

AGENDA

APPLEGATE VALLEY FIRE DISTRICT

BOARD OF DIRECTORS MEETING

December 20, 2024 – 4pm

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

1. CALL TO ORDER

2. ROLL CALL

3. SPEAKERS AND GUESTS

- Rick Brewster, CPA – Audit Report Presentation

4. REVIEW THE MINUTES FROM PREVIOUS MEETINGS

- November 18, 2024 Regular Board Meeting

5. FISCAL REPORT

- Disbursement Voucher
- Financial Reports

6. FIRE CHIEF'S REPORT

- Deputy Chief Report
- Maintenance Officer Report
- Fire Marshal Report
- Retention & Recruitment Coordinator Report

7. OLD BUSINESS

- Policy Manual
- Branding / Marketing
- Fire Chief's Performance Evaluation
- Alcohol on district property and facilities, Policy 10.5.7.C – 2nd reading
- Ordinance to address False Alarms and Illegal Burning
- Proposed addendum to the Fire Chief's Contract for a Vehicle Stipend option
- Improvements/Remodel to HQ Fire Station
- Change in Fees to Transient Public within the District

8. NEW BUSINESS

9. ANNOUNCEMENTS

10. ITEMS TO BE ON THE NEXT AGENDA

11. ADJOURNMENT

**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 statutes. 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 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 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

Date

**Applegate Valley Fire District
Disbursement Voucher**

Date	Name	Memo	Account	Paid Amount
Nov 24				
11/01/2024		Direct Deposit	100501 · FIRE CHIEF	4,494.00
11/01/2024		Direct Deposit	100502 · OPERATIONS CHIEF	3,630.37
11/01/2024		Direct Deposit	100503 · LOGISTICS CHIEF	3,018.23
11/01/2024		Direct Deposit	100504 · ADMIN CHIEF	3,111.58
11/01/2024		Direct Deposit	100507 · SHIFT SUPERVISOR #2	2,561.65
11/01/2024	PERS	Account# 2664	100513 · PERS	10,698.60
11/01/2024	Various Employees	Direct Deposit	100520 · FICA	693.40
11/01/2024	Various Employees	Direct Deposit	100520 · MEDICARE	785.27
11/01/2024		Direct Deposit	100518 · OVERTIME	918.13
11/01/2024		Direct Deposit	100506 · SHIFT SUPERVISOR #1	2,250.37
11/01/2024		Direct Deposit	100508 · SHIFT SUPERVISOR #3	2,493.43
11/01/2024		Direct Deposit	100509 · EXTRA STAFF/SHIFT COVERAG	80.00
11/01/2024		Direct Deposit	100509 · EXTRA STAFF/SHIFT COVERAG	80.00
11/01/2024		Direct Deposit	100509 · EXTRA STAFF/SHIFT COVERAG	640.00
11/01/2024		Direct Deposit	100509 · EXTRA STAFF/SHIFT COVERAG	80.00
11/01/2024		Direct Deposit	100509 · EXTRA STAFF/SHIFT COVERAG	80.00
11/01/2024		Direct Deposit	100509 · EXTRA STAFF/SHIFT COVERAG	120.00
11/01/2024		Direct Deposit	100509 · EXTRA STAFF/SHIFT COVERAG	40.00
11/01/2024		Direct Deposit	100509 · EXTRA STAFF/SHIFT COVERAG	160.00
11/01/2024		Direct Deposit	100510 · Fuels Reduction Specialist	1,413.00
11/01/2024		Direct Deposit	100510 · Fuels Reduction Specialist	1,635.00
11/01/2024		Direct Deposit	100518 · COVERAGE OVERTIME	472.78
11/01/2024		Direct Deposit	100518 · COVERAGE OVERTIME	320.87
11/01/2024		Direct Deposit	100518 · COVERAGE OVERTIME	153.00
11/01/2024		Direct Deposit	100518 · RE-IMBURSEABLE OVERTIME	9,359.63
11/01/2024		Direct Deposit	100518 · RE-IMBURSEABLE OVERTIME	1,291.25
11/01/2024	HRA VEBA	Direct Deposit	100512 · HRA VEBA	991.76
11/01/2024	OREGON SAVINGS GROWTH PLAN	Direct Deposit	100522 · OREGON SAVINGS GROWTH PL	969.94
11/01/2024		Direct Deposit	100506 · FLSA OT SHIFT SUP #1	284.48
11/01/2024		Direct Deposit	100507 · FLSA OT SHIFT SUP #2	323.96
11/01/2024	AZ Fancy	Fuel Crew PPE	100637 · PERSONAL PROTECTIVE EQUIP	162.92
11/01/2024		Direct Deposit	100531 · Shift Firefighter	2,086.09
11/01/2024		Direct Deposit	100531 · Shift Firefighter	2,086.09
11/01/2024		Direct Deposit	100532 · Fire Marshal	2,754.66
11/01/2024		Direct Deposit	100533 · Recruitment & Retent. Coord.	960.00
11/01/2024		Direct Deposit	100534 · EMS Grant Apprentice	2,121.08

