

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

July 14, 2025

1. Call meeting to order (silence phones)
2. Flag Salute (remove hats)
3. Roll Call
4. Review of June 9, 2025 minutes
5. Staff Reports
  - Fire Chief Holmes
  - Asst. Chief Ismaili
  - Div. Chief Gavlik
  - Batt. Chief Pfeiffer
6. New Business
  - Resolutions: None
  - Annexations: None
  - Board of Director Elections
  - Teresa Stover - Hydrant Grant Administrator
  - Ethan Lane – City of Cave Junction Liaison
  - Chief Holmes Annual Review – Possible Executive Session per Chief Holmes request
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 August 11, 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 July 14, 2025

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

**PRESENT:** Chief Holmes, Div. Chief Gavlik, Div. Chief Paul, Bat. Chief Pfeiffer, Lt. Goo, FF LeMasters, FF Minglana **VOLUNTEERS:** Judy Epperly, FF Harrison **GUESTS:** Teresa Stover and Ethan Lane

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

**REVIEW OF PREVIOUS MEETING MINUTES:** Motion made by Director Lamb to accept the June 9, 2025 minutes; and seconded by Director Johnson. All in favor, motion passed unanimously.

### STAFF REPORTS

#### CHIEF HOLMES

##### New Items:

- Connex Container Deployment:  
Two sets of Connex containers have been successfully delivered to **Station 2** and **Station 3**. This critical infrastructure enhancement was made possible through the combined efforts of **Assistant Chief Ismaili, Battalion Chiefs Pfeiffer and Sherman, Tom McCauley, on-duty crews, and the electric and ground teams.** Their collaboration ensured proper placement and setup. The **Community Emergency Response Team (CERT)** has been briefed and will conduct inventory assessments and develop operational plans for emergency activation. The next phase, scheduled for **July**, includes the delivery of **water, food, and other emergency supplies.**
- Grant Submissions: A total of five grants have been written to support district needs related to up-staffing, PPE, and radios:
  - Assistance to Firefighters Grant (AFG) – Submitted for Additional Staffing (3 years)
  - Fire Prevention & Safety (FP&S) – Submitted for a FT Fire Prevention Specialist (2 years)
  - Firefighters Charitable Foundation – Final Stage for PPE
  - Gary Sinise First Responder Grant – Final Stage for PPE/Radios
  - Leary Firefighters Foundation – Final Stage for PPE/Radios

##### **Fire Defense Board Items:**

- Assisted with Conflagration Requests in June.
- Scheduled to serve as Fire Defense Board Chief (FDBC):
  - Last week of July
  - Middle of September

##### **OSFM – Red Team:**

One deployment opportunity occurred this year for Red Team:

- Unable to deploy due to Executive Fire Officer coursework and district obligations.

##### **Training:**

- Conducted and participated in weekly IVFD trainings.
- Successfully completed Phase I of the National Fire Academy Executive Fire Officer (EFO) Program.
- Participated in AMR Continuing Education on Trauma System Criteria & Trauma Destinations.

### **New Meetings Attended:**

- Josephine County 911 Monthly Board Meeting.

### **Ongoing and Informative Meetings Attended:**

- **Oregon Fire Chiefs Association Monthly Business Meeting** (Online)
- **Josephine County Commissioners Meetings** (Online and In-Person)
- **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)

### **ASST. CHIEF ISMAILI: (on vacation, report provided in board packet)**

- For the month of June, we had a total of 106 calls: 0 false alarms, 21 good intent/no incident calls; 12 service/public assist calls, 8 illegal open burn/smoke investigation calls, 1 hazardous condition call, 7 motor vehicle accidents with no civilian fatalities and no firefighter injuries, 40 medical calls, 9 grass fires. Assisted on 8 calls with our mutual aid partners.
- Installed 5 smoke alarms in valley residences.
- Completed 3 fire and life safety inspections.
- Station 5: The permitting is still in process, and the foundation markers have been set.
- The resiliency grant project is underway. The permits were acquired, foundations were prepped, and the Connex boxes were delivered. We are now in the process of supplying electricity. This also involves more permits and groundwork.
- Attended the SOFCO, IAAI, RV and JoCo Operations meetings, as well as our hydrant grant meetings.

