



**Illinois Valley Fire District Board of Directors
Meeting Minutes September 14, 2026**

Director 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, Batt. Chief Pfeiffer, Christina Buttram, Lt. Minglina, Lt. Marler, FF Norton, FF Gavlik, Charlie Foutch **GUESTS:** Forrest Roth; Ethan Lane

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

REVIEW OF PREVIOUS MEETING MINUTES: Motion made by Director Tyler to accept the August 10, 2026, minutes; and seconded by Director Lamb. All in favor, motion passed unanimously.

STAFF REPORTS:

CHIEF HOLMES

Fire Defense Board

- Continued participation and coordination with the Josephine County Fire Defense Board and regional fire service partners throughout the month.
- Assisted with regional coordination and resource needs as fire activity continued across Southern Oregon.
- On August 1, The Fire Chief was requested by the Fire Defense Board Chief to assist with incident overhead for the **I-5 MM 57 NB Fire**.
- On August 13, IVFD provided a Water Tender for coverage at Rural Metro Fire Station #1 during the **Fielder Mountain Fire**. The Fire Chief was also requested by the Fire Defense Board Chief to assist with incident overhead.

OSFM – Incident Management Team

- Returned from the OSFM Red Incident Management Team assignment at the beginning of August following deployment to the **Lower Dry Creek Fire, Akawa Butte Fire** and subsequent management of multiple incidents, including the **Bench Fire**. At that time, the Red Team was managing six active fires.
- Incident Management Team activity began slowing during August. It remains uncertain what the remainder of September and October will bring across the state as fire season continues.

Major Incidents / Operational Activity

- **Forks Park / Westside Road Vegetation Fire:** IVFD responded to a significant vegetation fire that escalated through multiple alarm levels and required substantial regional resources. As conditions developed, additional resources from Rural Metro Fire and Grants Pass Fire were brought to the incident, along with a Rogue Valley Wildland Task Force. Structure protection operations were established along Westside Road, with the Fire Chief assigned to the Structure Branch. The incident demonstrated the importance of regional mutual aid and coordinated wildland/structural response capabilities.
- IVFD continued responding to vegetation fires, medical emergencies, motor vehicle accidents, public assists, and other emergency calls throughout the month while maintaining emergency coverage across the District.
- Continued coordination with AMR and Mercy Flights for EMS incidents requiring advanced patient care and transportation. One August incident required air medical transport, highlighting the importance of the District's partnership with Mercy Flights and regional EMS providers.

Grant Activity

- Continued administration and coordination of current District grant projects, including the **OSFM Wildland Fire Season Staffing Grant**, which provides additional seasonal staffing and improved response capabilities during fire season.

- Continued work associated with the **Community Wildfire Risk Reduction Grant**, including project reporting, expenditures, personnel costs, accomplishments, and documentation required for grant closeout.
- Continued coordination regarding the District's **Hydrant Grant Project** and associated planning.
- **IVFD Station Solar Proposal:** Assistant Chief Kamron Ismaili identified a potential funding opportunity for the installation of solar systems at IVFD stations. The District is currently exploring and developing the proposal. If awarded, the project would be funded through the **State of Oregon**, providing an opportunity to improve the energy resiliency and long-term sustainability of District facilities while minimizing the financial impact to the District.

Director Johnson made a motion to authorize Fire Chief John Holmes to submit and sign the 2026 Regional Infrastructure Fund grant application and associated application documents on behalf of Illinois Valley Fire District for the Emergency Energy Resilience Project, requesting up to \$378,497 in grant funding, with all financial administration, expenditures, contracting, and procurement remaining subject to Illinois Valley Fire District's established fiscal controls, policies, and applicable Board approval requirements; seconded by Director Tyler. All in favor, motion passed.

- Continued monitoring and administration of previously awarded grant-funded equipment and projects, including firefighter protective equipment and other operational improvements.
- Continued pursuit and coordination of additional funding opportunities that can improve firefighter safety, emergency response capabilities, facility resiliency, and community wildfire preparedness without placing the entire financial burden on District taxpayers.