**Applegate Valley Fire District
Disbursement Voucher**

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Paid Amount</u>
11/01/2024		Direct Deposit	100534 · EMS Grant Apprentice	1,883.08
11/01/2024		Direct Deposit	100534 · EMS Grant Apprentice	1,475.08
11/01/2024		Direct Deposit	100534 · EMS Grant Apprentice	1,883.08
11/02/2024	STAMPS	STAMPS	100605 · POSTAGE & FREIGHT	19.99
11/03/2024	Mailchimp	Email Program	100606 · DUES & SUBSCRIPTIONS	13.00
11/05/2024	AMAZON	Charger	100604 · OFFICE SUPPLIES	15.92
11/05/2024	AMAZON	Cleaning Supplies	100607 · LAUNDRY, CLEANING & TRASH	59.94
11/06/2024	SPECIAL DISTRICTS INSURANCE SER	Monthly Insurance	100512 · MEDICAL INSURANCE	31,724.50
11/06/2024	WITMER PUBLIC SAFETY GROUP	Badge	100517 · UNIFORM ALLOWANCE	104.99
11/06/2024	NiceBadge	Name Plates	100517 · UNIFORM ALLOWANCE	46.00
11/06/2024	CASCADE FIRE EQUIPMENT CO	Boots	100517 · UNIFORM ALLOWANCE	335.00
11/06/2024	SAFEGUARD	Checks	100604 · OFFICE SUPPLIES	349.85
11/06/2024	OFFICE DEPOT	Office Supplies	100604 · OFFICE SUPPLIES	53.88
11/06/2024	AMAZON	SD Cards	100604 · OFFICE SUPPLIES	149.95
11/06/2024	SPECIAL DISTRICTS ASSOC OF OREGON	Membership Dues	100606 · DUES & SUBSCRIPTIONS	2,755.00
11/06/2024	SOUTHERN OREGON SANITATION, INC	Sta. 1	100607 · LAUNDRY, CLEANING & TRASH	62.54
11/06/2024	ALSCO	ShopTowels	100607 · LAUNDRY, CLEANING & TRASH	134.43
11/06/2024	ROGUE DISPOSAL & RECYCLING INC	2YD CONTAINER	100607 · LAUNDRY, CLEANING & TRASH	222.02
11/06/2024	BIO-MED	Background Checks	100608 · ADMINISTRATIVE EXPENSE	94.00
11/06/2024	DPSST	Certifications	100608 · ADMINISTRATIVE EXPENSE	46.25
11/06/2024	ROGUE INTERAGENCY TRAINING ASSO	Fire Officer Academy	100610 · INSTRUCTION & TRAINING	1,250.00
11/06/2024	STANDARD INSURANCE	POLICY #00 619026 0001	100619 · INSURANCE	192.28
11/06/2024	HAYS OIL COMPANY	187 Gal HQ	100644 · GAS	595.78
11/06/2024	HAYS OIL COMPANY	245 Gal HQ	100644 · GAS	780.57
11/06/2024	HAYS OIL COMPANY	154 Gal HQ	100644 · DIESEL	474.78
11/06/2024	HAYS OIL COMPANY	290 Gal HQ	100644 · DIESEL	915.24
11/06/2024	PACIFIC POWER	STA. 1	100645 · ELECTRICITY	350.88
11/06/2024	PACIFIC POWER	STA. 2	100645 · ELECTRICITY	50.80
11/06/2024	PACIFIC POWER	HQ /SHOP	100645 · ELECTRICITY	727.86
11/06/2024	PACIFIC POWER	STA 4	100645 · ELECTRICITY	205.75
11/06/2024	PACIFIC POWER	STA 5 / MOBILE	100645 · ELECTRICITY	389.70
11/06/2024	PACIFIC POWER	STA 6	100645 · ELECTRICITY	143.27
11/06/2024	PACIFIC POWER	STA 7	100645 · ELECTRICITY	192.14
11/06/2024	PACIFIC POWER	TRAINING CTR	100645 · ELECTRICITY	241.03
11/06/2024	DICK'S WRECKER SERVICE	Frac Tanks	100647 · GROUNDS MAINTENANCE	415.00
11/06/2024	Cement Works	Concrete Sta. 51	100647 · GROUNDS MAINTENANCE	9,100.00
11/06/2024	FIELDS HOME IMPROVEMENT CNTR	Paint Supplies	100648 · BLDG REPAIR & MAINTENANCE	519.55

**Applegate Valley Fire District
Disbursement Voucher**

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Paid Amount</u>
11/06/2024	UNITED STATES CELLULAR	Cell Phone	100649 · TELEPHONE / INTERNET	448.02
11/06/2024	Hunter Communications	Internet / Phone HQ, Sta.1	100649 · TELEPHONE / INTERNET	351.64
11/06/2024	L N CURTIS & SONS	SCBA Repair	100660 · SCBA REPAIR	1,352.20
11/06/2024	WITMER PUBLIC SAFETY GROUP	Star of Life Decals	100637 · PERSONAL PROTECTIVE EQUIP	37.58
11/06/2024	McDougall, Carter	Fall Tuition	100690 · GRANT EXPENDITURES	886.00
11/07/2024	LOWE'S	Light Fixture	100648 · BLDG REPAIR & MAINTENANCE	69.98
11/07/2024	HOME DEPOT	Office Chair	100622 · Office Equipment/Furnishings	95.96
11/08/2024	LOWE'S	Shower Curtain, Laundry Basket	100602 · MISC. SUPPLIES	22.95
11/08/2024	LOWE'S	Toilet Seats	100648 · BLDG REPAIR & MAINTENANCE	57.96
11/08/2024	AMAZON	Heater Oil Pump	100648 · BLDG REPAIR & MAINTENANCE	84.99
11/11/2024	Celeste Laferriere	Uniform Alterations	100517 · UNIFORM ALLOWANCE	34.00
11/11/2024	WAL MART	Mop	100607 · LAUNDRY, CLEANING & TRASH	103.97
11/14/2024	BACK PORCH BBQ	Working Lunch	100608 · ADMINISTRATIVE EXPENSE	101.71
11/14/2024	LEWIS POWER EQUIPMENT	Log Splitter	100609 · FIRE PREVENTION	2,749.99
11/14/2024	ROGUE COMMUNITY COLLEGE	Nozzle Forward Class	100610 · INSTRUCTION & TRAINING	341.00
11/14/2024	AMAZON	ID Printer	100622 · Office Equipment/Furnishings	1,248.99
11/15/2024		Direct Deposit	100501 · FIRE CHIEF	4,494.00
11/15/2024		Direct Deposit	100502 · OPERATIONS CHIEF	3,630.37
11/15/2024		Direct Deposit	100503 · LOGISTICS CHIEF	3,018.23
11/15/2024		Direct Deposit	100504 · ADMIN CHIEF	3,111.58
11/15/2024		Direct Deposit	100507 · SHIFT SUPERVISOR #2	2,561.65
11/15/2024	PERS	Account# 2664	100513 · PERS	9,577.94
11/15/2024	eSquared Communications Consulting	Tablet Mount	100604 · OFFICE SUPPLIES	299.78
11/15/2024	MICROSOFT	Microsoft Exchange	100606 · DUES & SUBSCRIPTIONS	100.80
11/15/2024	Western Fire Chief	Conference Refund	100610 · INSTRUCTION & TRAINING	-450.00
11/15/2024	HOME DEPOT	Saw Blade	100636 · FIRE EQUIPMENT	79.94
11/15/2024	Various Employees	Direct Deposit	100520 · FICA	471.04
11/15/2024	Various Employees	Direct Deposit	100520 · MEDICARE	619.38
11/15/2024		Direct Deposit	100518 · OVERTIME	408.38
11/15/2024		Direct Deposit	100518 · OVERTIME	28.25
11/15/2024		Direct Deposit	100506 · SHIFT SUPERVISOR #1	2,250.37
11/15/2024		Direct Deposit	100508 · SHIFT SUPERVISOR #3	2,493.43
11/15/2024		Direct Deposit	100510 · Fuels Reduction Specialist	1,152.00
11/15/2024		Direct Deposit	100510 · Fuels Reduction Specialist	1,280.00
11/15/2024		Direct Deposit	100518 · COVERAGE OVERTIME	480.06
11/15/2024		Direct Deposit	100518 · COVERAGE OVERTIME	867.50
11/15/2024		Direct Deposit	100518 · COVERAGE OVERTIME	229.50

