

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

August 11, 2025

1. Call meeting to order (silence phones)
2. Flag Salute (remove hats)
3. Roll Call
4. Review of July 14, 2025 minutes
5. Staff Reports
 - Fire Chief Holmes
 - Asst. Chief Ismaili
 - Div. Chief Gavlik
 - Batt. Chief Pfeiffer
6. New Business
 - Resolutions: None
 - Annexations: Ryan Bucko of 1250 Lone Mt. Rd. would like to annex 1.05 acres for a total of 6.05 acres.
 - Board vacancy
 - Director Bouchard: Personnel Manual verbiage change
 - Teresa Stover - Hydrant Grant Administrator
 - Ethan Lane – City of Cave Junction Liaison
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 September 8th, 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 August 11, 2025

President Bouchard called the meeting to order at 4:00pm and led the flag salute.

PRESENT: Chief Holmes, Asst. Chief Ismaili, Div. Chief Paul, Bat. Chief Pfeiffer, FF LeMasters

VOLUNTEERS: FF Tuuri, FF Norton, Charlie Foutch **GUESTS:** Teresa Stover, Sean Hendrix, and Ethan Lane

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

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

STAFF REPORTS

CHIEF HOLMES

New Items:

- Emails have been sent to all IVFD personnel regarding two upcoming testing opportunities:
 - **Firefighter Eligibility List Testing:** Targeted at our volunteer members to establish a list to fill future vacancies due to attrition to other agencies.
 - **Company Officer Testing:** Intended for current full-time suppression personnel.
 - **Testing Date:** Scheduled for August 18, 2025.

Fire Defense Board Items:

- Nothing to report.

OSFM – Red Team:

- Nothing to report.

Training:

- Participated in weekly IVFD trainings.
- Participated in AMR Continuing Education on Toxic Inhalations.

New Meetings Attended:

- Regional Resilience Forum Interest Meeting.
- Josephine County Duty Officer/Operations Group Meeting (attended with Assistant Chief Ismaili).

Ongoing and Informative Meetings Attended:

- Oregon Fire Chiefs Association – Monthly Business Meeting (Online)
- Josephine County Commissioners Meetings (Online)
- Rogue Valley Fire Chiefs Association – Monthly Meeting (In-Person)
- Cave Junction City Council Meetings (Online and In-Person)
- Cave Junction Chamber of Commerce (Online)
- Hydrant Grant Coordination Meetings (with AC Ismaili, DC Paul, and Teresa Stover – Online and In-Person)

Chief Holmes asked for permission to sell 8979 with an asking price of \$7,500. Motion made by Director Tyler for Chief Holmes to sell 8979 for up to \$7,500, seconded by Director Lamb. All in favor, motion passed unanimously.

ASST. CHIEF ISMAILI:

- For the month of July, we had a total of 107 calls: 0 false alarms, 26 good intent/no incident calls; 5 service/public assist calls, 6 illegal open burn/smoke investigation calls, 3 hazardous condition calls, 9 motor vehicle accidents with no civilian fatalities and no firefighter injuries, 38 medical calls, 8 grass fires, 2 structure fires, 1 small vehicle fire, and 1 large vehicle fire. Assisted on 8 calls with our mutual aid partners.
- Completed 19 fire and life safety inspections.
- Station 5: The permitting is still in process.
- The resiliency grant project is underway. The groundwork is complete and the electrical installation is in progress.
- Attended the IVFROG, SOFCO, IAAI, Rogue Valley and JoCo Operations meetings, as well as our hydrant grant meetings.

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

- The training building interior construction continues with insulation and protection of the walls. Electrical for lights and power to follow.
- Tasks books continue to be completed through different trainings and emergency responses.
- Emergency Medical Responder class is being planned for the fall – will be helpful for some needed medical certifications while waiting for EMT program opportunities.
- Explorers had a great time at the Healing Hearts and Hooves fundraiser on 7/19.
- Training for this month will include Childbirth Complications, Department Communications and Radio Use, Wildfire Smoke and Heat Illness, and Propane Emergencies.

BAT. CHIEF PFEIFFER:

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

ADMINISTRATOR PAUL: no report, financials provided.

NEW BUSINESS:

- There is one annexation request:
 - Ryan Bucko of 1250 Lone Mtn. Rd., O'Brien; 1.05 acres for a total of 6.05 acres.