Training

- Continued participation in weekly Illinois Valley Fire District training drills and activities.
- Training continues to focus on maintaining operational readiness, firefighter safety, command proficiency, and effective coordination between career and volunteer personnel.

Key Meetings / Events

- **Illinois Valley Family Coalition – Emergency Planning Meeting:** Participated in a collaborative meeting focused on emergency preparedness and planning for the Illinois Valley. Attendees included CERT representative Ed Sudyka, Emergency Management, the Resilience Hub Coordinator, and other key community partners. Discussions focused on identifying community needs, available resources, coordination efforts, and strategies to better prepare for and respond to significant emergency incidents affecting the Illinois Valley. This collaborative effort has now developed into a monthly meeting to continue strengthening emergency preparedness and coordination throughout the community.
- Continued engagement with local, county, state, and federal partners regarding emergency preparedness, wildfire response, community resilience, and regional fire service needs.
- Continued coordination with the **Illinois Valley Fire Resiliency Oversight Group (IVFROG)** regarding wildfire resilience and hazardous fuels reduction efforts within the Illinois Valley.

Operations / Equipment Updates

- The new FirstNet phones and iPad devices are working well and are being utilized by Command Staff and Duty Crews at both staffed stations. The devices have improved access to communications and operational information while personnel are in the field.
- Continued coordination and oversight of District apparatus, equipment, communications, and operational readiness during the height of the summer fire season.
- Continued work with regional partners regarding communications and radio system needs and opportunities for improving interoperability.

Interagency / Regional Coordination

- August continued to demonstrate the importance of IVFD's regional partnerships. District personnel worked and coordinated with numerous agencies throughout the month, including Rural Metro Fire, Grants Pass Fire Rescue, Oregon Department of Forestry, U.S. Forest Service, Bureau of Land Management, Josephine County Emergency Management, AMR, Mercy Flights, and other regional partners.
- These relationships continue to provide critical support during larger incidents while allowing IVFD to contribute personnel, apparatus, command experience, resources to the regional emergency response system.

Ongoing Engagement

Continued participation and coordination with:

- Josephine County Duty Officer – Operations

- Oregon Fire Chiefs Association – Monthly Meeting
- Jackson County Fire District #1 Board of Directors
- Jackson County Fire District #9 Board of Directors
- Hydrant Grant Coordination
- International Association of Arson Investigators (IAAI)
- Illinois Valley Fire Resiliency Oversight Group (IVFROG) with Director Johnson
- City of Cave Junction / City Council
- Illinois Valley Chamber of Commerce
- Rogue Valley Fire Prevention Cooperative

ASST. CHIEF ISMAIL:

- For the month of August, we had a total of 131 calls: 27 non-emergent: false alarm, good intent/no incident, legal open burns, etc. calls; 19 service/public assist calls, 4 illegal open burn/smoke investigation calls, 2 hazardous situations, 16 motor vehicle accidents, 49 medical calls, 1 large vehicle fire, 9 grass fires, 2 structure fires, 2 mutual aid responses.
- Completed 0 fire and life safety inspections, installed 2 smoke alarms.
- Station 5: The building safety permits are still in process.
- District Boundary Expansions: On going process continues with numerous annexations ongoing.
- The hydrant grant project is mostly complete, with an update later from Teresa Stover.
- ODOT signs are in process for Hayes Hill: Now entering/Now leaving Illinois Valley Fire District.
- Fee schedule is updated to allow for bulk billing format.

DIV. CHIEF GAVLIK:

- Training Building: Two force entry windows done on second floor, strut channels for insulation in process.
- Mobile repeaters installed in a brush truck and water tender.
- Three volunteer applications provided... hoping they are returned and add to our volunteer ranks.
- Explorers worked the Labor Day Festival with breakfast, fire safety house (243 kids), and trash/bathroom duty.
- Training for this month will include Pediatric Respiratory Emergencies, First Due Fire Attack, Ground Ladders, Ventilation Limited Fires, and Firefighter Confidence Drill.

BAT. CHIEF PFEIFFER:

- A written maintenance report was submitted and discussed at the board meeting with detail of the maintenance on the fleet, buildings, station signs, and resiliency/air trailers.

ADMINISTRATOR PAUL: no report, financials provided.