**Applegate Valley Fire District
Disbursement Voucher**

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Paid Amount</u>
11/15/2024		Direct Deposit	100518 · RE-IMBURSEABLE OVERTIME	272.28
11/15/2024		Direct Deposit	100518 · RE-IMBURSEABLE OVERTIME	1,033.00
11/15/2024	HRA VEBA	Direct Deposit	100512 · HRA VEBA	991.62
11/15/2024	OREGON SAVINGS GROWTH PLAN	Direct Deposit	100522 · OREGON SAVINGS GROWTH PL	770.15
11/15/2024		Direct Deposit	100608 · REIMBURSABLE FIRE EXPENSI	100.00
11/15/2024	HOME DEPOT	Safety Glasses	100637 · PERSONAL PROTECTIVE EQUIP	47.94
11/15/2024		Direct Deposit	100531 · Shift Firefighter	2,086.09
11/15/2024		Direct Deposit	100531 · Shift Firefighter	2,349.85
11/15/2024		Direct Deposit	100532 · Fire Marshal	2,754.66
11/15/2024		Direct Deposit	100533 · Recruitment & Retent. Coord.	552.00
11/15/2024		Direct Deposit	100534 · EMS Grant Apprentice	1,883.08
11/15/2024		Direct Deposit	100534 · EMS Grant Apprentice	1,883.08
11/15/2024		Direct Deposit	100534 · EMS Grant Apprentice	1,883.08
11/15/2024		Direct Deposit	100534 · EMS Grant Apprentice	2,121.08
11/16/2024	MICROSOFT	Microsoft Exchange	100606 · DUES & SUBSCRIPTIONS	100.80
11/17/2024	AMAZON	Cleaning Supplies	100607 · LAUNDRY, CLEANING & TRASH	581.75
11/18/2024	SAIF Corporation	Annual Work Comp/Audit 23/24	100515 · WORKERS COMP	34,449.74
11/18/2024	ASANTE PHYSICIAN PARTNERS	New Hire Physicals	100599 · MEDICAL REIMBURSEMENT	188.00
11/18/2024	BIO-MED	Background Checks	100608 · ADMINISTRATIVE EXPENSE	47.00
11/18/2024	RITA	Fire Officer	100610 · INSTRUCTION & TRAINING	1,250.00
11/18/2024	SPECIAL DISTRICTS INSURANCE SER	Liability Insurance	100619 · INSURANCE	201.00
11/18/2024	Carson	145.5 Gal HQ	100644 · GAS	493.92
11/18/2024	Carson	72.7 Gal HQ	100644 · DIESEL	249.19
11/18/2024	McMASTER-CARR SUPPLY COMPANY	Connector	100648 · BLDG REPAIR & MAINTENANCE	106.51
11/18/2024	FIELDS HOME IMPROVEMENT CNTR	Paint	100648 · BLDG REPAIR & MAINTENANCE	284.75
11/18/2024	RUCH HARDWARE	Wire Nuts	100648 · BLDG REPAIR & MAINTENANCE	8.78
11/18/2024	CHARTER COMMUNICATIONS	HQ, ST 5, ST2	100649 · TELEPHONE / INTERNET	203.05
11/18/2024	NAPA AUTO PARTS	DEF, Oil Filters	100660 · EQUIPMENT REPAIR & MAINTENANCE	109.91
11/18/2024	NAPA AUTO PARTS	Serpentine Belt, Water Pump, Radiator Hose,	100660 · Flatbed Truck	456.04
11/18/2024	Pomp's Tire Service, Inc	Tire Repair	100660 · HB153 - 2005 FREIGHTLINER	332.10
11/18/2024	NAPA AUTO PARTS	Wiper Blades, Air Filter, Battery	100660 · S50 - 2004 Chevy	205.65
11/18/2024	STAR BODY WORKS	Door Repair	100660 · S53 - 2008 RAM PU	2,806.68
11/18/2024	Carson Propane	Propane HQ	100644 · PROPANE	791.20
11/18/2024	NAPA AUTO PARTS	Thermostat	100660 · C56 - 2011 Dodge	25.13
11/18/2024	FLEET PRIDE	Brakes	100660 · E52 - 1991 Pierce	302.54
11/18/2024	Local Government Law Group P.C.		100617 · District Attorney	3,505.50
11/18/2024	National Hose Testing Specialties, Inc	Hose & Ladder Testing	100661 · Equipment Testing & Cert.	7,234.54

