

APPLEGATE VALLEY RFPD #9

BOARD OF DIRECTORS MEETING MINUTES

November 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: 4:02 PM

2.0 ROLL CALL

PRESENT: President Rob Underwood, Vice President Julie Barry, Secretary/Treasurer Mike Blaschka, Director Doug Stewart, Director Jeff Hoxsey (arrived at 4:18, left at 5:53)

ABSENT:

OTHER STAFF & INVITED SPEAKERS: Chris Wolfard (*Fire Chief*), Dave Blakely (*Deputy Chief*), McKenzie Turnbull (*Logistics Chief*), Tallie Jackson (*Admin Chief*), Mitch Kuntz (*Shift Supervisor*)

3.0 SPEAKERS AND GUESTS

4.0 REVIEW OF MINUTES FROM PREVIOUS MEETING

The minutes of the October 16, 2024 Board meeting were reviewed and correct page 4 to state "station 56".

→ **MOTION:** Rob Underwood moved to approve the October 16, 2024 Board minutes as corrected. Mike Blaschka seconded the motion.

Motion carries as follows.

AYES Underwood, Barry, Blaschka, Stewart

NAYS

The minutes of the November 7, 2024 Special Board meeting were reviewed and approved as written.

→ **MOTION:** Rob Underwood moved to approve the November 7, 2024 Special Board minutes as written. Julie Barry seconded the motion.

Motion carries as follows.

AYES Underwood, Barry, Blaschka, Stewart

NAYS

5.0 FISCAL REPORT

Disbursement Voucher:

No noted concern.

→ **MOTION:** Rob Underwood moved to approve the October 2024 expenditures as presented in the amount \$205,636.11. Mike Blaschka seconded the motion.

Motion carries as follows.

AYES Underwood, Barry, Blaschka, Stewart,

NAYS

The Financial Report review:

Chief Jackson presented the end of fire season report. The District brought in \$151,061.79.

→ **MOTION:** Rob Underwood moved to accept the October 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 reported that the Josephine County Commissioners have moved forward with creating their fire district. Chief Wolfard will be working with legal to have the court interpret that statues. The letter being mailed to the affected properties will be mailed out tomorrow. The letters were given to Valley Web on November 7th. They had a mess up causing a delay in mailing the letters in a timely matter. The district intendeds to have a community meeting the first half of January.

Chief Wolfard presented the board with the hours of work spent at Williams. The Board authorized Chief Wolfard to extend the MOU up to six months and changing the fee structure.

→ **MOTION:** Rob Underwood moved to authorize Chief Wolfard to extend the MOU for up to six months and change the fee structure. Jeff Hoxsey seconded the motion.

Motion carries as follows.

AYES Underwood, Barry, Blaschka, Hoxsey

NAYS

Chief announced that The Friends received their 501c3.

Chief has been working with Brett Fillis to explore solar options for HQ

Received grant notification from OSFM for 75k to go towards fuel reduction work around the first 30 feet of homes.

Will be receiving the Type 3 after the first of the year. Will be in service by fire season.

Deputy Chief Report

Incident stats were provided.

Maintenance Officer Report

Chief Turnbull highlighted replace the fuel lines in Engine 53.

Fire Marshal Report

Chief Mulhollen have been busy working with the Northwest Youth Corp

Recruitment & Retention Report

Chief Wolfard highlighted the work Aisha did for the pumpkin carving party. It was a great success.

7.0 OLD BUSINESS

Policy Manual Review

Branding / Marketing Policy

Chief Blakely presented new logo options. It was apparent we he took on the project that the proposed logo was not one that staff members liked. A survey will be going out on the logo options.

Fire Chief's Performance Review

Julie Barry and Doug Stewart will conduct interviews for Chief Wolfard's performance evaluation.

Alcohol on District Property & Facilities, Policy 10.5.7.C – 1st Reading

Chief Wolfard presented changes to Policy 4.22 to allow alcohol at the training building following the rules outlined in the permission request form.

→ **MOTION: Rob Underwood moved to approve the first reading of Policy 10.57.C as amended. Julie Barry seconded the motion.**

Motion carries as follows.