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

- BOARD VACANCY: Due to the resignation of Director Binker, the board authorized Division Chief Paul to post the vacancy in the appropriate newspapers, Flash Alert, and on social media. The deadline for applications will be Thursday, September 4, 2025.
- The Employee Handbook requires a modification to clarify language on the "Command Structure and Scope" on page 32. The first reading of the proposed language is as follows:

Board Contact

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

Motion made by Director Johnson to approve the amended language as proposed and add to next month's agenda for a second/final reading, seconded by Director Tyler. All in favor, motion passed unanimously.

- Hydrant Grant project update (Stover):
 - Bid opening was held 7/30/25 and two bids were received and are currently being evaluated.

- After lowest qualified bidder is determined, Notice of Intent to Award Contract will be published, followed by a 7-day waiting period. The final contract will be submitted for review to the IVFD attorney and Business Oregon.
- Construction phase is estimated to be 45-60 days.
- A 2nd amendment was executed to update the project description to include the correct diameter of the water pipe.
- City of Cave Junction (Ethan Lane) Thank you from the mayor on the save with the structure fire yesterday. No response from the Junction Inn and now will go to a hearing to resolve ownership issues.

OLD BUSINESS: (none)

PUBLIC COMMENT: (none)

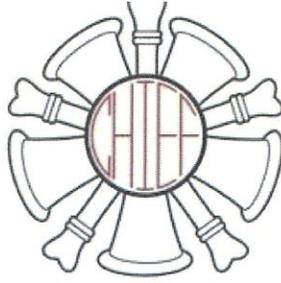
BOARD COMMENT:

- Director Johnson thanked Director Binker for her board service and expressed appreciation for her dedication to public service and the community; and wished her well in her new job. Also, a reminder for board members and staff to attend the OFDDA conference in November in Seaside.
- Director Bouchard echoed the comments for Director Binker and will miss her on the board. He is looking forward to finding someone to fill her slot on the board. He also reminded everyone to drink plenty of water, especially in this heat, and be safe.

The next regularly scheduled BOD meeting will be Monday, September 8, 2025 at 4pm at the Administration building, 681 Caves Hwy., Cave Junction, OR. This meeting adjourned at 4:24pm.

Respectfully submitted,


Director Cheryl Johnson
Board Secretary



Fire Chief Report

Date: 08.11.2025

New Items

- Emails have been sent to all IVFD personnel regarding two upcoming testing opportunities:
 - **Firefighter Eligibility List Testing:** Targeted at our volunteer members to establish a list to fill future vacancies due to attrition to other agencies.
 - **Company Officer Testing:** Intended for current full-time suppression personnel.
- **Testing Date:** Scheduled for **August 18, 2025.**

Fire Defense Board

- Nothing to report.

OSFM – Red Incident Management Team

- Nothing to report.

Training

- Participated in weekly IVFD training drills.
- Attended AMR Continuing Education focused on **Toxic Inhalations.**

New Meetings Attended

- Regional Resilience Forum Interest Meeting.

- Josephine County Duty Officer / Operations Group Meeting (attended with Assistant Chief Ismaili).
-

Ongoing and Informative Meetings Attended

- Oregon Fire Chiefs Association – Monthly Business Meeting (Online)
- Josephine County Commissioners Meetings (Online)
- Rogue Valley Fire Chiefs Association – Monthly Meeting (In-Person)
- Cave Junction City Council Meetings (Online and In-Person)
- Cave Junction Chamber of Commerce (Online)
- Hydrant Grant Coordination Meetings (with AC Ismaili, DC Paul, and Teresa Stover – Online and In-Person)

Illinois Valley Fire Protection District

Board of Directors Meeting Operations/Prevention Notes 08/11/2025

For the month of July, the Illinois Valley Fire District responded to a total of **107 calls**. Below is the breakdown:

- **False Alarms:** 0
- **Good Intent Calls:** 26
 - These include no incidents found, canceled en route, smoke investigations, and legal open burns.
- **Service Calls:** 5
 - These include public assists, lift assists, water leaks, stand-by incidents, etc.
- **Illegal Open Burns:** 6
 - Resulted in **3 warnings** and **3 citations**.
- **Hazardous Conditions:** 3
 - 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:** 38
- **Grass Fires:** 8
 - **Lightning-caused fires:**
 - 8000 block of Deer Creek
 - 35,000 block of Redwood Highway
 - 5000 block of Westside Road
 - 4000 block of Waldo Road
 - **Unintentional fire:**
 - Forks Park – Escaped, unattended warming fire
 - **Undetermined cause:**
 - Briggs Valley Road
 - Robinson Corner Road
 - 33,000 block of Redwood Highway
- **Structure Fires:** 2
 - **E. O'Brien Street:** Unintentional, caused by a battery charger failure
 - **Golf Club Drive:** Cause under investigation
- **Small Vegetation Fire (SVF):** 1
 - June Drive – Cause undetermined
- **Large Vegetation Fire (LVF):** 1
 - Redwood Highway – Cause undetermined; possibly a transient warming fire or intentionally set
- **Mutual Aid:** 8 assists to partner agencies

Fire & Life Safety Inspections: 19 completed

Project Updates:

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

Meetings Attended:

- IVFROG
- SOFCO
- IAAI
- RV Operations
- Josephine County Operations
- Hydrant Grant (with update to be provided by Teresa Stover)

Any questions?