**Applegate Valley Fire District
Disbursement Voucher**

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Paid Amount</u>
11/18/2024	NAPA AUTO PARTS	Batteries	100660 · C52 - 2023 Ram 2500	651.98
11/18/2024	OREGON CAL. SUPPLY	Hydraulic Oil, Hoses	100660 · Excavator	234.37
11/19/2024	AMAZON	Key Finder	100602 · MISC. SUPPLIES	19.71
11/19/2024	ROGUE COMMUNITY COLLEGE	Nozzle Forward Class	100610 · INSTRUCTION & TRAINING	341.00
11/19/2024	Little Lois Cafe	CWRR Grant Training	100690 · GRANT EXPENDITURES	12.49
11/20/2024	OREGON FIRE CHIEFS' ASSOCIATION	OFCA Roundtable	100608 · ADMINISTRATIVE EXPENSE	150.00
11/20/2024	AMPM	Fuel	100644 · GAS	76.90
11/20/2024	AZ Fancy	Fuel Crew PPE	100637 · PERSONAL PROTECTIVE EQUIP	192.92
11/21/2024	DIAMOND HOME HARDWARE	Locks	100602 · MISC. SUPPLIES	46.98
11/21/2024	STAMPS	STAMPS	100605 · POSTAGE & FREIGHT	50.00
11/21/2024	Gotomeeting.com	Conference Call Meeting Service	100606 · DUES & SUBSCRIPTIONS	5.00
11/21/2024	AMAZON	Carpet Cleaner	100607 · LAUNDRY, CLEANING & TRASI	129.99
11/21/2024	Graduate	Roundtable	100608 · ADMINISTRATIVE EXPENSE	515.28
11/21/2024	DIAMOND HOME HARDWARE	Knee Pads	100610 · INSTRUCTION & TRAINING	29.99
11/21/2024	Dropbox	Data Storage	100628 · Information Technology	1,620.00
11/25/2024	Fire Department Coffee	Coffee	100602 · MISC. SUPPLIES	125.98
11/26/2024	HARBOR FREIGHT TOOLS	Key Hider	100602 · MISC. SUPPLIES	38.91
11/26/2024	COURIER PUBLISHING COMPANY	Newspaper Subscription	100606 · DUES & SUBSCRIPTIONS	129.00
11/26/2024	SIRENNET.COM	Lights	100600 · S53 - 2008 RAM PU	299.00
11/27/2024		Direct Deposit	100501 · FIRE CHIEF	4,494.00
11/27/2024		Direct Deposit	100502 · OPERATIONS CHIEF	3,630.37
11/27/2024		Direct Deposit	100503 · LOGISTICS CHIEF	3,018.23
11/27/2024		Direct Deposit	100504 · ADMIN CHIEF	3,111.58
11/27/2024		Direct Deposit	100507 · SHIFT SUPERVISOR #2	2,561.65
11/27/2024	PERS	Account# 2664	100513 · PERS	10,536.43
11/27/2024	PHONE STIPEND	Direct Deposit	100649 · TELEPHONE / INTERNET	85.00
11/27/2024	Various Employees	Direct Deposit	100520 · FICA	596.18
11/27/2024	Various Employees	Direct Deposit	100520 · MEDICARE	649.99
11/27/2024		Direct Deposit	100518 · OVERTIME	98.88
11/27/2024		Direct Deposit	100506 · SHIFT SUPERVISOR #1	2,250.37
11/27/2024		Direct Deposit	100508 · SHIFT SUPERVISOR #3	2,493.43
11/27/2024		Direct Deposit	100509 · EXTRA STAFF/SHIFT COVERAG	40.00
11/27/2024		Direct Deposit	100509 · EXTRA STAFF/SHIFT COVERAG	80.00
11/27/2024		Direct Deposit	100509 · EXTRA STAFF/SHIFT COVERAG	560.00
11/27/2024		Direct Deposit	100509 · EXTRA STAFF/SHIFT COVERAG	80.00
11/27/2024		Direct Deposit	100509 · EXTRA STAFF/SHIFT COVERAG	40.00
11/27/2024		Direct Deposit	100509 · EXTRA STAFF/SHIFT COVERAG	80.00

**Applegate Valley Fire District
Disbursement Voucher**

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Paid Amount</u>
11/27/2024			100510 · Fuels Reduction Specialist	272.00
11/27/2024		Direct Deposit	100510 · Fuels Reduction Specialist	1,440.00
11/27/2024		Direct Deposit	100510 · Fuels Reduction Specialist	1,600.00
11/27/2024		Direct Deposit	100518 · COVERAGE OVERTIME	437.55
11/27/2024		Direct Deposit	100518 · COVERAGE OVERTIME	320.82
11/27/2024		Direct Deposit	100518 · COVERAGE OVERTIME	520.50
11/27/2024		Direct Deposit	100518 · RE-IMBURSEABLE OVERTIME	1,033.00
11/27/2024	OREGON SAVINGS GROWTH PLAN	Direct Deposit	100522 · OREGON SAVINGS GROWTH PL	772.41
11/27/2024		Direct Deposit	100506 · FLSA OT SHIFT SUP #1	284.48
11/27/2024		Direct Deposit	100508 · FLSA OT SHIFT SUP #3	315.28
11/27/2024		Direct Deposit	100608 · REIMBURSABLE FIRE EXPENSI	425.00
11/27/2024		Direct Deposit	100531 · Shift Firefighter	2,086.09
11/27/2024		Direct Deposit	100531 · Shift Firefighter	2,349.85
11/27/2024		Direct Deposit	100532 · Fire Marshal	2,754.66
11/27/2024		Direct Deposit	100533 · Recruitment & Retent. Coord.	888.00
11/27/2024		Direct Deposit	100534 · EMS Grant Apprentice	1,883.08
11/27/2024		Direct Deposit	100534 · EMS Grant Apprentice	2,121.08
11/27/2024		Direct Deposit	100534 · EMS Grant Apprentice	2,121.08
11/27/2024		Direct Deposit	100534 · EMS Grant Apprentice	1,883.08
11/30/2024	Carhartt	Jackets	100517 · UNIFORM ALLOWANCE	488.81
11/30/2024	BANK CHARGES	Service Charge	100608 · ADMINISTRATIVE EXPENSE	0.15
				<u>301,720.03</u>

Nov 24

Applegate Valley Fire District

Balance Sheet

	Nov 30, 24	Oct 31, 24	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
100103 · CASH WITH TREASURER			
103.1 · GOVERNMENT POOL	2,813,388.65	1,299,288.54	1,514,100.11
103.2 · CAPITAL PROJECTS FUND	541,448.16	539,242.57	2,205.59
103.5 · ROGUE CREDIT UNION	11,855.61	32,521.38	-20,665.77
Total 100103 · CASH WITH TREASUR...	<u>3,366,692.42</u>	<u>1,871,052.49</u>	<u>1,495,639.93</u>
Total Checking/Savings	3,366,692.42	1,871,052.49	1,495,639.93
Other Current Assets			
100105 · PETTY CASH	238.93	273.91	-34.98
Total Other Current Assets	<u>238.93</u>	<u>273.91</u>	<u>-34.98</u>
Total Current Assets	<u>3,366,931.35</u>	<u>1,871,326.40</u>	<u>1,495,604.95</u>
TOTAL ASSETS	<u>3,366,931.35</u>	<u>1,871,326.40</u>	<u>1,495,604.95</u>
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Credit Cards			
100261 · AVFD Master Card	9,567.66	8,935.06	632.60
100262 · Rogue Credit Card	1,296.01	79.96	1,216.05
Total Credit Cards	<u>10,863.67</u>	<u>9,015.02</u>	<u>1,848.65</u>
Other Current Liabilities			
2102 · Payroll Liabilities	1,668.81	919.93	748.88
2111 · Direct Deposit Liabilities		-38,026.63	38,026.63
Total Other Current Liabilities	<u>1,668.81</u>	<u>-37,106.70</u>	<u>38,775.51</u>
Total Current Liabilities	<u>12,532.48</u>	<u>-28,091.68</u>	<u>40,624.16</u>
Total Liabilities	12,532.48	-28,091.68	40,624.16
Equity			
3000 · FUND BAL - GENERAL FUND	1,515,241.46	1,515,241.46	
3002 · FUND BAL -CAPITAL PROJECTS...	572,212.37	572,212.37	
3900 · RETAINED EARNINGS	508,460.77	508,460.77	
Net Income	758,484.27	-696,496.52	1,454,980.79
Total Equity	<u>3,354,398.87</u>	<u>1,899,418.08</u>	<u>1,454,980.79</u>
TOTAL LIABILITIES & EQUITY	<u>3,366,931.35</u>	<u>1,871,326.40</u>	<u>1,495,604.95</u>