NEW BUSINESS:

- Motion to approve eleven (11) annexations as follows:
 - Kenneth Herrick, owner of 101 Forest Creek Rd. R327507 Map 38-07-34B TL 107, 5.05 acres
 - Eric Gale/James & Janeen Lindeen, *Deer Creek Rd. R329632 Map 38-06-18 TL 503, 106.19 acres
 - Richard Norman & Blair Neuman, 39221 Redwood Hwy R332920 Map 41-09-00 TL 1400, 94.60 acres
 - David & Carmen Baker, two properties:
 - 5645 Thompson Creek Rd. R327574 Map 38-07-34D TL 119, 5.25 acres
 - 5655 Thompson Creek Rd. R327575 Map 38-07-34 TL 120, 5.07 acres
 - Ruth Williamson/Scott & Shirley McAdam, 11330 Takilma Rd. R332880 Map 41-08-03 TL503, 7.07 acres
 - Karen Chase, owner of *Westside Rd. R330832 Map 39-08-30 TL 104, 10.04 acres.
 - Jonathan and Jaime Pope, three properties:
 - 4905 Happy Camp Rd. R332531 Map 08-08-36 TL 102, 10.00 acres
 - 2980 Happy Camp Rd. R332529 Map 40-08-36 TL 101, 16.06 acres
 - 2980 Happy Camp Rd. R332298 Map 40-08-25 TL 606, 7.42 acres
 - Jonathan Marino, 935 Lakeshore Dr., Selma OR, R327945 Map 38-08-14 TL 100, 7.89 acres

Motion to approve 11 annexations as presented and read made by Director Johnson, seconded by Director Lamb. All in favor, motion passed.

- Director Johnson shared that the OFDDA Fire Service Conference will be held November 5-7 in Hood River at the Best Western Plus. Conference registration is \$395 and the room rate is \$119/night. The program and agenda will be mailed this month in the Communique. I hope you all consider attending.
- Resolution 26-03 – Cost Recovery Fees – Updated costs and fees, effective 9/14/26 as shown in the fee schedule provided in the board packet.

Motion to approve Resolution 26-03 to update the cost recovery fee policy to allow for bulk billing made by Director Johnson, seconded by Director Lamb. All in favor, motion passed.

- Hydrant Grant project – written update included in our packet by Teresa Stover:
 - Change Order #4 is complete; and the asphalt mix issue has been resolved.
 - A final walkthrough was completed on 9/8/26 and a finalized copy of as-built drawings are being done. A certificate of substantial completion will be done. Documentation of 5 test results received.
 - Disbursement request #21 for legal and grant administration submitted.
 - Amendment #4 executed by IVFD and the City of Cave Junction to clarify project ownership and increase budgets for grant administration.
 - Preparing requirements to hand off ownership to City of Cave Junction as well as final grant administrative closeout; conduct an After Action Review and submit final report.
- Ethan Lane – City Council meeting this evening. Also changing waterway classifications in the Illinois Valley relative to nickel mining in the valley.
- Audit Report given by Richard Brewster, CPA for 2025-2026FY Audit Review, with no issues to report.

Motion made by Director Johnson to accept the audit report as submitted for FY25-26 and seconded by Director Tyler. All in favor, motion passed.

OLD BUSINESS: none

PUBLIC COMMENT: One comment on FB from Mike Litte-Riss related to salary rates in the district. Answers will be provided at next month's meeting.

BOARD COMMENT:

- Director Johnson thanked IVFD personnel and volunteers, CERT and Support team members, as well as the Explorers for ALL their work at the Labor Day festival. The workers at the breakfasts were phenomenal, and everyone who showed up and staffed the booth and the fire safety house were terrific. In addition, having 15 apparatus plus the Explorers in the parade was so much fun. Thank you EVERYONE for making IVFD proud!!
- Director Bouchard thanked everyone and encouraged them to be safe, and thank you to their families as well.

The next regularly scheduled BOD meeting will be Monday, October 19, 2026 at 4pm at the Administration building, 681 Caves Hwy., Cave Junction, OR. This meeting adjourned at 4:58pm.

Respectfully submitted,



Director Cheryl Johnson
Board Secretary