

AGENDA
APPLEGATE VALLEY FIRE DISTRICT
BOARD OF DIRECTORS MEETING
January 18, 2023 – 4pm

TRAINING BUILDING
1095 UPPER APPLEGATE RD.
JACKSONVILLE, OR 97530

- I. Call to Order
- II. Roll Call
- III. Speakers and Guests
- IV. Review the Minutes from Previous Meeting
- V. Fiscal Report
- VI. Fire Chief's Report
- VII. Old Business
 - Policy Manual
 - Email Security/Privacy – SDAO Suggestion / Policy Update
 - Surplus of Brush 8561 – Update on the sealed bid process
 - Oath of Office – Policy Violations – Course of Action – Working towards legal definitions
 - Union Negotiations - Update
 - Budget Committee – Appoint 3 positions
- VIII. New Business
 - New Ethics Violation – Information
 - Board Member Elections – Information on Timeline
- IX. Announcements
 - SDAO Annual Conference, February 9th -12th
- X. Items to be on the next agenda
- XI. Adjournment

**APPLEGATE VALLEY RFPD #9
BOARD OF DIRECTORS MEETING MINUTES**

December 21, 2022

**Training Building, 1095 Upper Applegate Rd., Jacksonville, OR 97530
and Conference Call**



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 Doug Stewart, Secretary/Treasurer Gary DeSimone, Director Jeff Hoxsey

ABSENT: Director Craig Hamm

OTHER STAFF & INVITED SPEAKERS: Chris Wolfard (*Interim Fire Chief*), Tallie Jackson (*Office Manager*), McKenzie Turnbull (*Maintenance Supervisor*), Cody Goodnough (*Interim Operations Chief*)

3.0 SPEAKERS AND GUESTS

Dan Pelissier presented material to consider when hiring a new fire chief.

4.0 REVIEW OF MINUTES FROM PREVIOUS MEETING

The minutes of the November 16, 2022 Board meeting were tabled to the next board meeting to allow time for the Board to review.

5.0 FISCAL REPORT

The Disbursement Voucher for November 2022 was presented. No noted concern.

➔ **MOTION:** Doug Stewart moved to approve the November 2022 expenditures as presented in the amount of \$129,442.13. Jeff Hoxsey seconded the motion.

Motion carries as follows.

AYES Underwood, Stewart, DeSimone, Hoxsey

NAYS

The Financial Report review:

The board would like to schedule a special meeting or have a power point to have training on how to understand the financials. Tallie Jackson highlighted the attorney fees have been separated.

➔ **MOTION:** Jeff Hoxsey moved to accept the November 2022 financials as presented. Rob Underwood seconded the motion.

Motion carries as follows.

AYES Underwood, Stewart, DeSimone, Hoxsey

NAYS

6.0 FIRE CHIEF'S REPORT

General: As presented via email

Chief Wolfard highlighted the training opportunities with DPSST and RITA.

Operations:

Chief Wolfard informed the Board that Engine 55 had coolant in the fuel and is being monitored.

New Permits – Chief Wolfard conducted 3 fire safety inspections for the month, year to date 65 inspections.

Alarms -

November 1st – Structure Fire, 14000 block Upper Applegate Rd.

November 21st – Structure Fire, 800 block Upper Applegate Rd.

Grants –

FEMA Assistance to Firefighters Grant Programs

- 2021 Assistance to Firefighters Grant (AFG) – **Denied** - \$1M Regional project for radios involving Applegate, Jacksonville, and Williams.
- 2021 Staffing for Adequate Fire and Emergency Response (SAFER) – **Awaiting Decision** - \$500k project for Recruitment & Retention of Volunteer Firefighters and Student Firefighters.
- 2022 AFG – Should be opening soon. Regional application for radios.
- 2022 SAFER – Should be opening soon. Recruitment and retention of volunteers and students.