APPLEGATE VALLEY RURAL FIRE PROTECTION DISTRICT #9
1095 UPPER APPLEGATE ROAD
JACKSONVILLE, OR 97530

BALANCE SHEET
NOVEMBER 30, 2024

	ACCT.#	10/31/2024	DEPOSITS	WITHDRAWS	11/30/2024	
GENERAL POOL ACCOUNT	100103.1	1,299,288.54	1,689,100.26	175,000.15	2,813,388.65	
CAPITAL PROJECTS ACCOUNT	100103.2	539,242.57	2,205.59	0.00	541,448.16	
ROGUE CREDIT UNION	100103.4	32,521.38	240,429.95	261,095.72	11,855.61	
PETTY CASH	100105	273.91	1,165.02	1,200.00	238.93	
TOTAL CHECKING/SAVINGS		1,871,326.40	1,932,900.82	437,295.87	3,366,931.35	
TOTAL ASSETS						3,366,931.35
LIABILITIES						
CREDIT CARDS PAYABLE	100260				10,863.67	
PAYROLL WITHHOLDING	100315				0.00	
PAYROLL LIABILITIES					1,668.81	
TOTAL LIABILITIES					12,532.48	
EQUITY						
GENERAL FUND					2,023,702.23	
CAPITAL PROJECTS FUND					572,212.37	
Net Income					758,484.27	
TOTAL EQUITY					3,354,398.87	
TOTAL LIABILITIES & EQUITY						3,366,931.35

APPLEGATE VALLEY RURAL FIRE PROTECTION DISTRICT # 9
1095 UPPER APPLEGATE RD.
JACKSONVILLE, OR, 97530
STATEMENT OF REVENUE AND EXPENDITURES
BUDGET VERSUS ACTUAL COMPARISON
NOVEMBER 30, 2024
42% OF THE BUDGET YEAR IS OVER
78% OF THE BUDGETED REVENUE HAS BEEN RECEIVED
30% OF THE BUDGET HAS BEEN SPENT

	Account	Annual	Current	Year To	% of	Remaining
RESOURCES	Number	Budget	Month	Date	Budget	Balance
Current Tax Jackson Co.	100401	1,737,890.00	1,605,701.16	1,605,701.16	92.39	132,188.84
Delinquent Tax Jackson Co.	100402	43,250.00	7,320.08	28,407.31	65.68	14,842.69
Current Tax Josephine Co.	100405	243,110.00	67,393.59	67,393.59	27.72	175,716.41
Delinquent Tax Josephine Co.	100406	8,750.00	690.69	4,726.49	54.02	4,023.51
Total Taxes		2,033,000.00	1,681,105.52	1,706,228.55	83.93	326,771.45
Net Working Capital		1,919,400.00		2,042,292.54	106.40	-122,892.54
Fire Suppression Fees	100421	5,000.00	11,109.48	83,158.81	1,663.18	-78,158.81
Response Billing	100422	0.00	0.00	3,261.98	3,261.98	-3,261.98
Transfer from Capital	100440	0.00	0.00	0.00	0.00	0.00
Donations	100441	10,000.00	10,000.00	10,425.34	104.25	-425.34
Grants	100445.1	451,000.00	40,122.00	167,016.77	37.03	283,983.23
Landowner Contributions	100446	0.00	0.00	0.00	0.00	0.00
Interest Earned	100450	60,000.00	7,997.96	36,027.69	60.05	23,972.31
Misc. Income	100471	10,000.00	3,460.27	8,203.54	82.04	1,796.46
Rents	100471.2	8,400.00	700.00	4,000.00	47.62	4,400.00
Sale of Assets	100484	0.00	0.00	0.00	0.00	0.00
Total Other Resources		544,400.00	73,389.71	312,094.13	57.33	109,413.33
TOTAL RESOURCES		2,577,400.00	1,754,495.23	2,018,322.68	78.31	436,184.78

APPLEGATE VALLEY RURAL FIRE PROTECTION DISTRICT # 9
1095 UPPER APPLEGATE RD.
JACKSONVILLE, OR, 97530
STATEMENT OF REVENUE AND EXPENDITURES
BUDGET VERSUS ACTUAL COMPARISON
NOVEMBER 30, 2024

GENERAL FUND

	Account Number	Annual Budget	Current Month	Year To Date	% Of Budget	Remaining Balance
Fire Chief	100501	117,000.00	13,482.00	49,434.00	42.25	67,566.00
Operations Chief	100502	92,500.00	10,891.11	35,432.71	38.31	57,067.29
Logistics Chief	100503	78,000.00	9,054.69	32,566.68	41.75	45,433.32
Administration Chief	100504	81,000.00	9,334.74	34,227.38	42.26	46,772.62
Seasonal Firefighters	100505	140,000.00	0.00	93,078.00	66.48	46,922.00
Shift Personnel #1	100506	64,000.00	7,320.07	25,891.99	40.46	38,108.01
Shift Personnel #2	100507	71,000.00	8,008.91	29,473.98	41.51	41,526.02
Shift Personnel #3	100508	69,000.00	7,795.57	28,691.85	41.58	40,308.15
Extra Staff/Shift Coverage	100509	20,000.00	2,160.00	7,580.00	37.90	12,420.00
Fuels Reduction Specialist	100510	83,000.00	8,792.00	12,440.00	14.99	70,560.00
Medical Insurance	100512	350,000.00	31,724.50	148,583.69	42.45	201,416.31
Health Reimbursement	100512.1	24,000.00	1,983.38	9,775.23	40.73	14,224.77
PERS	100513	275,000.00	30,812.97	133,069.04	48.39	141,930.96
Workers Comp. Insurance	100515	40,000.00	34,449.74	66,812.91	167.03	-26,812.91
Unemployment	100516	8,000.00	0.00	962.60	12.03	7,037.40
Uniform Allowance	100517	20,000.00	1,008.80	5,144.12	25.72	14,855.88
Coverage Overtime	100518.1	30,000.00	5,256.22	21,926.09	73.09	8,073.91
Reimbursable Overtime	100518.2	60,000.00	12,989.16	87,744.72	146.24	-27,744.72
Payroll Taxes (FICA & Medicare)	100520	40,000.00	3,815.26	21,206.65	53.02	18,793.35
Oregon Growth Plan	100521.1	18,500.00	2,512.50	9,407.83	50.85	9,092.17
Length of Service	100525	8,500.00	0.00	1,000.00	11.76	7,500.00
Benefit Sell Back	100528	4,000.00	0.00	3,672.20	91.81	327.80
OSFM Firefighters	100531	118,000.00	13,044.06	47,853.42	40.55	70,146.58
OSFM Fire Marshal	100532	69,000.00	8,263.98	29,805.42	43.20	39,194.58
Recruitment & Retention Coord.	100533	25,000.00	2,400.00	11,136.00	44.54	13,864.00
EMS Grant Apprentice	100534	200,000.00	23,140.96	87,929.36	43.96	112,070.64
Medical Reimbursement	100599	5,000.00	188.00	2,184.00	43.68	2,816.00
TOTAL PERSONNEL SERVICES		2,110,500.00	248,428.62	1,037,029.87	49.14	1,073,470.13

