 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.

- **Design engineering**

- The IVFD team reviewed the second draft of the design package, which includes the invitation to bid, preliminary contracts, technical specifications, and engineering drawings. Final changes have been made to the invitation to bid, preliminary contracts, and technical specifications. Waiting on Civil West Engineering for the final changes to the engineering drawings including the changes requested by the Department of Environmental Quality.

- **Procurement**

- The bid documents including the preliminary draft contract between the contractor and IVFD has been reviewed by IVFD's attorney, and requested changes have been made. The preliminary draft contract between the contractor and the City of Cave Junction has been reviewed by the city's attorney with no changes.
- When the final engineering drawings are received, Business Oregon will review the design package. After the design package is reviewed and finalized, the bid publication schedule will be established.

- **Permits and regulatory approvals**

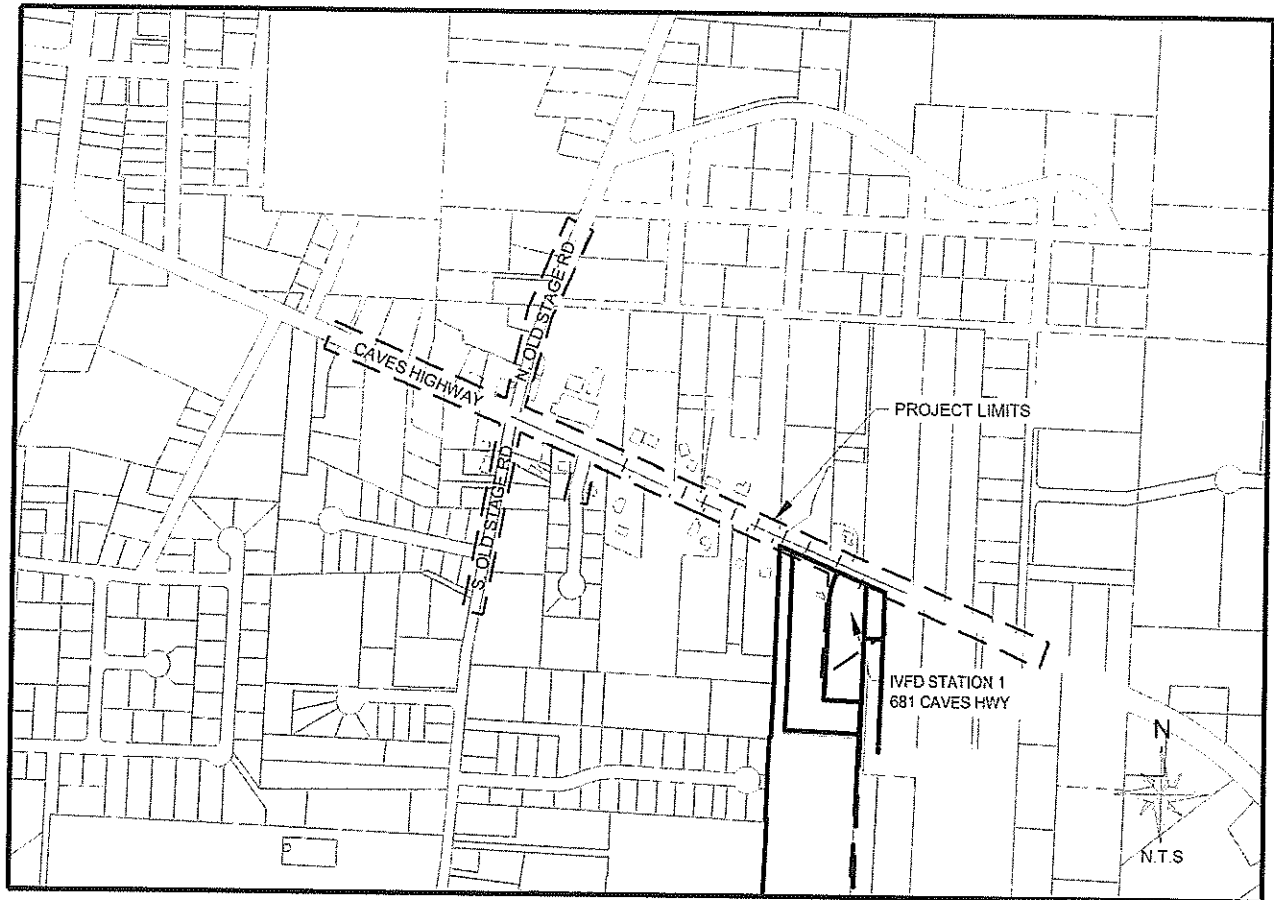
- Civil West submitted engineering plans, along with the capacity study and land use compatibility statement, to the Department of Environmental Quality (DEQ) for its sewer system review. The review is complete, and the DEQ changes have been incorporated. Civil West is submitting the revised plans to DEQ for its final review.

- **Construction**

- The construction phase is estimated to take 45 days.

- **Finance**

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



PROJECT VICINITY MAP

Amendment Number 1

Illinois Valley Fire District

Extension of Water and Sewer Lines

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

Direct Legislative Passthrough

Request Number: 5

Final Draw? ☐ Yes ☒ No

3/31/2025

OBDD Funds (Enter Whole Dollars Only)										Other / Matching Funds (Enter Whole Dollars Only)				All Funds	
(A)	(B)	(C)	(D)	(E) = [B-C-D]	(F)	(G)	(H)	(I) = [(F-G)+H]	(J) = [(C+D+G)+(H)]						
Activity	Approved Budget	Prior Disbursements	Current Request	Balance	Approved Budget	Prior Expenditures	Current Expenditure	Balance	Disbursed & Expended						
Design/Engineering	\$138,000	\$44,764	\$32,572	\$60,665					\$77,336						
Construction	739,698			739,698											
Construction Contingency	68,802			68,802											
Legal Fees	4,000	811	855	2,334					1,666						
Permitting and Regulatory Fees	10,000		292	9,708					292						
Grant Administration	24,000	10,938	2,100	10,962					13,038						

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

Assistant Chief 4/17/2025

Authorized Signature & Title

Administrator 4/17/2025

Jamie Paul 541.502.2225

Project Contact for Payment Notification Phone Number

lamiepaul@ivire.com

E-Mail Address

Amendment Number 1

For OBD 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

Loan / Grant / Forgivable

Funding Program

(If more than one source of funds)

6A

9

P.

Contract Administrator Signature _____

Data

Manager Signature

Date _____

OEDD Disbursement Request		Amendment Number 1
Recipient:	Illinois Valley Fire District	
Project Name:	Extension of Water and Sewer Lines	
Funding Programs:	Direct Legislative Passthrough	
Project Goals (Report for Every Cash Draw)		Request Number: 5
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 OH/DEQ approval of plans	Apr 27 2025	90% design review Mar 3. 100% design completed Mar 18. DEQ and ODOT review complete. Final changes in process to prepare for bid.
4. Construction Complete	Aug 31 2025	
5. Project Closeout	Oct 31 2025	
6.		
7.		
8.		
9.		
10.		