

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

November 10, 2025

1. Call meeting to order (silence phones)
2. Flag Salute (remove hats)
3. Roll Call
4. Review of October 20, 2025 minutes
5. Staff Reports
 - Fire Chief Holmes
 - Assistant Chief Ismaili
 - Division Chief Gavlik
 - Battalion Chief Pfeiffer
6. New Business
 - Resolutions: None
 - Annexations: None
 - Teresa Stover - Hydrant Grant Administrator
 - Ethan Lane – City of Cave Junction Liaison
 - CERT: Upcoming training and recruitment – Ed Sudyka
7. Old Business:
 - Levy Workshop 11/17/2025 @ 3:00 p.m.
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 December 8, 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 Board of Directors
Meeting Minutes November 10, 2025**

Vice President Tyler 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

IVFD VOLUNTEERS: Ed Sudyka, William Harrison, Cody Goodenough

GUESTS: Teresa Stover, Ethan Lane

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

REVIEW OF PREVIOUS MEETING MINUTES: Motion made by Director Lamb to accept the October 20, 2025 minutes; and seconded by Director Hendrix. All in favor, motion passed unanimously.

STAFF REPORTS

CHIEF HOLMES

New Items:

- I have applied to serve on the Rural Fire Protection District Funding Advisory Committee with Oregon State Fire Marshal's Office. During the 2025 legislative session, Senate Bill 454 directed the Oregon State Fire Marshal (OSFM) to establish an advisory committee to evaluate funding for rural fire protection districts. In response, OSFM is forming an ad-hoc committee under the Governor's Fire Service Policy Council to review services, funding options, and funding limits for these districts. The committee will also explore connections to municipal departments and develop recommendations to ensure rural districts have adequate and sustainable funding. Findings and recommendations will be submitted to the Legislature by December 31, 2026. We are seeking broad representation from across the fire service and invite you to submit a letter of interest if you would like to be considered for service on this committee.
- Fire Season was declared over on October 14, with a successful year with the IVFD crews and ODF making sure they kept the fires small. Great job to everyone.
- We have received a reduction on the Hydrant/Sewer project, due to the loss of federal funding. We lost about 13.7% of the project or \$135,000 of the total project of nearly \$1M. The loss will likely affect the sewer portion of the job. It is anticipated that the hydrant project remains fully funded unless there are additional changes.
- OSFM Crew Performance Evaluations were submitted for FF LeMasters and FF Minglana at the Moon Complex. Their evaluations were average to excellent for all areas, as well as always positive attitude. Their task force leader was very happy to have had them on the crew. Kudos to both!

Fire Defense Board

- Nothing new to report at this time

OSFM – Red Incident Management Team

- Nothing new to report at this time

Training

- I participated in weekly IVFD training drills.

New Meetings Attended

- Attended the Fire Responder Appreciation Day Event at St 3, with "B" Shift, AC Ismaili, BC Pfeiffer, Director's Johnson and Hendrix with a great turn out for the meeting and information provided.
- I attended by invitation the OSFM Focus Group Community Meeting in Salem, prepared by Chief Ruiz-Temple.

Ongoing and Informative Meetings Attended

- Oregon Fire Chiefs Association – Monthly Business Meeting (Online)
- Rogue Valley Fire Chiefs Association – Monthly Meeting (In-Person)
- Hydrant Grant Coordination Meetings (with AC Ismaili, DC Paul, and Teresa Stover – Online and In-Person)
- Monthly Meeting with Director Johnson
- Mid Rogue Fire District Board of Directors Meeting (Online)
- Rogue Valley Fire Prevention Co-Op (with AC Ismaili)
- IVFROG with AC Ismaili and Director Johnson and Director Hendrix (In-Person)
- Rogue Valley IAAI with AC Ismaili (Online)
- Josephine County Operations Chief Meeting with AC Ismaili (Online)

Chief Holmes asked Div. Paul to the podium to celebrate the appreciation for her work with the annual budget from 2020 to 2026.