APPLEGATE VALLEY RURAL FIRE PROTECTION DISTRICT # 9
1095 UPPER APPLEGATE RD.
JACKSONVILLE, OR, 97530
STATEMENT OF REVENUE AND EXPENDITURES
BUDGET VERSUS ACTUAL COMPARISON
NOVEMBER 30, 2024

GENERAL FUND

	Account Number	Annual Budget	Current Month	Year To Date	% Of Budget	Remaining Balance
MATERIAL & SERVICES						
Technical Rescue Equipment	100600	5,100.00	0.00	0.00	0.00	5,100.00
Radio Repair & Maint.	100601	7,500.00	0.00	4,042.34	53.90	3,457.66
Miscellaneous Supplies	100602	9,500.00	254.53	2,841.42	29.91	6,658.58
Medical Supplies	100603	20,000.00	0.00	2,134.92	10.67	17,865.08
Office Supplies	100604	3,500.00	869.38	1,565.35	44.72	1,934.65
Postage & Freight	100605	4,000.00	69.99	301.99	7.55	3,698.01
Dues & Subscriptions	100606	7,500.00	3,103.60	4,088.51	54.51	3,411.49
Laundry, Cleaning & Trash	100607	12,000.00	1,294.64	6,375.51	53.13	5,624.49
Administrative Expenses	100608	20,000.00	954.39	4,692.86	23.46	15,307.14
Reimbursable Fire Expenses	100608.2	5,000.00	525.00	1,858.91	37.18	3,141.09
Fire Prevention	100609	10,000.00	2,749.99	4,833.32	48.33	5,166.68
Instruction & Training	100610	20,000.00	2,761.99	6,649.35	33.25	13,350.65
Volunteer Programs	100611	40,000.00	0.00	375.00	0.94	39,625.00
EMT Physician Advisor	100613	2,200.00	0.00	1,875.00	85.23	325.00
Dispatch Service - ECSO	100615	55,000.00	0.00	27,849.40	50.64	27,150.60
Professional Fees	100617	24,000.00	0.00	17,908.98	103.78	-906.48
Board Attorney	100617		0.00	0.00		
District Attorney	100617		3,505.50	6,997.50		
Elections & Legal Publication	100618	2,500.00	0.00	0.00	0.00	2,500.00
District Insurance- General	100619	60,000.00	393.28	3,743.12	6.24	56,256.88
Health and Wellness	100621	16,500.00	0.00	6,750.00	40.91	9,750.00
Office Equipment/Furnishings	100622	10,000.00	1,344.95	2,556.58	25.57	7,443.42
Vol. Recruitment & Retention	100623	8,000.00	0.00	0.00	0.00	8,000.00
Board Training	100627	5,000.00	0.00	0.00	0.00	5,000.00
Information Technology	100628	30,000.00	1,620.00	15,806.33	52.69	14,193.67
Fire Equipment	100636	25,000.00	79.94	10,397.96	41.59	14,602.04
PPE	100637	28,000.00	441.36	2,618.89	9.35	25,381.11
Vehicle Gas & Oil	100644	50,000.00	4,377.58	17,276.86	34.55	32,723.14
Electricity	100645	38,000.00	2,301.43	12,318.33	32.42	25,681.67
Draft Site Const. & Repair	100646	5,000.00	0.00	81.15	1.62	4,918.85
Grounds Maintenance	100647	12,000.00	9,515.00	13,631.29	113.59	-1,631.29
Building Repair & Maint.	100648	30,000.00	1,132.52	10,898.69	36.33	19,101.31
Telephone	100649	30,000.00	1,087.71	6,338.08	21.13	23,661.92
Equipment Rental	100651	1,000.00	0.00	0.00	0.00	1,000.00
Equipment Repair & Maint.	100660	58,000.00	6,775.60	28,994.70	49.99	29,005.30
Equipment Testing & Certification	100661	17,500.00	7,234.54	7,234.54	41.34	10,265.46
College/Student Program	100670	40,000.00	0.00	0.00	0.00	40,000.00
Grant Expenditures	100690	0.00	898.49	1,663.30	0.00	-1,663.30
TOTAL MATERIALS & SERVICES		711,800.00	53,291.41	227,702.68	31.99	484,097.32

APPLEGATE VALLEY RURAL FIRE PROTECTION DISTRICT # 9
1095 UPPER APPLEGATE RD.
JACKSONVILLE, OR, 97530
STATEMENT OF REVENUE AND EXPENDITURES
BUDGET VERSUS ACTUAL COMPARISON
NOVEMBER 30, 2024

GENERAL FUND

	Account Number	Annual Budget	Current Month	Year To Date	% Of Budget	Remaining Balance
CAPITAL OUTLAY						
Station Construction Projects	100711	20,000.00	0.00	20,000.00	0.00	0.00
Office Machines	100735	5,500.00	0.00	5,494.76	1.00	5.24
New Fire Equipment	100736	14,000.00	0.00	0.00	0.00	14,000.00
Equipment Acquisition	100738	130,000.00	0.00	44,750.00	34.42	85,250.00
Capital Grant Expenditures	100740	0.00	0.00	0.00	0.00	0.00
TOTAL CAPITAL OUTLAY		169,500.00	0.00	70,244.76	41.44	99,255.24
Contingency	100795	190,000.00	0.00	0.00	0.00	190,000.00
Transfers to Capital Projects Fun	100805	0.00	0.00	0.00	0.00	0.00
Unappropriated Ending Balance		1,315,000.00	0.00	0.00	0.00	1,315,000.00
TOTAL REQUIREMENTS		4,496,800.00	301,720.03	1,334,977.31	29.69	3,161,822.69
TOTAL RESOURCES			1,754,495.23	2,018,322.68		
TOTAL REQUIREMENTS			-301,720.03	-1,334,977.31		
ENDING FUND BALANCE			1,452,775.20	683,345.37		
Beginning Fund Balance		2,042,292.54	6/30/2024			
Excess Rev/Exp		683,345.37				
Ending Fund Balance		2,725,637.91				