### **DIV. CHIEF GAVLIK:**

- The training building construction continues: interior insulation and protection of the walls.
- FF's Schellenberg and Demuth completed Wildland S-131 training.
- RITA SOWS training canceled due to active fires and increased fire danger levels. Looking for opportunities to offer needed trainings for those specific skills sign-offs.
- Explorers scheduled to help with Healing Hearts and Hooves fundraiser on 7/19.
- Training for this month will include Cardiac Monitoring/EKG, Driving Evaluation, Mechanical Advantage Rope Systems, Pump Operations, and Large Diameter Hose/Master Streams.

### **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:**

- Board of Director elections for the 2025-2026FY

Director Johnson made a motion that all officer positions remain the same for one more year: President: Richard Bouchard; Vice President: Michelle Binker; Secretary, Cheryl Johnson. Motion seconded by Director Binker; all in favor – motion passes unanimously.

- Hydrant Grant project update (Stover):
  - Final design engineering changes and approvals were made to the bid package, received final DEQ approval of engineering drawings.
    - Bidders conference/walk through was held 7/9 and the bid opening is scheduled 7/30
  - Construction phase is estimated to be 45-60 days.

- City of Cave Junction (Ethan Lane) Nothing pertinent to IVFD with the City. The Junction Inn is still in limbo. The owner has filed for bankruptcy again, which has blocked the current process of moving forward with a sale.
- Chief Holmes Performance Review: We adjourned to go into Executive Session in accordance with ORS 192.660 for personnel review at 4:26pm.

Executive Session called to order at 4:28pm

Executive Session adjourned at 5:15pm

General session resumed and called to order at 5:18pm.

The board apologizes for delaying on the performance evaluation. Director Johnson made a motion to establish two 18-month review periods in consideration of the board missing the April 2025 evaluation period for the Chief. The review schedule will be as follows:

- April 2024 to October 2025
- November 2025 to April 2027
- April 2028 and annually thereafter

**OLD BUSINESS: (none)**

**PUBLIC COMMENT: (none)**

**BOARD COMMENT:**

- Director Johnson thanked Director Binker for taking minutes at the June meeting.
- Director Bouchard thanked FF Marler and Minglana for their deployment on the recent fires. He urged everyone to drink plenty of water and be safe.

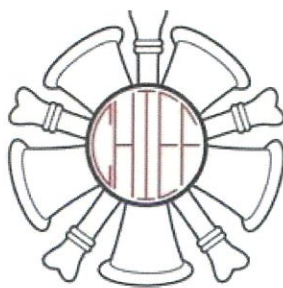
The next regularly scheduled BOD meeting will be Monday, August 11, 2025 at 4pm at the Administration building, 681 Caves Hwy., Cave Junction, OR. This meeting adjourned at 5:22pm.

Respectfully submitted,



Director Cheryl Johnson  
Board Secretary





## Fire Chief Report

Date: 07.14.2025

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- Connex Container Deployment:
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  - A total of five grants have been written to support district needs related to up-staffing, PPE, and radios:
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# *Illinois Valley Fire Protection District*

*Board of Directors Meeting  
Operations/Prevention Notes  
07/14/2025*

For June, we ran a total of 106 calls.

We had 0 false alarm calls.

We had 21 Good intent calls. These calls are no incidents found, canceled en route, smoke investigation, or legal open burns.

We had 12 Service Calls. These calls are public assists, lift assists, water leaks, stand-by, etc., and this includes 2 cat rescues.

We had 8 Illegal Open Burns/Calls. There were 5 warnings and 3 citations issued.

We had 1 Hazardous condition call. These include powerline problems, fallen trees, fuel leaks, and gas leaks.