ASST. CHIEF ISMAILI:

- For the month of September, we had a total of 125 calls: 1 false alarm; 28 good intent/no incident calls; 9 service/public assist calls, 25 illegal open burn/smoke investigation calls, 0 hazardous condition calls, 9 motor vehicle accidents with no civilian fatalities and no firefighter injuries, 44 medical calls, 1 structure fire, 1 electrical fire; 1 large vehicle fire; 1 small vehicle fire. Assisted on 5 calls with our mutual aid partners.
- Completed 7 fire and life safety inspections; and installed 5 smoke alarms.
- Station 5: The building safety permits are ongoing; the foundation has been dug and concrete forms are prepped.
- The resiliency grant project electrical installation continues. We are awaiting communication supplies.
- District Boundary Expansions: On going process with the Assessor's Office. A mail campaign to invite property owners to join the district proactively is being initiated.
- Attended the IVFROG, RVFPC, SOFCO, IAAI, Rogue Valley and JoCo Operations meetings, as well as our hydrant grant meetings.

DIV. CHIEF GAVLIK:

- Training Building: Building a forcible entry window prototype.
- Emergency Medical Responder class is halfway complete.
- Explorers are planning to attend the national competition in February 2026.
- Training for this month will include EMS Skills, Primary Search, and Fire Extinguishers.

BAT. CHIEF PFEIFFER: (not in attendance, report included in the board packet)

- 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.

ADMINISTRATOR PAUL: no report, financials provided.

NEW BUSINESS:

- Hydrant Grant project update (Stover):
 - On 9/8/25, IVFD received the bid amendment from Pilot Rock Excavation, Inc. resulting in a reduction of \$89,1637 from the original bid (complete water line scope of project, and as much sewer line as remaining funds will allow). Contract was submitted for review by legal and Business Oregon. Contract and supplemental documents submitted to Pilot Rock for review. Civil West is updating the drawings to show the revised scope of work and materials on the sewer line portion of the project. In addition, we had the reduction of approx. \$135,000 that Chief Holmes reported on earlier during his report. The project is on hold until we receive the written notice from the State as to total amount of the reduction. At that time, the contract will be amended with the reduction in scope and project total amount.
 - Construction phase is estimated to be 45-60 days. New estimated start date is likely to be January 2026.
 - A 11th disbursement request for engineering and grant administration was provided.
- Ethan Lane – No further update on the Junction Inn at this time. The city council meeting is tonight at 7pm.

- Vol. Ed Sudyka gave an overview of CERT volunteer service and the need for water tender operators, air trailer volunteers, as well as Support/Rehab volunteers. He also shared that the annual CERT training is underway.

OLD BUSINESS:

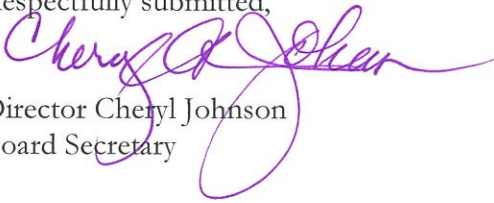
- Levy Workshop: It is time to start discussions on the proposed levy ballot initiative for the May 2026 ballot. A workshop meeting will be scheduled on Monday, November 17 at 3pm.
- It is time for Chief Holmes performance evaluation. We will be meeting to discuss the Chief's annual performance review in the month of December.

PUBLIC COMMENT: none received

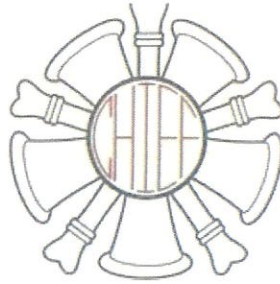
BOARD COMMENT: none offered

The next regularly scheduled BOD meeting will be Monday, December 8, 2025 at 4pm at the Administration building, 681 Caves Hwy., Cave Junction, OR. This meeting adjourned at 4:36pm.