Illinois Valley Rural Fire Protection District

Division Chief / Training Report

August 11, 2025



**ILLINOIS VALLEY
FIRE
DISTRICT**

Interior work on the training building is ongoing and continuing to finish installing more of the insulation and protective boarding. Once completed, we will be able to install the rest of the electrical for lighting and power outlets.

Our firefighters are actively working on completing several task books needed to further their certifications. These are being accomplished through different trainings performed and during various emergency response opportunities.

I am planning to offer an Emergency Medical Responder class in the fall to help our people obtain some medical certification while they wait for opportunities to attend an EMT program.

The Explorers had a great time helping out at the Healing Hearts and Hooves annual fundraiser. The event was well attended and did very well, thanks to the generosity of everyone in attendance.

Training for this month will cover areas of Childbirth Complications, Department Communications and Radio Use, Wildfire Smoke and Heat Illness, and Propane Emergencies.

Respectfully Submitted by Jeff Gavlik, Division Chief



August Schedule 2025



Date	Training	Location	Instructor
8/5/2025	Association Meeting	Admin	President
	Childbirth Complications	Admin	JoAnna G.
8/12/2025	Dept. Communications – Radio Use	Sta. 1	Goo
8/19/2025	Wildfire Smoke / Heat Illness	Sta. 1	Gavlik
8/26/2025	Propane Emergencies	Sta. 1	Gavlik

Note:

“**Childbirth Complications**” will be our monthly medical continuing education for recertification; “**Dept. Communications – Radio Use**” will be covering how to properly write incident reports and PCR’s along with knowing how to navigate the different portable and mobile radios; “**Wildfire Smoke / Heat Illness**” will be covering the OSHA required medical concerns with wildfire smoke and heat illness; “**Propane Emergencies**” will be for reviewing emergency strategies and safety concerns when dealing with propane emergencies.



Maintenance Report- July 2025

- All routine maintenance and upkeep (oil changes, ect)
- 8911- Fixed seal to solve oil leak
- 8901- P sensor tube replaced
- 8902- New drag link in, operators reporting marked improvement
- 8979- Engine work completed, stickers on, ready for gear
- 8942- Tank to pump handle replaced
- Air Trailer- Air leak fixed, o ring in the manifold
- 8951- Brakes, tire sensors

8952- New radiator

Station Two- New light on Pump House

Resilience Containers- 500 gal propane tanks delivered and secured, 20x40 shelters couple weeks out, Station Two electrical buried

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	1,541,415.10	1,551,950.00	-10,534.90	99.32%
4020-00 · Prior Taxes	34,356.46	18,000.00	16,356.46	190.87%
4030-00 · Other Tax Offsets	4,986.17			
4630-00 · INTEREST INCOME				
Total 4630-00 · INTEREST INCOME	108,568.36	20,000.00	88,568.36	542.84%
4710-00 · Miscellaneous				
Total 4710-00 · Miscellaneous	319,949.57	1,738,023.76	-1,418,074.19	18.41%
4712-00 · Explorers Savings	6,034.40			
4850-00 · Proceeds, Sale of Fixed Assets	67,390.00	111,500.00	-44,110.00	60.44%
Total Income	2,082,700.06	3,439,473.76	-1,356,773.70	60.55%
Gross Profit	2,082,700.06	3,439,473.76	-1,356,773.70	60.55%
Expense				
Fix it	0.00			
5000-00 · Personal Services				
Total 5000-00 · Personal Services	1,771,777.25	1,996,457.66	-224,680.41	88.75%
6000-02 · Materials & Services				
Total 6000-02 · Materials & Services	424,987.10	661,900.00	-236,912.90	64.21%
7000-03 · Capital Outlay				
Total 7000-03 · Capital Outlay	272,179.42	1,880,404.10	-1,608,224.68	14.48%
7950-03 · Contingency Fund	0.00	50,000.00	-50,000.00	0.0%
8000-04 · Debt Service/Lease Purchase Agr				
Total 8000-04 · Debt Service/Lease Purchase Agr	46,278.76	47,084.00	-805.24	98.29%
8000-46 · Loan Fees	0.00	0.00	0.00	0.0%
Total Expense	2,515,222.53	4,635,845.76	-2,120,623.23	54.26%
Net Ordinary Income	-432,522.47	-1,196,372.00	763,849.53	36.15%
Other Income/Expense				
Other Income				
BOND INDEBTEDNESS				
4632-03 · Unseg Int	135.41			
Total BOND INDEBTEDNESS	135.41			
4040-00 · Levy Funds				
4040-50 · Levy Funds (2022)- current year	416,548.84	414,953.00	1,595.84	100.39%
4040-60 · Levy Funds (2022)-Prior Year	9,162.79			
Total 4040-00 · Levy Funds	425,711.63	414,953.00	10,758.63	102.59%
9000-10 · Bond Taxes - Prior	2,112.39			
Total Other Income	427,959.43	414,953.00	13,006.43	103.13%
Net Other Income	427,959.43	414,953.00	13,006.43	103.13%
	-4,563.04	-781,419.00	776,855.96	0.58%