Oregon State Fire Marshal (OSFM) Grants (SB762)

- 2022 Engine Program – **Awaiting Decision** – We have applied for a brand-new Type 3 “Loaner” Engine. 3-year commitment to keep it in service and available for deployments.
- 2022 DPSST Training Grant – **Awaiting Decision** – Applied for \$10k for a new projector.
- 2022 Oregon Fire Service Capacity Program – **Awaiting Decision** – We applied for 2 full-time firefighters and 1 full-time prevention personnel for three years.
- 2022 Community Wildfire Risk Reduction Program (CWRRP) – **Researching** – Application due January 31st.
- 2022 Community Wildfire Protection Plan (CWPP) – **Awaiting Decision** – We requested \$100k to build a Water Storage and Pumping System for headquarters. This application is being hosted by Jackson County and is a 2-County request.

7.0 OLD BUSINESS

Policy Manual Review

None to report.

Public Records Release & Email Security/Privacy

Rob Underwood is working with SDAO for a policy.

Surplus of Brush 8561

The district has received on sealed bid the process closes on January 11th.

Oath of Office – Policy Violations – Course of Action

Rob Underwood is still researching.

Board Recruitment Policy 4.2.1.M – 2nd Reading

Policy 4.2.1.M was presented to strike board recruiting from the fire chief's job description.

MOTION: Rob Underwood moved to approve the second reading of policy 4.2.1.M striking board recruitment from the Fire Chief's job description. Doug Stewart seconded the motion.

Motion carries as follows.

AYES Underwood, Stewart, DeSimone, Hoxsey

NAYS

Water Tender 54

Water Tender 54 has been ordered and the deposit has been sent. McKenzie Turnbull is working with a freightliner dealership to inspect the cab and chassis.

8.0 NEW BUSINESS

Labor Agreement Negotiating Team Assignments

Chief Wolfard has sent an email to the union to request dates for negotiations. Chief Wolfard is requesting two board members to be on the negotiating team. Rob Underwood declared a conflict of interest, since Cody Goodnough is a close friend. The board discussed that the conflict would not be an issue since the final vote is done by the whole board.

MOTION: Gary DeSimone moved to have Rob Underwood and Jeff Hoxsey be on the negotiating team. Rob Underwood seconded the motion.

Motion carries as follows.

AYES Underwood, Stewart, DeSimone, Hoxsey

NAYS

Budget Committee

There are three positions on the budget committee up for appointment. Staff will post the positions to request letters of interest. Chief Wolfard will reach out to the three budget members whose term is up to see if they would like to submit letters of interest.

Mutual Aid Chief Work Session

Chief Turnbull from Rural Metro reached out in regards to continuation of effective Mutual Aid and how it affects all departments. He felt the support and continuation of effective mutual aid starts with the Board acceptance and clear understanding. Chief Turnbull also discussed ideas and thoughts in regards to best practice for filling the permanent Fire Chief position. Chief Wolfard will create a poll to schedule a work session.

OGEC Complaint Overview

Four Board members were interviewed by the Oregon Ethics Commission on two complaints filed. After review the Oregon Ethics Commission will be dismissing the complaints. The Board would like to make a public announcement of the findings.

9.0 ANNOUNCEMENT

- SDAO Annual Conference , February 9th – 12th
- Rob Underwood thanked Chief Wolfard and Tallie Jackson for working through all the changes.

10.0 ITEMS TO BE ON NEXT AGENDA

No noted items

11.0 ADJOURNMENT

Rob Underwood adjourned the meeting at 5:38 pm.

The next scheduled Board meeting will be held Wednesday, January 18, 2022 @ 4 pm. Training Building 1095 Upper Applegate Rd.