Respectfully submitted,



Director Cheryl Johnson
Board Secretary



Fire Chief Report

Date: 11.10.2025

New Items

- I have applied to serve on the Rural Fire Protection District Funding Advisory Committee with Oregon State Fire Marshal's Office. (During the 2025 legislative session, Senate Bill 454 directed the Oregon State Fire Marshal (OSFM) to establish an advisory committee to evaluate funding for rural fire protection districts. In response, OSFM is forming an ad-hoc committee under the Governor's Fire Service Policy Council to review services, funding options, and funding limits for these districts. The committee will also explore connections to municipal departments and develop recommendations to ensure rural districts have adequate and sustainable funding. Findings and recommendations will be submitted to the Legislature by December 31, 2026. We are seeking broad representation from across the fire service and invite you to submit a letter of interest if you would like to be considered for service on this committee).
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Fire Defense Board

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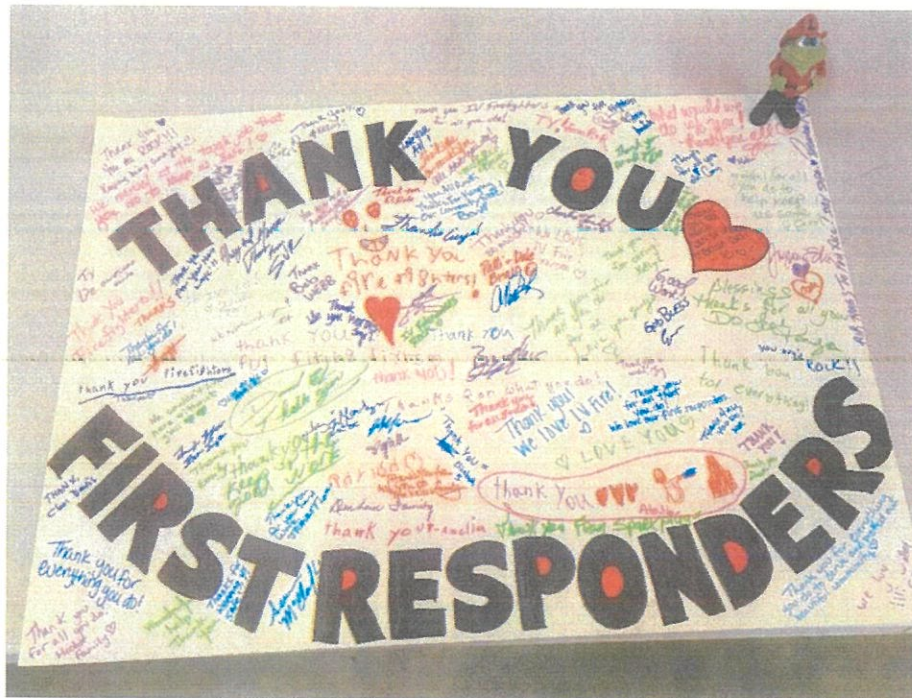
- I participated in weekly IVFD training drills.
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- Rogue Valley IAAI with AC Ismaili (Online)
- Rogue Valley Fire Prevention Co-Op with AC Ismaili (Online)
- Josephine County Operations Chief Meeting with AC Ismaili (Online)



Illinois Valley Fire Protection District
Board of Directors Meeting
Operations/Prevention Notes
11/10/2025

For the month of October, the Illinois Valley Fire District responded to a total of **125 calls**. Below is the breakdown:

- **False Alarms:** 1
- **Good Intent Calls:** 28
 - These include no incidents found, canceled en route, smoke investigations, and legal open burns.
- **Service Calls:** 9
 - These include public assists, lift assists, water leaks, stand-by incidents, etc.
- **Illegal Open Burns:** 25
 - Resulted in **7 warnings** and **1 citation**.
- **Hazardous Conditions:** 0
 - These include powerline issues, fallen trees, fuel leaks, and gas leaks.
- **Motor Vehicle Accidents (MVAs):** 9
 - No civilian fatalities and **no firefighter injuries** reported.
- **Medical Calls:** 44
- **Structure Fires:** 1
 - **17,000 Blk Redwood Hwy:** Intentional, this was an abandoned structure, which was possibly inhabited by a transient who may have set the fire. I am currently working with the Sheriff's office.
- **Electrical Fire:** 1
 - **100 Blk Cascade Dr:** Unintentional, caused by excessive dirt and debris in the outlet junction box that caused arcing
- **Large Vehicle Fire:** 1
 - **100 Blk BLM Road 39-8-3 Rd:** Intentional, person or persons unknown set fire to the vehicle. The BLM deputy was on scene and has taken over the investigation.
- **Small Vehicle Fire:** 1
 - **1600 Blk Lakeshore Drive:** Undetermined, fire started in the engine compartment while the occupant was driving it.
- **Mutual Aid:** 5 assists to partner agencies

