

**APPLEGATE VALLEY RFPD #9
BOARD OF DIRECTORS MEETING
September 21, 2016**

BOARD MEETING CALLED TO ORDER

TIME: 6:00 PM

LOCATION: Training Building

ROLL CALL

Sandy Shaffer	<i>Vice-President</i>
Rich Halsted	<i>Secretary/Treasurer</i>
Ed Temple	<i>Board Member</i>
Mike Parker	<i>Board Member</i>

OTHERS PRESENT

<i>Mike McLaughlin</i>	<i>Fire Chief</i>
<i>Carey Chaput</i>	<i>Office Manager</i>
<i>Tallie Jackson</i>	<i>New Office Manager</i>
<i>Chris Wolfard</i>	<i>Operations Chief</i>
<i>Brad Barnes</i>	<i>Division Chief</i>
<i>Daniel Boyajian</i>	<i>Volunteer Assoc. Pres</i>
<i>Cody Goodnough</i>	<i>Battalion Chief</i>

ABSENT

Craig Amann

SPEAKERS AND GUESTS

Welcome Tallie Jackson, New Office Manager
Lori Cooper – Resident
Gary DeSimone - Resident

REVIEW MINUTES FROM PREVIOUS MEETING

Review minutes of August 17th meeting. The minutes were reviewed and it was asked that we changed the spelling of Nays.

Ed moved to approve the August 17, 2016 minutes.

Rich seconded the motion.

Approved unanimously.

FISCAL REPORT

The Disbursement Voucher for August 2016 was presented: The expenditure for GW Storage was discussed, noting that the storage unit was less money than budgeted and more secure.

Rich moved to approve August 2016 expenditures, in the amount of \$100,077.44

Ed seconded the motion.

Monthly expenditures approved unanimously.

The Financial Report review: Board Members reviewed the financial report as 17% through the Fiscal Year, discussing that 42% of the budget's revenue has been received, and 10% of the budget has been expensed. Revenues from fire team assignments are starting to come in. Michael Parker inquired on the trauma response billing. This is something the Chief is looking into for future billing.

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STAFF REPORT

Training, Maintenance and Alarms:

Chief presented the Staff Report for August, highlighting the Training activity and Operations. Board Members appreciated having the staff report emailed before the meeting. It was asked to have personnel's name next to their ID # on general operation's report.

General:

Operations –The renovation of the dorm is complete. This project came in under budget and within timeframe. Board Members expressed they would like a walk thru.

New Permits - 8

Alarms – Two wildland fires in the same day, one on Humbug and the other across from HQ. Illinois Valley expressed gratitude for the resources sent to two of their agencies' grass fires.

Emergency Preparedness – Chief is receiving information from Jenny Hall at Josephine County Emergency Management on how to qualify for grant money through FEMA. Chief will continue getting information on how this will benefit the District. Basic training though CERT is currently being held, there are participants from the Applegate along with other neighboring communities.

OLD BUSINESS

Recognition of retiring BOD

Sandy and Chief presented a plaque to Ed for his devoted years of service on the Board of Directors.

Williams Service Agreement

Chief has signed the service agreement with Williams and the District will start receiving payments.

NEW BUSINESS

Jackson/Josephine VA Outreach

Jackson and Josephine VA Outreach have come together and will be holding their program on the first Wednesday of each month starting in November at Station 1.

Policy Updates; 1st Readings;

Chapter 4

To assist Chief in finding a home he has asked to have Chapter 4, 4.1.1 (L) be amended to read from 5 minutes of District's boundary to 15 minutes. Rich discussed having this be an exception instead of an amendment. Per policy we must have a first reading and then vote at the following meeting before amendment can become policy.

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Chapter 2

Chapter 2, 2.7.5 is an amendment to clarify and update Anniversary dates of an employee.

Chapter 5

Chapter 5, 5.5 (B), (C) is an amendment to clarify and update the payroll schedules.

Board Position

As of October 1, 2016 a board position will come available. The Board has asked Staff to post the vacancy notice on the District website on Monday September 26, 2016 and accept letters of intent until October 17, 2016.

ANNOUNCEMENTS / Good of the Order

Red Cross is hosting Emergency Management Practices for local churches.

Cody Goodnough announced we have 4 interns signed up, 2 are current volunteers.

Invite Budget Members to Audit, 2 spaces to fill.

Carey's retirement party to be held on October 29, 2016 details are TBD.

Chris Wolfard expressed his appreciation to the Board for allowing his participation in the IMT.

ADJOURNMENT

The Board meeting was adjourned at 7:06 pm.

The next Board meeting will be held Wednesday – Oct 26th, 6 pm @ **Training Bldg.**