Illinois Valley Fire District

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

7/24/2025

Board of Directors
Illinois Valley Fire District

RE: Annexation of property into Fire District

Board Members:

Ryan Buck of 4523 Oak Hill Rd., Oakland CA, 94605, owner of the property at 1250 Lone Mt. Rd. Map 40-09-26 TL 502, would like to be annexed into the Fire District.

He will provide adequate driveway access or a signed non – compliance letter, thus adhering to the rules of the Oregon Fire Code and the Illinois Valley Fire District.

It is in the best interest of the Fire District that we annex the property.

See map attached.

Respectfully,

Kamron Ismaili
Assistant Chief
Operations / Prevention
Illinois Valley Fire District

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: August 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.

- **Procurement**

- The bid opening took place on Wednesday, July 30, with bids received from two contractors. The bids are being evaluated and the lowest qualified bidder is being determined.
- After the lowest qualified bidder is announced, the Notice of Intent to Award Contract will be published, followed by a seven-day waiting period. The contract will be finalized and submitted for review by the IVFD attorney and by Business Oregon.

- **Construction**

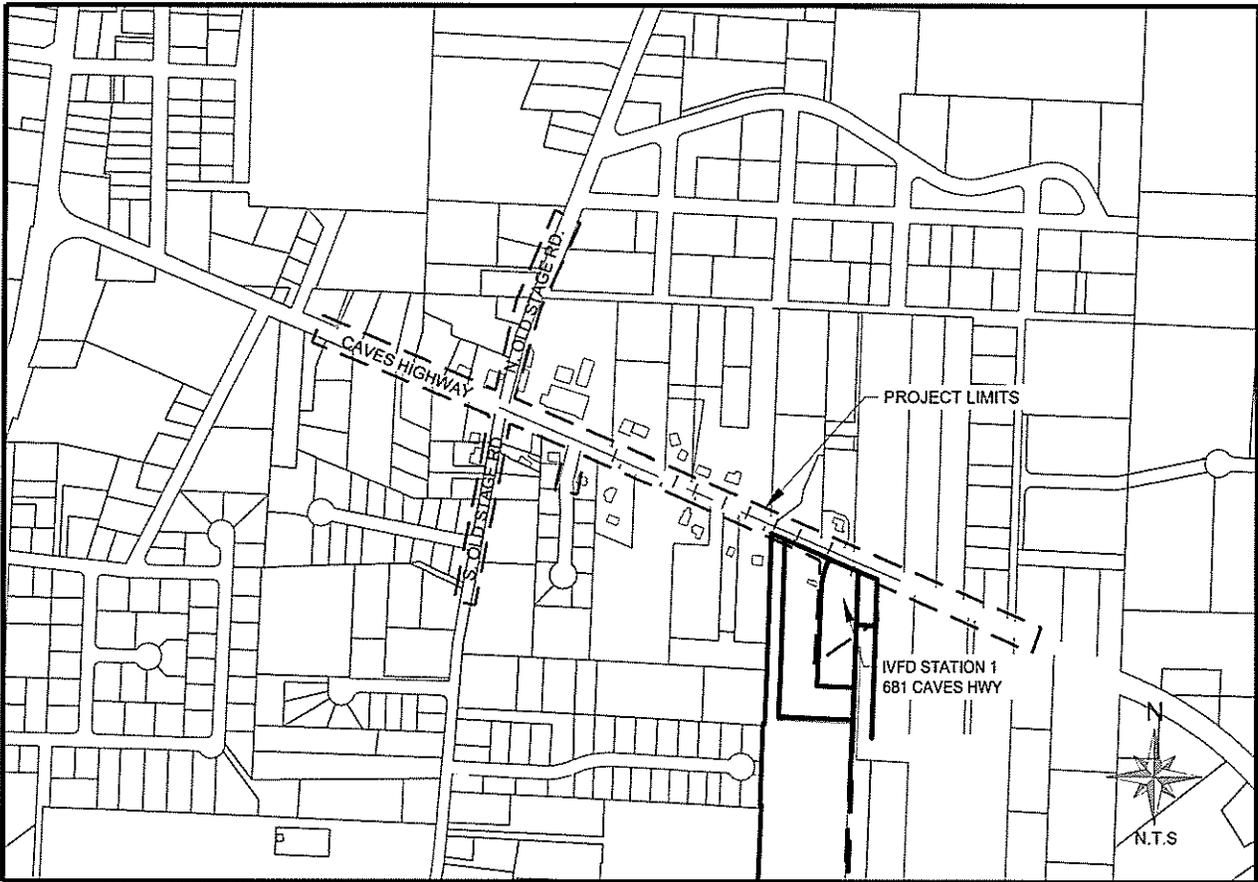
- The construction phase is estimated to take 45-60 days.

