

APPLEGATE VALLEY RFPD #9

BOARD OF DIRECTORS MEETING MINUTES

February 19, 2025

Training Building, 1095 Upper Applegate Rd., Jacksonville, OR 97530



1.0 CALL TO ORDER

Board Meeting called to order by Rob Underwood.
TIME: 4:03 PM

2.0 ROLL CALL

PRESENT: President Rob Underwood, Vice President Julie Barry, Secretary/Treasurer Mike Blaschka, Director Doug Stewart, Director Jeff Hoxsey

ABSENT:

OTHER STAFF & INVITED SPEAKERS: Chris Wolfard (*Fire Chief*), Dave Blakely (*Deputy Chief*), Tallie Jackson (*Admin Chief*)

3.0 EXECUTIVE SESSION

To consult with counsel concerning the legal rights and duties of a public body with regard to current litigation, pursuant to ORS 192.660 (2)(h).

The Board meeting was recessed at 4:03 pm to enter into the Executive Session.
The Board meeting reconvened at 5:06 pm

4.0 SPEAKERS AND GUESTS

5.0 REVIEW OF MINUTES FROM PREVIOUS MEETING

The minutes of the January 15, 2025 Board meeting were reviewed and approved as written.

→ **MOTION:** Rob Underwood moved to approve the January 15, 2025 Board minutes as written. Julie Barry seconded the motion.

Motion carries as follows.

AYES Underwood, Barry, Blaschka, Stewart, Hoxsey

NAYS

6.0 FISCAL REPORT

Disbursement Voucher:

The following disbursements were discussed and clarified;
Hulu – TV Subscription at Station 51
Starlink – Mobile Internet from grant

→ **MOTION:** Rob Underwood moved to approve the January 2025 expenditures as presented in the amount 305,258.34. Jeff Hoxsey seconded the motion.

Motion carries as follows.

AYES Underwood, Barry, Blaschka, Stewart, Hoxsey

NAYS

The Financial Report review:

Chief Jackson highlighted the payment for the annual liability insurance. The year on the financials need to be corrected.

→ **MOTION:** Doug Stewart moved to accept the January 2025 financials as presented with the change to the correction to the year. Rob Underwood seconded the motion.

Motion carries as follows.

AYES Underwood, Barry, Blaschka, Stewart, Hoxsey

NAYS

7.0 FIRE CHIEF'S REPORT

Chief Wolfard gave an updated on the fire chief process for Williams. Chief Wolfard highlighted on taking delivery of the Type 3 engine and the Type 1 engine. The tank on the water tender has been swapped.

Deputy Chief Report

Chief Blakely is continuing to work on providing accurate stats.

Maintenance Officer Report

The Maintenance report was provided.

Fire Marshal Report

The Fire Marshal's report was provided.

Recruitment & Retention Report

Chief Wolfard informed the Board that the Recruitment and Retention Coordinator submitted her 30 days' notice for personal reasons.

8.0 OLD BUSINESS

Policy Manual Review

Branding / Marketing Policy

Chief Blakely presented the new business cards.

Fire Chief's Performance Review

To be completed in executive session.

→ **MOTION:** Rob Underwood moved to approve Station 55 house for student housing and evaluate after one year. Doug Stewart seconded the motion.

Motion carries as follows.

AYES Underwood, Barry, Blaschka, Stewart, Hoxsey

NAYS

10.0 ANNOUNCEMENT

- Firefighter Academy Graduation, February 22nd, 6pm
- Coffee with the Chief, March 5th, 9am
- Spaghetti Dinner, March 6th, 5pm to 7pm
- All Things Fire Fair, March 9th
- SDAO Legislator Meet & Greet, March 12th
- Awards Banquet, March 21st, 6pm
- Easter Egg Party, April 17th, 6pm
- Pancake Breakfast, May 17th, 8:30am
- Doug Stewart announced that he will not be running for re-election.

11.0 ITEMS TO BE ON NEXT AGENDA

12.0 EXECUTIVE SESSION

To review and evaluate the employment-related performance of the Fire Chief, pursuant to ORS 192.660 (2)(i).

The Board meeting was recessed at 6:55 pm to enter into the Executive Session.
The Board meeting reconvened at 7:29 pm

13.0 ADJOURNMENT

Rob Underwood adjourned the meeting at 7:29 pm.

The next scheduled regular Board meeting will be held Wednesday March 19, 2025 @ 4 pm. Training Building 1095 Upper Applegate Rd.

Minutes Submitted by Tallie Jackson
Administration Chief

Approved By:


Board Secretary / Treasurer

3/19/2025
Date

Annexation

Board was updated in executive session.

Ordinance to address False Alarms and Illegal Burning

Tabled

Improvements/Remodel to HQ Fire Station

Tabled

Change in Fees to Transient Public with the District, Policy 10.3

Rob Underwood presented a revision to Policy 10.3. The District will look into how much time and cost it would encompass to implement billing. The District will update the Board next month.

2025/2026 Wage Plan

Chief Wolfard present a wage plan showing a 2.7% increase and a 4% increase. The Board came to a consensus of 4%. Rob Underwood requested the District present the wage plan with the step increase at next Board meeting.

9.0 NEW BUSINESS

Surplus Vehicles

Chief Wolfard requested to surplus the 2004 Chevrolet Trailblazer, 1999 International Type 5 Wildland Engine, and 1980 GMC Flatbed.

The Trailblazer would be surplus using the sealed bid process.

The Type 5 would be placed on govdeals.com

The flatbed is a FEPP vehicle and would be returned to ODF.

→ **MOTION: Rob Underwood moved to surplus the vehicles as presented. Jeff Hoxsey seconded the motion.**

Motion carries as follows.

AYES Underwood, Barry, Blaschka, Stewart, Hoxsey

NAYS

Resolution 2024/2025-4, Transfer from Contingency to Vehicle Stipend

The resolution is to transfer \$5,500 from contingency and create a line item for the vehicle stipend.

→ **MOTION: Rob Underwood moved to approve Resolution 2024/2025-4, transfer from contingency to vehicle stipend. Julie Barry seconded the motion.**

Motion carries as follows.

AYES Underwood, Barry, Blaschka, Stewart, Hoxsey

NAYS

Station 55 Housing

Chief Wolfard presented using the Station 55 as student housing instead of a rental. There would be an initial cost of furnishing the home.