We had 7 Motor Vehicle Accidents with 0 civilian fatalities and NO firefighter injuries.

We had 40 Medical Calls.

We had 9 Grass Fires.

- The fires on Little Greyback Rd., Thompson Creek Road, and the 25,000 block of Highway were undetermined.
- The fires on the 33,000 block of Redwood Highway, 400 block of N. Redwood Hwy, and Redwood Highway at Lakeshore Drive were all unintentional. These were all caused by vehicle emissions.
- The fires on Squaw Mountain Road and the 3000 block of Redwood Highway were unintentional. These were caused by spontaneous combustion.
- The fire on Lakeshore Drive was unintentional. This was a burn pile rekindled.

We assisted our partners with 8 mutual aid calls.

We installed 5 smoke alarms in Valley residences.

We completed 3 fire and life safety inspections.

Station 5 is still in the permitting process. The foundation markers have been laid out.

The resiliency grant project has been underway. The permits were acquired, foundations were prepped, and the Connex boxes were delivered. We are now in the process of supplying electricity. This also involves more permits and groundwork.

I attended the SOFCO, 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.

If you have any questions, please don't hesitate to contact me. I will have my phone in San Diego.





## *Illinois Valley Rural Fire Protection District*

Division Chief / Training Report

July 14, 2025



Work has begun with the installation of interior insulation and protection of the walls. I can already feel the difference in the interior temperature from the afternoon sun and radiant heat. It's a slow process, but it will be worth it when finished.

Firefighters Schellenberg and Demuth completed the wildland S-131 class and unfortunately, RITA's SOWS training had to be canceled due to multiple fires taking resources and the increased fire danger level.

Because of the cancellation of the SOWS training several of our personnel lost their opportunity for specific sign-offs needed in their task books. I am looking other opportunities and trainings to help provide an opportunity to receive these needed skill sign-offs.

The Explorers are scheduled to help with the Hearts and Hooves fundraiser on Saturday July 19th.

Training for this month will cover areas of Cardiac Monitoring/EKG, Driving Evaluation, Mechanical Advantage Rope Systems, Pump Operations, and Large Diameter Hose/Master Streams.

Respectfully Submitted by Jeff Gavlik, Division Chief





# July Schedule 2025



Date	Training	Location	Instructor
7/1/2025	Association Meeting	Admin	President
	Cardiac Monitoring / EKG	Admin	Gavlik
7/8/2025	Driving Evaluation	Sta. 1	Goo
7/15/2025	Mechanical Advantage Rope Systems	Sta. 1	B. Pfeiffer
7/22/2025	Pump Operations	Sta. 1	Minglana
7/29/2025	Large Dia. Hose / Master Stream	Sta. 1	LeMasters

## Note:

“**Cardiac Monitoring / EKG**” will be our monthly medical continuing education for recertification; “**Driving Evaluation**” will be for demonstrating efficiency with maneuvering assigned fire apparatus; “**Mechanical Advantage Rope Systems**” will be covering various rescue rope systems and equipment; “**Pump Operations**” will be for practicing basic pumping and problem solving operations; “**Large Diameter Hose / Master Streams**” will be for setting up ground monitors and practicing large diameter handline handling techniques.



# Maintenance Report- June 2025

8902- Ordered and received new drag link to improve steering

8901- Sensor plug replaced to eliminate excess exhaust smoke

8941- Pump engage switch replaced

8978- New axles on front, tires (From 8977)

8979- Light bar out. Now using 8978 until old 8976 is ready to move into

Stations two and three- New storage containers here. Kerby Electric is working on power.

# Illinois Valley RFPD

## Profit & Loss Budget vs. Actual

July 2024 through June 2025

	Jul '24 - Jun 25	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
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			
<b>4630-00 · INTEREST INCOME</b>				
4630-02 · First Community CU Interest	32.14	50.00	-17.86	64.28%
4630-06 · Wells Fargo interest	27.35	50.00	-22.65	54.7%
4630-07 · LGIP -6169	104,466.11	14,850.00	89,616.11	703.48%
<b>4631-00 · INTEREST GENERAL TAX</b>				
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	5,834.40			
4850-00 · Proceeds, Sale of Fixed Assets	67,390.00	111,500.00	-44,110.00	60.44%
<b>Total Income</b>	<b>2,082,500.06</b>	<b>3,439,473.76</b>	<b>-1,356,973.70</b>	<b>60.55%</b>
<b>Gross Profit</b>	<b>2,082,500.06</b>	<b>3,439,473.76</b>	<b>-1,356,973.70</b>	<b>60.55%</b>
<b>Expense</b>				
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	424,787.10	661,900.00	-237,112.90	64.18%
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%
<b>8000-04 · Debt Service/Lease Purchase Agr</b>				
1070-00 · Flexlease US Bank Interest	10,798.76	11,604.00	-805.24	93.06%
1075-00 · Flexlease US Bank Principal	35,000.00	35,000.00	0.00	100.0%
1080-00 · Fund Transfer Expense	480.00	480.00	0.00	100.0%
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%
<b>Total Expense</b>	<b>2,515,022.53</b>	<b>4,635,845.76</b>	<b>-2,120,823.23</b>	<b>54.25%</b>
<b>Net Ordinary Income</b>	<b>-432,522.47</b>	<b>-1,196,372.00</b>	<b>763,849.53</b>	<b>36.15%</b>
<b>Other Income/Expense</b>				
<b>Other Income</b>				
<b>BOND INDEBTEDNESS</b>				
Total BOND INDEBTEDNESS	135.41			
4040-00 · Levy Funds				
Total 4040-00 · Levy Funds	425,711.63	414,953.00	10,758.63	102.59%
9000-10 · Bond Taxes - Prior	2,112.39			
<b>Total Other Income</b>	<b>427,959.43</b>	<b>414,953.00</b>	<b>13,006.43</b>	<b>103.13%</b>
<b>Net Other Income</b>	<b>427,959.43</b>	<b>414,953.00</b>	<b>13,006.43</b>	<b>103.13%</b>
	<b>-4,563.04</b>	<b>-781,419.00</b>	<b>776,855.96</b>	<b>0.58%</b>

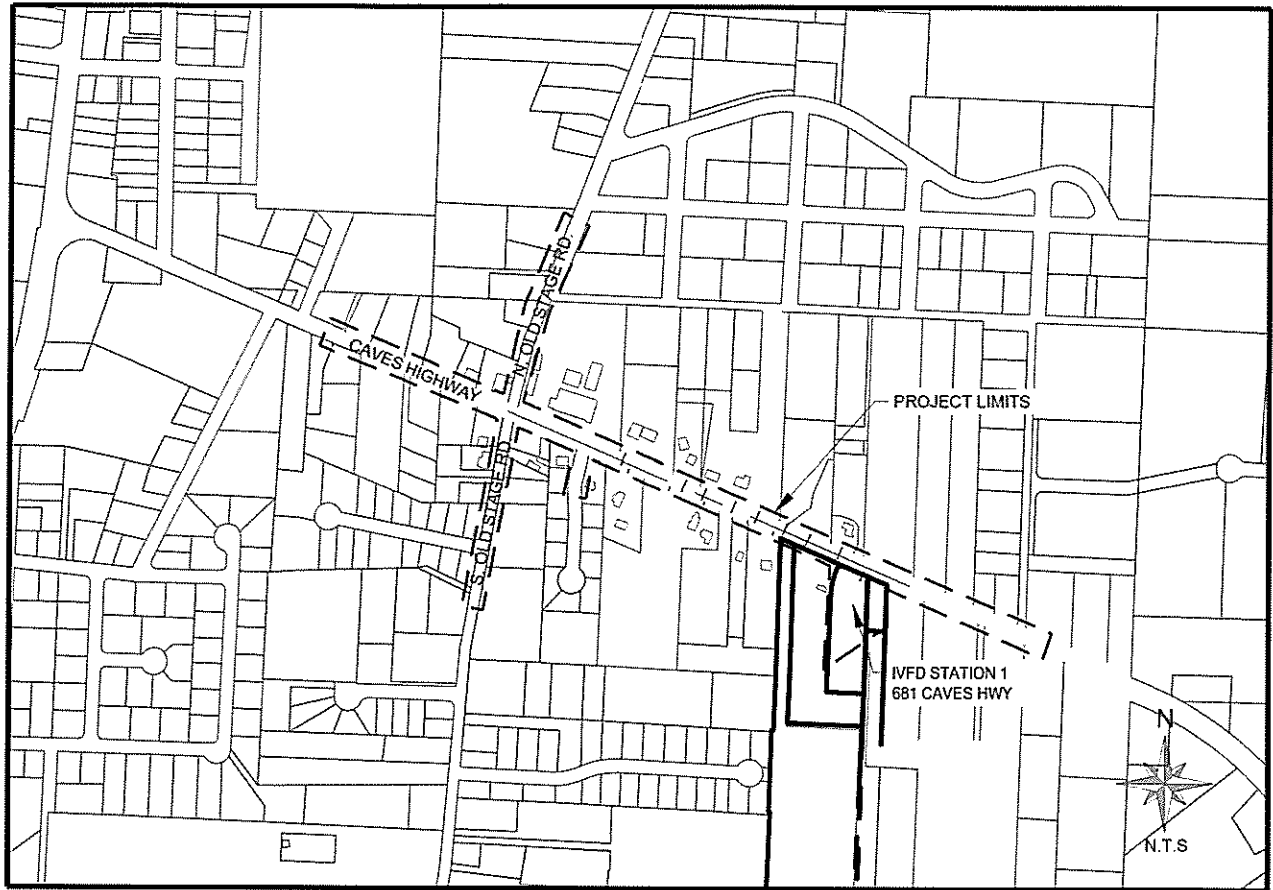
**TO:** Illinois Valley Fire District Board of Directors and staff  
**FROM:** Teresa Stover, contract project administrator for water and sewer lines extension  
**SUBJECT: Hydrant Project Status Report**  
**DATE:** July 7, 2025

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**
  - Final changes and approvals were made to the bid package, which includes the invitation to bid, preliminary contracts, technical specifications, and engineering drawings.
- **Permits and regulatory approvals**
  - After incorporating changes requested by the Department of Environmental Quality (DEQ), received final DEQ approval of the engineering drawings.
- **Procurement**
  - With the completion of the design package and bid documents, the invitation to bid was published in the Daily Journal Commerce and on the Civil West website on June 25. A notice was also publicized in the IV News, Daily Courier, and IVFD website. The bid conference and walkthrough for potential bidders will be held Wednesday, July 9, and the bid opening will take place on Wednesday, July 30, for a bid period of five weeks.
  - After bid opening, the lowest qualified bidder will be selected and announced. There will be a seven-day Notice of Intent to Award Contract period. The contract will be finalized and submitted for review by the IVFD attorney and by Business Oregon.
- **Communication.**
  - The press release about the invitation to bid was issued on Wednesday, June 25 (attached).
- **Construction**
  - The construction phase is estimated to take 45-60 days.
- **Finance**
  - Submitted the seventh disbursement request (attached) for engineering and grant administration.
- **Agreements**
  - IVFD has submitted a request to Business Oregon for a contract addendum updating the project description for the correct diameter of the water pipe.





PROJECT VICINITY MAP



**FOR IMMEDIATE RELEASE**

June 25, 2025

# News Release

**FOR MORE INFORMATION**

John Holmes, 541-592-2225

Teresa Stover, 541-659-1850

## **IV Fire District seeks bids for water and sewer line expansion**

**Cave Junction, June 25, 2025** — The Illinois Valley Fire District, headquartered at 681 Caves Highway in Cave Junction, is inviting qualified firms to submit a bid for its water and sewer line expansion project. The bid period opens today and ends at 2 pm on Wednesday, July 30, 2025.