- **Finance**

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

- **Agreements**

- For the agreement between IVFD and Business Oregon, now executed is addendum #2, which updates the project description for the correct diameter of the water pipe.



PROJECT VICINITY MAP



Recipient:
Project Name:
Funding Programs:

Illinois Valley Fire District
Extension of Water and Sewer Lines
Direct Legislative Passthrough

OBDD Disbursement Request

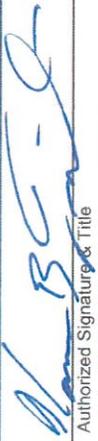
Amendment Number 1

Project Number: C2024039
Portfol Loan No.: 7232-01
Request Number: 8
Final Draw? Yes No

Reporting Period: 6/1/2025 to 6/30/2025

(A) Activity	OBDD Funds (Enter Whole Dollars Only)				Other / Matching Funds (Enter Whole Dollars Only)				All Funds (J) = [C+D+G+H] Disbursed & Expended
	(B) Approved Budget	(C) Prior Disbursements	(D) Current Request	(E) = [B-C-D] Balance	(F) Approved Budget	(G) Prior Expenditures	(H) Current Expenditure	(I) = [F-G-H] Balance	
Design/Engineering	\$138,000	\$85,163	\$3,966	\$48,871					\$89,129
Construction	739,698			739,698					
Construction Contingency	68,802			68,802					
Legal Fees	4,000	1,980	259	1,761					2,239
Permitting and Regulatory Fees	10,000	292		9,708					292
Grant Administration	24,000	15,156	1,208	7,636					16,364
Total	\$984,500	\$102,591	\$5,433	\$876,476					\$108,024

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

	Assistant Chief	7/8/2025
Authorized Signature & Title		Date
	Administrator	7/8/2025
Authorized Signature & Title		Date
Jamie Paul	541-592-2225	
Project Contact for Payment Notification	Phone Number	
jamielpaul@ivfire.com		
E-Mail Address		

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

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

Contract Administrator Signature _____ Date _____
Manager Signature _____ Date _____

#N/A

OBDD Disbursement Request

Amendment Number 1

Recipient: Illinois Valley Fire District Project Number: C2024039
 Project Name: Extension of Water and Sewer Lines Request Number: 8
 Funding Programs: Direct Legislative Passthrough

Project Goals (Report for Every Cash Draw)

Proposed Work Plan	Estimated Completion Date	Results Achieved
1. Execute IGA with Cave Junction	Jul 31 2024	After negotiations and several drafts, the IGA was executed on July 31.
2. Procure Engineer	Dec 31 2024	The Engineering RFP was issued in Sep. Two proposals were opened Oct 8. Contract executed Dec 29.
3. Final Design Complete, including OHA/DEQ approval of plans	Jun 9 2025	100% design completed Mar 18. ODOT review complete. Final changes made to bid documents. Final DEQ approval received.
4. Construction Complete	Oct 31 2025	Invitation to Bid documents published June 25 for bid opening on July 30.
5. Project Closeout	Dec 31 2025	
6.		
7.		
8.		
9.		
10.		