Fire & Life Safety Inspections: 7 completed

Smoke Alarm Installations: 5 completed

Project Updates:

- **Station 5:** Building Safety permits are ongoing. The foundation has been dug, and the concrete forms are prepped.
- **Resiliency Grant Project** is underway:
 - Electrical installation for the Connex boxes is still in progress.
 - We are still awaiting the communication supplies to complete the package
- **District Boundary Expansion:** This process is ongoing with the Josephine County Assessor's Office. Internally, we will begin a mail-out campaign to invite property owners to join the Fire District proactively, before an incident occurs on their property.

Meetings Attended:

- IVFROG - Illinois Valley Fire Resiliency Oversight Group
- RVFPC - Rogue Valley Fire Prevention Co-op
- SOFCO - Southern Oregon Fire Code Officials
- IAAI - International Association of Arson Investigators
- RV Ops - Rogue Valley Operations (Jackson and Josephine County)

- 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

November 10, 2025



**ILLINOIS VALLEY
FIRE
DISTRICT**

I am in the process of putting together a prototype forcible entry window for the training building. The concept is to allow firefighters to be able to break out simulated glass and window sash when ventilating and performing search operations. Tom has been a little busy repairing our apparatus. When he has some time, we will get one welded together to test.

The EMR class is going well; we are halfway through the PowerPoint curriculum, with another three weeks left to finish before hammering down on their skills and testing.

It looks like there are a few people from the Explorers who are not available to go this year, leaving us with four or five Explorers and two leaders who will be going to the competition. This means that we have enough money to begin making the arrangements and reservations for the trip.

Training this month will cover EMS Skills, Dumpster & Chimney Fires, Primary Search, and Fire Extinguishers.

Respectfully Submitted by Jeff Gavlik, Division Chief

Maintenance Report- October, 2025

All routine maintenance and upkeep.

8931- New ball joints, front end alignment.

8901- Pump engage- almost finished.

Station 5- Plumber finishing up and then we'll be ready to pour footings.

Station 4- Gutters cleaned, Station 3 will be next, weather allowing.

Hose and Ladder Testing completed- Only one stick of 2.5" failed.

Illinois Valley RFPD Profit & Loss Budget vs. Actual July 2025 through June 2026

	Jul '25 - Jun 26	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
4010-00 · Current Taxes	23,591.98	1,618,780.00	-1,595,188.02	1.46%
4020-00 · Prior Taxes	10,429.46	22,000.00	-11,570.54	47.41%
4630-00 · INTEREST INCOME				
Total 4630-00 · INTEREST INCOME	21,749.39	40,000.00	-18,250.61	54.37%
4710-00 · Miscellaneous				
Total 4710-00 · Miscellaneous	107,284.85	2,265,868.00	-2,158,583.15	4.74%
4712-00 · Explorers Savings	1,081.45			
Total Income	164,137.13	3,946,648.00	-3,782,510.87	4.16%
Gross Profit	164,137.13	3,946,648.00	-3,782,510.87	4.16%
Expense				
Fix it	227.64			
5000-00 · Personal Services				
Total 5000-00 · Personal Services	637,415.40	3,072,193.00	-2,434,777.60	20.75%
6000-02 · Materials & Services				
Total 6000-02 · Materials & Services	125,213.71	685,400.00	-560,186.29	18.27%
7000-03 · Capital Outlay				
Total 7000-03 · Capital Outlay	29,662.91	1,312,400.00	-1,282,737.09	2.26%
7950-03 · Contingency Fund	0.00	130,000.00	-130,000.00	0.0%
8000-04 · Debt Service/Lease Purchase Agr				
1070-00 · Flexlease US Bank Interest	0.00	9,994.00	-9,994.00	0.0%
1075-00 · Flexlease US Bank Principal	0.00	35,000.00	-35,000.00	0.0%
1080-00 · Fund Transfer Expense	0.00	0.00	0.00	0.0%
Total 8000-04 · Debt Service/Lease Purchase Agr	0.00	44,994.00	-44,994.00	0.0%
8000-46 · Loan Fees	0.00	410.00	-410.00	0.0%
Total Expense	792,519.66	5,245,397.00	-4,452,877.34	15.11%
Net Ordinary Income	-628,382.53	-1,298,749.00	670,366.47	48.38%
Other Income/Expense				
Other Income				
4040-00 · Levy Funds				
Total 4040-00 · Levy Funds	9,082.53	432,821.00	-423,738.47	2.1%
9000-10 · Bond Taxes - Prior	725.00			
Total Other Income	9,807.53	432,821.00	-423,013.47	2.27%
Net Other Income	9,807.53	432,821.00	-423,013.47	2.27%
	-618,575.00	-865,928.00	247,353.00	71.44%