APPLEGATE VALLEY RURAL FIRE PROTECTION DISTRICT # 9
1095 UPPER APPLEGATE RD.
JACKSONVILLE, OR, 97530
STATEMENT OF REVENUE AND EXPENDITURES
BUDGET VERSUS ACTUAL COMPARISON
NOVEMBER 30, 2024

CAPITAL PROJECTS FUND

	Account Number	ANNUAL BUDGET	CURRENT MONTH	YEAR-TO DATE	%-OF BUDGET	REMAINING BALANCE
RESOURCES						
NET WORKING CAPITAL		526,000.00				
TRANSFER FROM GENERAL	240441	0.00	0.00	0.00	0.00	0.00
INTEREST	200450	20,000.00	2,205.59	11,607.79	58.04	8,392.21
TOTAL RESOURCES		20,000.00	2,205.59	11,607.79	58.04	8,392.21
REQUIREMENTS						
PROJECT PURCHASE	240760	0.00	0.00	0.00	0.00	0.00
TRANSFER TO GENERAL	100440	0.00	0.00	0.00	0.00	0.00
BANK SERVICE CHARGE	200201	0	0.00	0.00	0.00	0.00
TOTAL REQUIREMENTS		0.00	0.00	0.00	0.00	0.00
TOTAL RESOURCES		20,000.00	2,205.59	11,607.79		
TOTAL REQUIREMENTS		0.00	0.00	0.00		
RESERVE FOR FUTURE EXPENDITURES		20,000.00	2,205.59	11,607.79		
Beginning Fund Balance	3002	529,839.02	6/30/2024			
RESERVED FOR FUTURE EXP		11,607.79				
Ending Fund Balance		541,446.81				

APPLEGATE VALLEY RURAL FIRE PROTECTION DISTRICT # 9



APPLEGATE VALLEY FIRE DISTRICT

1095 Upper Applegate Road – Jacksonville, OR 97530

541.899.1050 Fax: 541.899.9314

www.applegatefd.com

Deputy Chief's Report

November 2024

Alarm Statistics

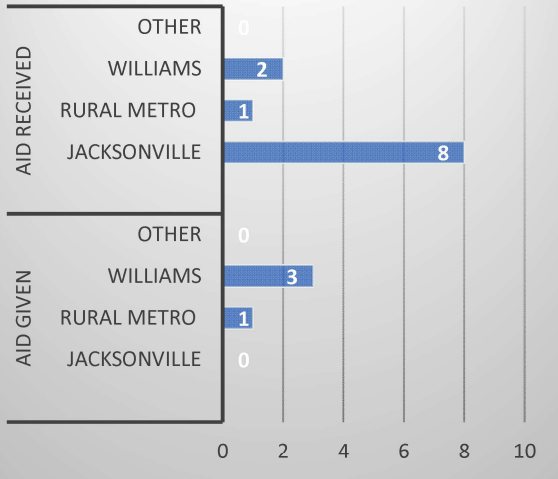
- 67 Incidents
- 4 Overlapping Calls
- See attached report

Summary of Activities

- Optimization of First Due software
 - Incident reporting
 - Scheduling
- Training announcements
- DPSST Maintenance Recertification
- Evaluation of uniform ensemble
- Standardization of equipment
- Engine swap (E54 to E51)
- EMS kit standardization
- Drill ground improvements/organization
- Station 51 updates
- On-Duty phones
- Rebranding project

Alarm Statistics - November 2024

Monthly Mutual Aid



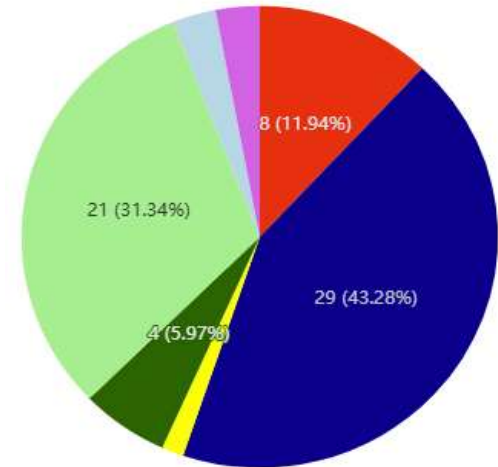
CURRENT MONTH

Total Calls 67
 Overlapping Calls 4
 % of Overlapping Calls 5.97%
 Overlapping Calls YTD 116

Incident Type Series

- 1 - Fire
- 3 - Rescue & Emergency Medical Service Incident
- 4 - Hazardous Condition (No Fire)
- 5 - Service Call
- 6 - Good Intent Call
- 7 - False Alarm & False Call
- 9 - Special Incident Type

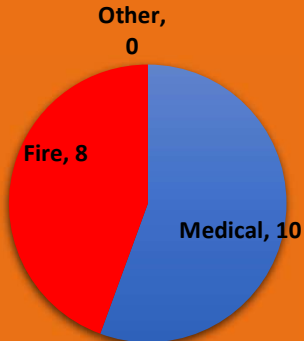
Total (67)



