

# APPLEGATE VALLEY RFPD #9

## BOARD OF DIRECTORS MEETING MINUTES

### May 15, 2024

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



#### 1.0 CALL TO ORDER

Board Meeting called to order by Rob Underwood.  
TIME: 4:01 PM

#### 2.0 ROLL CALL

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

**ABSENT:**  
Director Jeff Hoxsey

**OTHER STAFF & INVITED SPEAKERS:** Chris Wolfard (*Fire Chief*), McKenzie Turnbull (*Logistics Chief*), Tallie Jackson (*Admin Chief*)

The Board meeting was recessed at 4:01 pm to enter into the Budget Committee meeting.  
The Board meeting reconvened at 4:26 pm

#### 3.0 SPEAKERS AND GUESTS

Claudia Pratt – Williams Fire, Board Director

#### 4.0 REVIEW OF MINUTES FROM PREVIOUS MEETING

The minutes of the April 17, 2024 Board meeting were reviewed and approved as written.

→ **MOTION:** Rob Underwood moved to approve the April 17, 2024 Board minutes as written. Julie Barry seconded the motion.

Motion carries as follows.

**AYES** Underwood, Stewart, Blaschka, Barry

**NAYS**

#### 5.0 FISCAL REPORT

Disbursement Voucher:

The Board reviewed the disbursement voucher and noted that the power at Station 54 has decreased. The District will continue to monitor the power usage at that station.

→ **MOTION:** Rob Underwood moved to approve the April 2024 expenditures as presented in the amount \$197,372.57. Mike Blaschka seconded the motion.

Motion carries as follows.

**AYES** Underwood, Stewart, Blaschka, Barry

**NAYS**

The Financial Report review:

Chief Jackson highlighted that the District will come in under budget in all major categories.

→ **MOTION:** Rob Underwood moved to accept the April 2024 financials as presented. Mike Blaschka seconded the motion.

**Motion carries as follows.**

**AYES** Underwood, Stewart, Blaschka, Barry

**NAYS**

## **6.0 FIRE CHIEF'S REPORT**

Chief Wolfard requested the Board to schedule a long-term planning work session. He will email a survey out to see what dates work for the Board.

Deputy Chief Report

The Deputy Chief's report was reviewed.

Maintenance Officer Report

Chief Turnbull highlighted the leak in the water tank on Engine 153.

Rob Underwood suggested that the district look into a fresh water holding tank for HQ and Station 51.

Fire Marshal Report

The Fire Marshal's report was reviewed.

Recruitment & Retention Report

It was highlighted that Aisha has been busy creating graphics for the Applegater and Social Media. During the summer months she will be assisting Chief Mulhollen with assessments.

## **7.0 OLD BUSINESS**

Policy Manual Review

None to report.

Branding / Marketing Policy

The vendor is in the process of creating a binder to present to the District.

MOU with ECSO

No update.

Fire Chief's Performance Review

No update.

Interim Support Agreement with Williams Fire District

Chief Wolfard presented the agreement with Williams Fire as approved by their board or directors.

→ **MOTION:** Rob Underwood moved to sign the agreement with Williams Fire as presented. Mike Blaschka seconded the motion.

Motion carries as follows.

AYES Underwood, Stewart, Blaschka, Barry

NAYS

## 8.0 NEW BUSINESS

### BLM Operational Agreement

Chief Wolfard presented an agreement with BLM to be able to participate in training opportunities with BLM.

→ **MOTION:** Rob Underwood moved to sign the BLM Agreement as presented. Mike Blaschka seconded the motion.

Motion carries as follows.

AYES Underwood, Stewart, Blaschka, Barry

NAYS

### Forest Service Operational Agreement

Chief Wolfard presented an agreement with the Forest Service to be able to participate on fire team assignments.

→ **MOTION:** Rob Underwood moved to sign the agreement with the Forest Service. Mike Blaschka seconded the motion.

Motion carries as follows.

AYES Underwood, Stewart, Blaschka, Barry

NAYS

### Civil Rights Evaluation Tool

Chief Wolfard presented a procedure that addresses non-discrimination towards recipients of services in order to follow Department of Homeland Security civil rights requirements.

→ **MOTION:** Rob Underwood moved to approve adopting the Civil Rights Procedure as presented. Julie Barry seconded the motion.

Motion carries as follows.

AYES Underwood, Stewart, Blaschka, Barry

NAYS

## 9.0 ANNOUNCEMENT

- Coffee with the Chief June 12<sup>th</sup> at 9am
- Firefighter Picnic June 15<sup>th</sup> at 11am
- Spaghetti Dinner June 20<sup>th</sup> at 5pm

**10.0 ITEMS TO BE ON NEXT AGENDA**

**11.0 ADJOURNMENT**

Rob Underwood adjourned the meeting at 5:24 pm.

The next scheduled regular Board meeting will be held Wednesday June 19, 2024 @ 4 pm. Training Building 1095 Upper Applegate Rd.

---

Minutes Submitted by Tallie Jackson  
Administration Chief

Approved By:

  
Board Secretary / Treasurer

06/19/2024  
Date