

APPLEGATE VALLEY RFPD #9
BOARD OF DIRECTORS MEETING MINUTES
March 20, 2024

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 Doug Stewart, Secretary/Treasurer Mike Blaschka, Director Jeff Hoxsey, Director Julie Barry

ABSENT:

OTHER STAFF & INVITED SPEAKERS: Chris Wolfard (*Fire Chief*), Cody Goodnough (*Deputy Chief*), McKenzie Turnbull (*Logistics Chief*), Tallie Jackson (*Admin Chief*) Aisha Mayers (*Recruit. & Retent. Coord.*)

3.0 SPEAKERS AND GUESTS

None

4.0 REVIEW OF MINUTES FROM PREVIOUS MEETING

The minutes of the February 21, 2023 Board meeting were reviewed and approved as written.

➔ **MOTION:** Rob Underwood moved to approve the February 21, 2024 Board minutes as written. Mike Blaschka seconded the motion.

Motion carries as follows.

AYES Underwood, Stewart, Blaschka, Hoxsey, Barry

NAYS

5.0 FISCAL REPORT

Disbursement Voucher:

The following disbursements were clarified;

Bridge Tower OpCo, LLC – Statewide publication for posting of Public Contracting Rules

➔ **MOTION:** Rob Underwood moved to approve the February 2024 expenditures as presented in the amount of \$128,702.28. Julie Barry seconded the motion.

Motion carries as follows.

AYES Underwood, Stewart, Blaschka, Hoxsey, Barry

NAYS

The Financial Report review:

Fire suppression fees and grant income was reviewed.

→ **MOTION:** Doug Stewart moved to accept the February 2024 financials as presented. Rob Underwood seconded the motion.

Motion carries as follows.

AYES Underwood, Stewart, Blaschka, Hoxsey, Barry

NAYS

6.0 FIRE CHIEF'S REPORT

Chief Wolfard highlighted the grants that the district has applied for and are working on.

Deputy Chief Report

Chief Goodnough highlighted the graduation for the RITA academy students was cancelled due to weather. Applegate had 5 recruits.

Maintenance Officer Report

Chief Turnbull highlighted the sale of the Durango for \$150.

Fire Marshal Report

Chief Mulhollen highlighted the Fire Fair was successful and that it was put on by A Greater Applegate.

Recruitment & Retention Report

Aisha Mayers highlighted the onboarding of 3 new volunteers and scheduling career fairs to attend.

7.0 OLD BUSINESS

Policy Manual Review

Chief Wolfard will be reaching out to HR Answers about reviewing the policy manual.

Branding / Marketing Policy

Chief Goodnough presented the drafts of the logo.

MOU with ECSO

Still working with ECSO on the MOU.

Vacation Sell Back Policy

The second reading of the Vacation Sell Back Policy was reviewed.

→ **MOTION:** Rob Underwood moved to accept the second reading of Policy 3.12.1 Vacation Sell Back. Jeff Hoxsey seconded the motion.

Motion carries as follows.

AYES Underwood, Stewart, Blaschka, Hoxsey, Barry

NAYS

Fire Chief's Performance Review

Doug Stewart will email the blank template that was used in the past to Rob Underwood.

8.0 NEW BUSINESS

Resolution 2023/2024 – 06, Resolution Authorizing the Acceptance and Allocation of Funds

Tallie Jackson presented Resolution 2023/2024 – 6 to accept grants fund from Mercy Flights and create and allocate the fund to the EMS Apprentice line item.

→ **MOTION:** Rob Underwood moved to approve Resolution 2023/2024-6. Jeff Hoxsey seconded the motion.

Motion carries as follows.

AYES Underwood, Stewart, Blaschka, Hoxsey, Barry

NAYS

Agreement with Jacksonville

The agreement will allow Applegate to provide seasonal labor personnel to Jacksonville Fire for chipping, fuel reduction, and vegetation restoration for accomplishment of their objectives. Jacksonville will compensate Applegate for their time and materials.

→ **MOTION:** Rob Underwood moved to sign the agreement with Jacksonville. Julie Barry seconded the motion.

Motion carries as follows.

AYES Underwood, Stewart, Blaschka, Hoxsey, Barry

NAYS

9.0 ANNOUNCEMENT

- Awards Banquet March 22nd
- Williams Fire has inquired if Chief Wolfard would be able to assist with oversight for the next three months. Chief Wolfard will be getting more details.
- Chief Wolfard will be on vacation April 8th – 11th

10.0 ITEMS TO BE ON NEXT AGENDA

11.0 ADJOURNMENT

Rob Underwood adjourned the meeting at 5:12 pm.

The next scheduled regular Board meeting will be held Wednesday April 17, 2024 @ 4 pm. Training Building 1095 Upper Applegate Rd.

Minutes Submitted by Tallie Jackson
Administration Chief

Approved By:



Board Secretary / Treasurer

Date