

APPLEGATE VALLEY RFPD #9
BOARD OF DIRECTORS MEETING MINUTES
October 16, 2024

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



1.0 CALL TO ORDER

Board Meeting called to order by Rob Underwood.
TIME: 4:00 PM

2.0 ROLL CALL

PRESENT: President Rob Underwood, Vice President Julie Barry (arrived at 5:30), Secretary/Treasurer Mike Blaschka, Director Doug Stewart, Director Jeff Hoxsey

ABSENT:

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

3.0 SPEAKERS AND GUESTS

Brett Fillis – Resident & Former Fire Chief, Steve Nelson – Rural Metro Fire Chief, Bill Ertel – Williams Resident, Austin Prince – Rural Metro, John Holmes – IV Fire, Jason Schonhoff - Volunteer

4.0 REVIEW OF MINUTES FROM PREVIOUS MEETING

The minutes of the September 18, 2024 Board meeting were reviewed and approved as written.

➔ **MOTION:** Rob Underwood moved to approve the September 18, 2024 Board minutes as written. Jeff Hoxsey seconded the motion.

Motion carries as follows.

AYES Blaschka, Stewart, Hoxsey

ABSTAIN Underwood

5.0 FISCAL REPORT

Disbursement Voucher:
No noted concern.

➔ **MOTION:** Rob Underwood moved to approve the September 2024 expenditures as presented in the amount \$261,282.40. Mike Blaschka seconded the motion.

Motion carries as follows.

AYES Underwood, Blaschka, Stewart, Hoxsey

NAYS

The Financial Report review:

Chief Jackson presented a balance sheet report directly from QuickBooks. He requested that it be included in the financial packet with the revision of showing the prior month. Chief Jackson will present a fire season report at next month's meeting.

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

Motion carries as follows.

AYES Underwood, Blaschka, Stewart, Hoxsey

NAYS

6.0 FIRE CHIEF'S REPORT

Chief Wolfard highlighted working on the annexation project, hiring of the deputy chief position and the frac tank project. Chief Wolfard introduced Lt. Dave Blakely to be promoted to Deputy Chief pending background report.

Deputy Chief Report

Incident stats were provided.

Maintenance Officer Report

Chief Turnbull highlighted the issues with the wells at Station 55 & Station 53.

Fire Marshal Report

Chief Mulhollen highlighted the training and working with the Northwest Youth Corp. Working with Firebrand to help assist with defensible space inspections.

Recruitment & Retention Report

Chief Wolfard highlighted that Aisha has been working with on-boarding new students.

7.0 OLD BUSINESS

Policy Manual Review

Policies will be presented in new business.

Branding / Marketing Policy

Chief Jackson has approved the final layout of the t-shirt design and is awaiting a response from Sign Dude on how to proceed.

Fire Chief's Performance Review

Rob Underwood will be working to complete Chief Wolfard's performance review before next Board Meeting.

Alcohol Policy

Tabled until next meeting.

8.0 NEW BUSINESS

Administration Chief Job Description Policy 4.4 – 1st reading

Recruitment & Retention Coordinator Job Description Policy 4.22 – 1st reading

The Board reviewed Policy 4.4 adding supervision duties to the Administration Chief and Policy 4.22 correcting the Recruitment & Retention Coordinator to be supervised by the Administration Chief.

- **MOTION:** Rob Underwood moved to approve the first reading of Policy 4.4 & Policy 4.22 as written. Jeff Hoxsey seconded the motion.

Motion carries as follows.

AYES Underwood, Blaschka, Stewart, Hoxsey

NAYS

Fuel Reduction Specialist Job Description Policy 4.23 – 1st reading

Chief Wolfard presented a new job description for Fuel Reduction Specialist. This position will be grant funded only and is an on-call basis.

- **MOTION:** Rob Underwood moved to approve the first reading of Policy 4.23 as written. Doug Stewart seconded the motion.

Motion carries as follows.

AYES Underwood, Blaschka, Stewart, Hoxsey

NAYS

Vacation Benefits Policy 3.12 – 1st reading

Chief Wolfard presented a revision to Policy 3.12 that would allow probationary employees to utilize their vacation benefits during the first year as approved by the Fire Chief.

- **MOTION:** Rob Underwood moved to approve the first reading of Policy 3.12. Doug Stewart seconded the motion.

Motion carries as follows.

AYES Underwood, Blaschka, Stewart, Hoxsey

NAYS

Mobile Phone Provision or Stipend for Chief Officers Policy 5.18 – 1st reading

Chief Wolfard presented a cell phone policy that would allow chief officers to have the option of a district cell phone or a \$85/month stipend. The Board requested that the employee needs to sign a waiver if utilizing their own personal cell phone with the understanding that if information on it could be subject to public records.

- **MOTION:** Rob Underwood moved to approve the first reading of Policy 5.18 with an addendum of a signed waiver. Jeff Hoxsey seconded the motion.

Motion carries as follows.

AYES Underwood, Blaschka, Stewart, Hoxsey

NAYS

Annexation of Unprotected Properties Proximate to Stations 54 & 56 – Resolution 2024/2025-2

Chief Wolfard presented Resolution 2024/2025-2 to annex properties within seven road miles of Station 54 & Station 56 in accordance with ORS 478.702.

Chief Nelson of Rural Metro submitted a letter and spoke of his concerns of moving fast in the process and the impact to Rural Metro.

Brett Fillis, a resident of the affected area spoke on the financial impact that the annexation would create. Mr. Fillis also expressed his concern of the level of service the citizens would be receiving.

Bill Ertel of Williams expressed his support of the Fire District and would be glad to assist Chief Wolfard in establishing contacts with Josephine County.

Chief Wolfard assured the Board that this is in the best interest of those it will affect, due to the Josephine County Commissioners taking steps to establish a fire district with no plan on how to provide service. Chief Wolfard expressed it is moving faster than he anticipated, but will make sure to work with Rural Metro and have meetings with the affected constituents.

➔ **MOTION: Rob Underwood moved to approve Resolution 2024/2025-2 to annex seven road miles from station 54 & 56. Doug Stewart seconded the motion.**

Motion carries as follows.

AYES Underwood, Barry, Blaschka, Stewart

NAYS Jeff Hoxsey

9.0 ANNOUNCEMENT

- Pumpkin Carving Party October 27th
- Christmas Party December 14th

10.0 ITEMS TO BE ON NEXT AGENDA

11.0 ADJOURNMENT

Rob Underwood adjourned the meeting at 5:45 pm.

The next scheduled regular Board meeting will be held Wednesday November 20, 2024 @ 4 pm.
Training Building 1095 Upper Applegate Rd.

Minutes Submitted by Tallie Jackson
Administration Chief

Approved By:



Board Secretary / Treasurer

12-18-24

Date