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: November 3, 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, with Civil West Engineering as the engineer and Pilot Rock Excavation as the contractor. 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.

Current and upcoming milestones

- **Procurement**

- Received the bid amendment from Pilot Rock Excavation reflecting a reduction of \$89,167 from the original bid.
- Updated the Notice of Award in the contract documents to reflect the updated scope of work which indicates that Pilot Rock will build the full water line project and only as much of the sewer line project as the remaining grant funds allow.
- Submitted the IVFD-Pilot Rock draft contract to review by legal counsel, Business Oregon, and Civil West. Incorporated their suggested changes.
- Submitted the contract and supplemental documents to Pilot Rock review on October 30.

- **Design engineering**

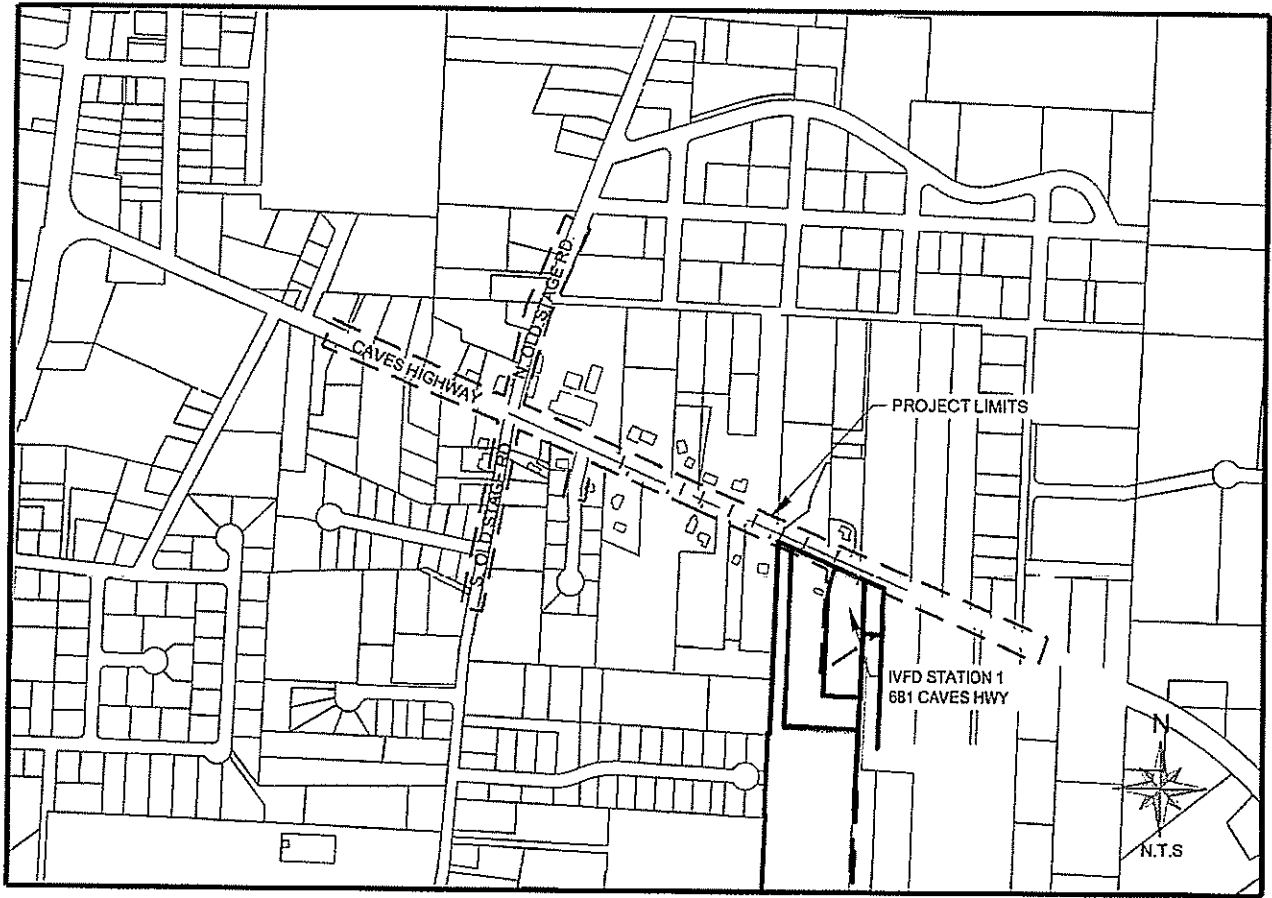
- Civil West is updating the engineering drawings to reflect changes to materials and the scope of the sewer project.