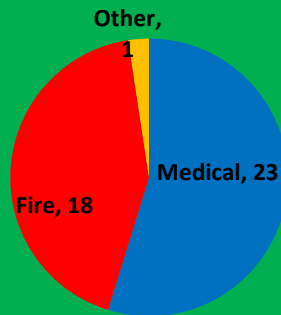
Monthly Call Volume - West vs East



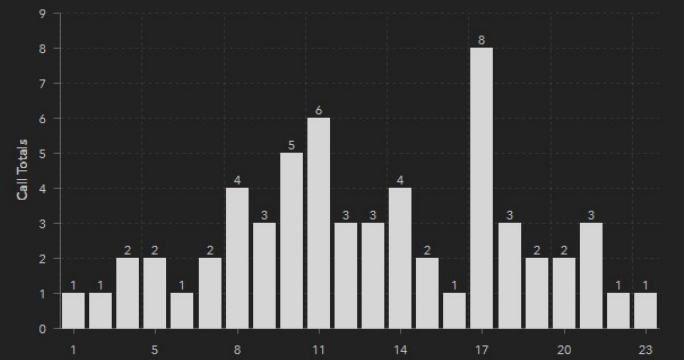
West Battalion



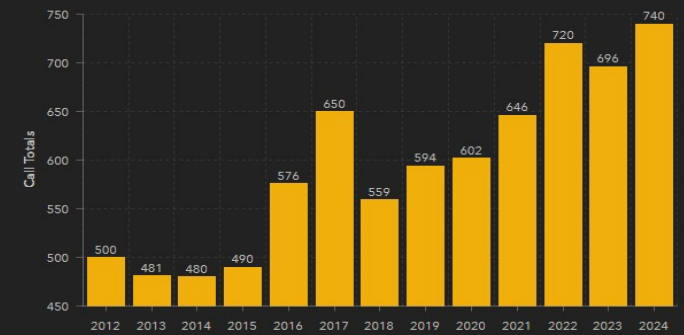
East Battalion



Busiest Hour



Total Calls By Year





APPLEGATE VALLEY FIRE DISTRICT

1095 Upper Applegate Road – Jacksonville, OR 97530

541.899.1050 Fax: 541.899.9314

www.applegatefd.com

Maintenance Officer's Report

November 2024

- Equipment
 - Serviced E52
 - Repaired E52 minor problems gauges and OEM lighting. Rebuilt 3 discharges.
 - Repaired parking brake for E51. Replaced spring pods and serviced brake calipers. Was not holding on hills.
 - Repaired air leak E53 leaking fittings on the treadle.
 - Support 53 repairs made after hitting deer. Body repair to rear door made by Star Autobody. Repaired headlight and grill and strobes in house.

- Facilities and Grounds
 - Stained fence at station 5.
 - Repaired bay door station 53.
 - Repaired gate station 57

- Worked on First Due database on going project to add new assets in to the system.



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Fire Marshal's Report

November 2024

- Home Defensible Space Assessments – 2
- Construction Permit (Fire Safety) Inspections
 - October 2024 – 8
 - Initial Dwellings – 1
 - Replacement Dwellings – 3
 - Agricultural Buildings – 4
 - Shops/Garages – 0
 - Other – 0
 - Year to Date – 54
- Business Inspections - 0
- Pre-Incident Plans - 0
- Prevention & Public Education
 - 2024 Northwest Youth Corp. 37 acres completed / 64 structures effected.
 - Firewise Community Planning
 - Fuels Reduction work underway throughout the District.
 - Community Wildfire Protection Plan (CWPP) Update



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Recruitment Retention Coordinator Report

November 2024

- Updated the phone list, drill sheet, and email group
- Helped Shop and prepare for the Christmas Brunch
- Reached out to a new recruit that is attending academy in Jan.
- Checked in with current recruits
- Assisted Tallie with going through the annexation mail
- Created a excel form for current and past volunteers information for Tallie

10.5.7 GENERAL REGULATIONS

- A. The maximum number of people permitted in any district facility will be restricted to the posted occupancy limit.
- B. ~~Smoking~~ ~~Controlled substances are~~ ~~is~~ prohibited in and on all district properties.
- C. Facility users may apply for permission to serve alcohol following rules listed in the district's Alcohol Permission Request Form. ~~Alcoholic beverages and controlled substances are prohibited in and on all district properties.~~
- D. Firearms are prohibited in and on all district properties, with the exception of Public Safety Officers.
- E. The District reserves the right to cancel or curtail any event in a district facility.
- G. Groups will be charged for any damage to district facilities for the actual cost of repairs.
- H. Posting of Political signs on all district property is prohibited.

This Addendum is made and entered into this [insert date], by and between the **Applegate Valley Rural Fire Protection District #9** (hereinafter "District") and **Chris Wolfard**, Fire Chief (hereinafter "Chief"). This Addendum modifies the original Personal Services Agreement (hereinafter "Agreement") between the parties as follows:

1. Vehicle Provision or Stipend:

Effective January 1, 2025, the Fire Chief shall have the option to choose either:

1.1. District-Provided Staff Vehicle:

The District will provide the Chief with a staff vehicle for official use. The District will be responsible for all fuel, maintenance, insurance, and other related expenses for the vehicle.

OR

1.2. Vehicle Stipend:

In lieu of a District-provided vehicle, the Chief may opt to receive a **vehicle stipend** in the amount of **\$1,100 per month**. If the Chief selects this option, they will be responsible for all fuel, insurance, repairs, maintenance, and any other costs associated with their personal vehicle used for official District business.

(This rate was determined by consulting AAA's "Your Driving Costs" (17,500 miles per year at \$0.71 per mile) and adjusting for occasional off-road driving as well as the umbrella insurance policy requirement.)

Stipend amount will be reviewed annually during the budgeting process to account for inflation. Stipend amount shall not be increased due to negligence of the Chief that results in higher personal costs.

2. Requirements for Personal Vehicle:

If the Chief opts for the vehicle stipend under Section 1.2, the following conditions shall apply to their personal vehicle:

2.1. Insurance:

The Chief must maintain a personal auto insurance policy with a minimum of **\$1,000,000 umbrella liability coverage**. Proof of insurance must be provided to the District annually or upon request.

2.2. Vehicle Age and Condition:

The Chief's personal vehicle must be less than **20 years old**, in **excellent working condition**, and must represent the District in a **professional and appropriate manner**. The vehicle shall be subject to periodic inspection by the District to ensure it meets these standards.

2.3. Outfitting of Vehicle:

The Chief may request that the District outfit their personal vehicle with **work-related equipment** necessary for emergency and operational duties, including but not limited to:

- Emergency lights
- Siren
- Identifying Magnetic Logos/numbering

- Cell phone and iPad chargers and/or holders
- VHF radio(s)
- Canopy or tonneau cover so as to secure equipment and keep carcinogenic PPE out of the passenger space of the vehicle.

The District shall bear the costs of purchasing and installing/removing these items. Ownership of any such equipment remains with the District and must be returned or removed from the vehicle at the end of the Chief's employment, or upon request by the District.

3. Election of Vehicle Option:

The Chief must declare their selection (District-provided vehicle or vehicle stipend) at the execution of this addendum. A change in the selected option can only be made at the beginning of the next fiscal year, unless otherwise approved by the District.

4. Term and Effect:

All other terms and conditions of the Chief's Personal Services Agreement not specifically modified by this Addendum remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have executed this Addendum on the day and year first above written.

FIRE CHIEF
Chris Wolfard

Date:

APLEGATE VALLEY RURAL FIRE PROTECTION DISTRICT #9
BOARD CHAIRPERSON
Rob Underwood

Date: