

**APPLEGATE VALLEY RFPD #9  
BOARD OF DIRECTORS MEETING  
June 15, 2016**

**BOARD MEETING CALLED TO ORDER**

TIME: 6:00 PM

LOCATION: Training Building

**ROLL CALL**

Ed Temple	<i>President</i>
Craig Amann	<i>Vice-President</i>
Sandy Shaffer	<i>Secretary/Treasurer</i>
Bob Ettner	<i>Board Member</i>
Rich Halsted	<i>Board Member</i>

**OTHERS PRESENT**

<i>Mike McLaughlin</i>	<i>Fire Chief</i>
<i>Carey Chaput</i>	<i>Office Manager</i>
<i>Chris Wolfard</i>	<i>Ops Chief</i>
<i>Mike Kuntz</i>	<i>WFD Fire Chief</i>
<i>Brad Barnes</i>	<i>Division Chief</i>
<i>Michael Parker</i>	<i>Budget Committee</i>

**ABSENT - None**

**SPEAKERS AND GUESTS - None**

**ADDITIONS TO THE AGENDA**

**New Business;** Community Justice Agreement  
Board Positions

**REVIEW MINUTES FROM PREVIOUS MEETING**

Review minutes of May 18<sup>th</sup> meeting. The minutes were reviewed and approved with two clarifications made to listing the rental properties and clarifying which Mike was involved in the new prevention program.

**Bob Ettner moved to approve the May 18, 2016 minutes.**

**Rich Halsted seconded the motion.**

**Approved unanimously.**

**FISCAL REPORT**

The Disbursement Voucher for May 2016 was presented: The Board asked for clarification on the following disbursements; Water Testing through Neilson Research, Lodging for the Fire Chief's conference at Eagle Crest and the OFIA Fire Conference, Lowes purchase of paint supplies for station 5, Staff Overtime coverage, Lewis Power Equipment for 2 chainsaws, the Spraymasters purchase for pesticide spraying the perimeter inside and outside of all stations, and the cost to prevention for new stickers and hats.

**Craig Amann moved to approve the May 2016 expenditures, in the amount of \$88,422.26**

**Bob Ettner seconded the motion.**

**Monthly expenditures approved unanimously.**

The Financial Report review: Board Members reviewed the financial report as 92% through the Fiscal Year, discussing the line items which are overfunded. Materials and Services is overall in good shape, at 84%, though the Board was directed to the Staff Report for more accuracy on monthly expenditures. The Board further discussed combating perception with concern over public image for programs left holding a high balance. It was asked if more strategic planning could be in place to increase community involvement and complete programs as designed in the budget.

**STAFF REPORT**

Training, Maintenance and Alarms :

Fire Chief McLaughlin presented the Staff Report for May, highlighting the Training activity and Operations, covering the maintenance done on Apparatus and the weed reduction started at the stations. Alarms are up by 20% from last year.

General:

Operations; Four purchases have been made through a grant request; 3 chainsaws, 4 Kestral Weather Stations, 72 Radio Batteries and 15 GPSs. Grant funds will be received in the following budget year.

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Staff Report cont'd

New Permits: - 6

Alarms worth mentioning- Small half acre fire on Hwy 238 due to embers from a controlled burn. Vehicle Extrication on Sterling Creek Rd. It was noted that the crew did an outstanding job.

Academy- Chief Wolfard did an outstanding job with the year's Firefighter Academy. We had large support from other agencies and 70 Individuals attended our graduation ceremonies.

Catastrophic Emergency Planning: An extensive discussion was held over organizing a plan to help prepare our community for a catastrophic earthquake. All agreed that it will take a strategic approach that involves both county Emergency Management Groups, but emphasis will be put on educating our community. Staff will further research material from other agencies, and include an article in the upcoming Fireside newsletter.

Prevention: Chief McLaughlin is working with Keno Fire in developing a computer mapping program for wildfire in our area. A practice run took place for neighborhood phone trees.

### OLD BUSINESS

Fire Team Assignment: As per board request, Chief McLaughlin has contacted SDAO regarding the new cooperative agreement signed with the USFS for joint participation in incident management teams. The Board discussed their concerns with contractual training requirements and Workers Comp coverage. It was agreed to uphold the contract for the current fire season, once the Chief has obtained training records on each team member. The Board will revisit the discussion and contractual agreement in the Fall.

Position Opening – Office Manager: The Board had reviewed the Office Manager Job description and is comfortable with the time frame that Chief McLaughlin has presented for filling this position. A flyer posting the position will be sent out to the board before the next meeting. Testing of the applicants is tentatively scheduled for the week of August 14- 19<sup>th</sup>. The Board would like representation during the final interview. Staff is working on the skill testing stations. Chief McLaughlin will be processing the background checks. Start date will consider an overlap for training purposes. Options for hiring a part time employee were also discussed.

### NEW BUSINESS

Resolution Finalizing Training Building: Resolution 2015/2016-06 was presented to authorize the transfer and allocation of funds from contingency to Capital Outlay, to finalize the construction of the Training Building in this year's budget. The board found it necessary to transfer \$25,000 from contingency to sufficiently cover the costs incurred while finishing the construction of the Training Building.

**Craig Amann moved to approve Resolution 2015/2016-06, Authorizing the Transfer and Allocation of Funds from Contingency**

**Sandy Shaffer seconded the motion to approve.**

**Motion approved unanimously.**

Williams Service Agreement: Mike Kuntz, Chris Wolfard and Chief McLaughlin had met to discuss a service plan as an opportunity to help Williams Fire District through a tough time. They discussed proposing a \$500 a month contractual agreement to respond to all incidents in Williams. The service fee will help cover maintenance and personnel costs for a year. The Applegate Fire District would respond to calls throughout the entire Williams Fire District. The board discussed the impact on staff and fiscal funds. Mike Kuntz will bring this idea to the Williams Board next week. If approved by the Williams Board, then Chief Wolfard, Williams Chief Kuntz and Chief McLaughlin will draft an agreement, which will then be sent to SDAO for review. The Board would like to see an agreement at the next scheduled Board meeting, July 20<sup>th</sup>.

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Jackson County Community Justice Contract: Chief McLaughlin reviewed the renewal agreement with Jackson County Community Justice. With only minor changes, the Board authorized Chief McLaughlin to sign the renewal contract for July 1, 2016 through June 30, 2018.

Board Positions: Board Officer Elections are scheduled for the next meeting in July. A discussion of potential openings on the board confirmed the process for appointing someone, once a position is open. A letter of resignation is required to leave the board, while a letter of intent is required to fill a position. Any vacancy will be posted on the website.

### **ANNOUNCEMENTS / Good of the Order**

Brett's Award Presentation from SDAO will be scheduled for the next Board meeting.  
Picnic Flyer - RSVP  
Lifeline Screening – July 26th

### **ADJOURNMENT**

The Board meeting was adjourned at 9:10 pm.

The next Board meeting will be held Wednesday – July 20th @ 6pm in the Community Training Building