- **Construction**

- The construction phase is estimated to take 60 days, including materials procurement.

- **Finance**

- Submitted the 11th disbursement request (attached) for engineering and grant administration.



PROJECT VICINITY MAP

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: 11

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	Nov 30 2025	Issued Notice of Intent to Award Contract to Pilot Rock Excavation, Inc. on Aug 22. Cost adjustments and contract development in progress.
5.	Project Closeout	Dec 31 2025	
6.			
7.			
8.			
9.			
10.			

Ed Sudyka address to the IVFD Board Members at their monthly meeting Nov. 10, 2025

Good afternoon members of the IVFD Board,

I've been asked by a member of the IVFD Board to relate to you all at this board meeting a presentation I made to a group of men at a Men's Breakfast gathering at Bridgeview Church on Saturday morning October 25.

At that time I spoke to the men on two topics: the opportunity to attend the CERT Disaster Preparedness class of November 2025 and the need at the IVFD for additional volunteer "2nd Responders" to help firefighters in the support role.

At this board meeting I will not go into the details regarding the CERT Disaster Preparedness class as it has already met for its first of three Friday evening and Saturday classes this past weekend, Nov. 7 + 8. At the breakfast I encouraged the men there to sign up and attend the class in order to help them better help their families in the event of a disaster.

Regarding the need for additional IVFD volunteer "2nd Responders", I explained to the men the importance of having a cadre of men and women of the community that could respond to emergency situations and fill various roles that help the firefighters perform their functions. I used the illustration of a structure fire on Rockydale Road as an example. I explained that the firefighters would arrive to put out the fire, but would soon run out of water if there were no support volunteers to bring additional water to them in a water tender. Another support volunteer function is to respond to the fire scene with the air compressor trailer in order to refill the self-contained breathing apparatus tanks that the firefighters wear and deplete while fighting the fire. Another 3rd volunteer support crew arrives at the fire with the purpose of providing the firefighters a place where they can rest and rehydrate for a bit while their physical vital signs are monitored. These folks are the Rehab crew and they use a converted ambulance equipped to perform this function. Finally, on a structure fire like our example that takes place on Rockydale Road, there will be impacts to traffic flow on this busy two lane road, as fire apparatus will typically have to park and block one lane. I explained that we have another converted ambulance that contains traffic control devices. It also needs support volunteers to operate. Additionally this rig and its crew is also used for traffic control on the scene of motor vehicle accidents.

I then made the appeal to the group that we at the IVFD could really use additional volunteer support members, as, for instance, both the air compressor trailer and the traffic control converted ambulance are currently staffed with just two available volunteers, Charlie, who is 75 years old and myself, at 71 years of age! I also mentioned the need for additional tender operators and Rehab staff, as these units are also extremely short staffed.

After the meeting, I did have two folks sign up to help. One fairly young man indicated that he could help with tender operation and a second older gentlemen was willing to help in whatever capacity we could use him. I've passed on to Chief Ismaili the contact information for the potential tender operator, and I'm talking with Chief Gavlik about the older gentleman perhaps helping on the training center building as he is a retired carpenter, as well as helping in other capacities.

Thank you

Ed Sudyka, IVFD/CERT Coordinator and Support Volunteer