AYES Underwood, Barry, Blaschka, Stewart, Hoxsey

NAYS

Administration Chief Job Description Policy 4.4 – 2nd reading

Recruitment & Retention Coordinator Job Description Policy 4.22 – 2nd 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 second reading of Policy 4.4 & Policy 4.22 as written. Mike Blaschka seconded the motion.**

Motion carries as follows.

AYES Underwood, Barry, Blaschka, Stewart, Hoxsey

NAYS

Fuel Reduction Specialist Job Description Policy 4.23 – 2nd 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 second reading of Policy 4.23 as written. Julie Barry seconded the motion.**

Motion carries as follows.

AYES Underwood, Barry, Blaschka, Stewart, Hoxsey

NAYS

Vacation Benefits Policy 3.12 – 2nd 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 second reading of Policy 3.12. Jeff Hoxsey seconded the motion.**

Motion carries as follows.

AYES Underwood, Barry, Blaschka, Stewart, Hoxsey

NAYS

Mobile Phone Provision or Stipend for Chief Officers Policy 5.18 – 2nd reading

Chief Wolfard presented a cell phone policy and waiver that would allow chief officers to have the option of a district cell phone or a \$85/month stipend.

→ **MOTION: Rob Underwood moved to approve the second reading of Policy 5.18. Doug Stewart seconded the motion.**

Motion carries as follows.

AYES Underwood, Barry, Blaschka, Stewart, Hoxsey

NAYS

8.0 NEW BUSINESS

Discussion on Drafting an Ordinance to Address False Alarms and Illegal Burning

Chief Wolfard discussed with the Board the option of adopting an ordinance to be able to fine for false alarms. Creating an ordinance would encourage the owner to make sure their alarm system is in good working order. The Board was in favor of Chief Wolfard moving forward to creating such ordinance. Chief Wolfard sought Board input on fining for illegal burns that become problematic or that is within fire season per ORS 478.965. The Board was in favor of Chief Wolfard moving forward on creating fines.

Proposed Addendum to the Fire Chief's Contract for a Vehicle Stipend Option

Chief Wolfard presented an addendum to his person services contract to provide an option for a vehicle stipend in lieu of a district issued vehicle. The Board expressed their concerns around insurance liability if driving code 3 a getting into an accident. The Board would like Chief Wolfard to reach out to the District's insurance company for their option on the matter.

Fuel Reduction Grant Funds, Resolution 2024/2025-3

Chief Jackson presented Resolution 2024/2025-3 to allocate grant funds from OSFM and Applegate Partnership & Watershed Council.

→ **MOTION:** Rob Underwood moved to approve the Resolution 2024/2025-3 as presented. Julie Barry seconded the motion.

Motion carries as follows.

AYES Underwood, Barry, Blaschka, Stewart

NAYS

Improvements/Remodel to HQ Fire Station

Rob Underwood requested that the District look into options to remodel HQ. The Board directed staff to look into consultation to analyze and identify the needs of the District.

Change in Fees to Transient Public with the District

Rob Underwood proposed that the District to look into changing the pricing for cost recovery to the OSFM model and offer a discount to family member that are visiting the taxpayers. The Board requested that Rob and Chief Wolfard work on the policy changes and bring back to next meeting.

9.0 ANNOUNCEMENT

- Christmas Party December 14th
- APWC will be donating the excavator and trailer to the fire district.
- Rick Brewster will be doing the audit presentation on December 18th

10.0 ITEMS TO BE ON NEXT AGENDA

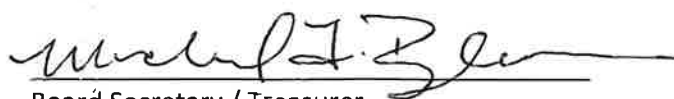
11.0 ADJOURNMENT

Rob Underwood adjourned the meeting at 6:14 pm.

The next scheduled regular Board meeting will be held Wednesday December 18, 2024 @ 4 pm.
Training Building 1095 Upper Applegate Rd.

Minutes Submitted by Tallie Jackson
Administration Chief

Approved By:


Board Secretary / Treasurer

12-18-2024
Date