"The fire district is excited to be able to build new water and sewer lines, to include four fire hydrants, to better serve the fire district's emergency operations," said Fire Chief John Holmes.

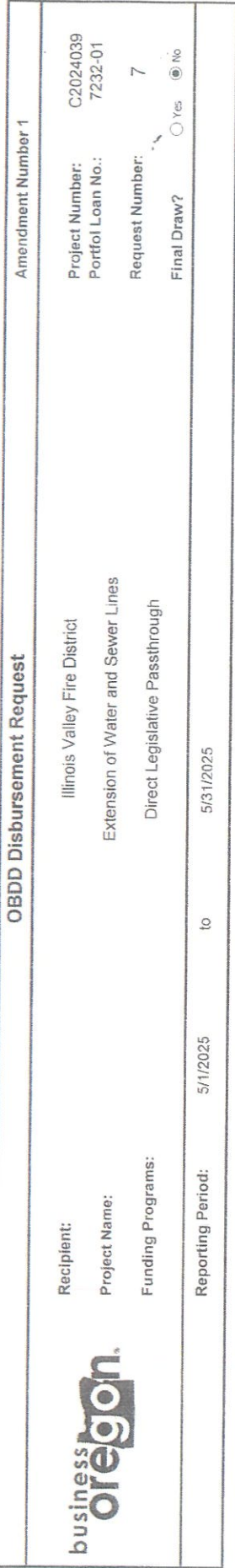
Bid documents may be viewed and ordered online by registering with the issuing office at [www.civilwest.com](http://www.civilwest.com) under Bidding. Bidders may download the digital plan documents through QuestCDN (Ebid #9749970). Please contact QuestCDN at 952-233-1632 or [info@questcdn.com](mailto:info@questcdn.com). The project is being funded by a grant from the Oregon Lottery Direct Legislative Award.

"The water and sewer line extension will run from Cave Junction's main line on Old Stage Road to the Illinois Valley Fire District Station 1 at 681 Caves Hwy," Holmes said.



The bid opening will take place at 2 pm on Wednesday, July 30, 2025, at IV Fire District Station 1 located at 681 Caves Highway in Cave Junction.

The Illinois Valley Fire District is the primary full fire and emergency medical services agency that serves approximately 17,000 residents within the communities of Selma, Kerby, O'Brien, Takilma, and the incorporated City of Cave Junction. For more information, visit [ivfire.com](http://ivfire.com), email [customerservice@ivfire.com](mailto:customerservice@ivfire.com), or call 541-592-2225.

#####



(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 Construction	\$138,000	\$84,617	\$546	\$52,837					\$85,163
Construction Contingency	739,698			739,698					
Legal Fees	68,802			68,802					
Permitting and Regulatory Fees	4,000	1,980		2,020					1,980
Grant Administration	10,000	292		9,708					292
	24,000	13,843	1,313	8,844					15,156
Total	\$984,500	\$100,732	\$1,859	\$881,909					\$102,501

<b>Certification:</b> We certify that the data are correct and that the amount requested is not in excess of current needs.	
	Assistant Chief
Authorized Signature & Title	6/12/2025
	Administrator
Authorized Signature & Title	6/12/2025
Jamie Paul	541-592-2225
Project Contact for Payment Notification	Phone Number
jamispaul@vivire.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 Loan / Grant / Forgivable	Funding Program (If more than one source of funds)	
\$ _____	_____	_____	_____
\$ _____	_____	_____	_____
\$ _____	_____	_____	_____
\$ _____	_____	_____	_____

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:	7
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. Scheduling bid period.	
4. Construction Complete	Aug 31 2025		
5. Project Closeout	Oct 31 2025		
6.			
7.			
8.			
9.			
10.			