Minutes Submitted by Tallie Jackson
Office Manager
Approved By:

Board President

Date

APPLEGATE VALLEY RFPD #9 BOARD OF DIRECTORS WORK SESSION MINUTES January 5, 2023 Training Building, 1095 Upper Applegate Rd., Jacksonville, OR 97530 and Conference Call



1.0 CALL TO ORDER

Board Meeting called to order by Rob Underwood.
TIME: 3:01 PM

2.0 ROLL CALL

PRESENT: President Rob Underwood, Vice President Doug Stewart, Secretary/Treasurer Gary DeSimone (arrived 4:32pm), Director Jeff Hoxsey, Director Craig Hamm

ABSENT:

OTHER STAFF & INVITED SPEAKERS: Chris Wolfard (*Interim Fire Chief*), Tallie Jackson (*Office Manager*), Cody Goodnough (*Interim Operations Chief*), Dick Whipple (*Mercy Flights*), Ralph Sartain (*Ashland Fire*), Marshall Rasor (*Ashland Fire*) Rick Vetter (*Williams Fire*), Claudia Platt (*Williams Fire*), John Holmes (*IV Fire*), Sara Rubrecht (*OSFM*), Lee Winslow (*ODF*), Austin Prince (*Rural Metro*), Lloyd Lawless (*Grants Pass Fire*), Greg Winfrey (*JCFD4*), Mike Hammond (*JCFD1*) Travis Crume (*Evans Valley Fire*), Eric Thompson (*Medford Fire*)
Phil Turnbull (*Rural Metro*)

3.0 NEW BUSINESS

Continuation of effective Mutual Aid – Lead Speaker Chief Turnbull

Chief Turnbull expressed the importance of fire chief's in the Rogue Valley participating in mutual aid. JCFD3 has policies that require the fire chief to participate that they will share with Chief Wolfard.

Best Practices for Filling the Fire Chief Position Permanently

It was discussed the hiring of inside / outside of the department. The different agencies that assist with the hiring process. It was highlighted to know your district's vision when hiring a new fire chief.

11.0 ADJOURNMENT

Rob Underwood adjourned the meeting at 5:00 pm.

The next scheduled Board meeting will be held Wednesday, January 18, 2022 @ 4 pm. Training Building 1095 Upper Applegate Rd.

Minutes Submitted by Tallie Jackson
Office Manager

DRAFT MINUTES

Approved By:

Board President

Date

Applegate Valley Fire District Disbursement Voucher

Date	Name	Memo	Account	Paid Amount
Dec 22				
12/01/2022	ABBY'S LEGENDARY PIZZA	Working Lunch	100608 · ADMINISTRATIVE EXPENSE	31.99
12/01/2022	AMAZON	Shop Tools	100660 · EQUIPMENT REPAIR & MAINTN	588.99
12/01/2022	QUICKBOOKS PAYROLL SERVICE	Direct Deposit Transmission Fee	100608 · Payroll Expenses	15.25
12/01/2022	OSCO Tank & Truck Sales	Water Tender	100738 · EQUIP. ACQUISITION	25,000.00
12/02/2022		Direct Deposit	100501 · FIRE CHIEF	3,656.97
12/02/2022		Direct Deposit	100503 · LOGISTICS OFFICER	2,702.59
12/02/2022		Direct Deposit	100504 · OFFICE MANAGER	2,159.79
12/02/2022		Direct Deposit	100507 · SHIFT SUPERVISOR #2	2,222.88
12/02/2022	SPECIAL DISTRICT INSURANCE SERVICE	BI-MONTHLY PAYMENT	100512 · MEDICAL INSURANCE	7,471.11
12/02/2022	Rainey's Corner Market	Fuel	100644 · FUEL	121.57
12/02/2022	VARIOUS EMPLOYEES	Direct Deposit	100520 · FICA	623.52
12/02/2022	VARIOUS EMPLOYEES	Direct Deposit	100520 · MEDICARE	309.08
12/02/2022		Direct Deposit	100506 · SHIFT SUPERVISOR #1	2,704.56
12/02/2022		Direct Deposit	100506 · SHIFT SUPERVISOR #1	2,305.31
12/02/2022		Direct Deposit	100508 · SHIFT SUPERVISOR #3	2,143.00
12/02/2022			100509 · EXTRA STAFF/SHIFT COVERAC	800.00
12/02/2022			100509 · EXTRA STAFF/SHIFT COVERAC	115.00
12/02/2022			100509 · EXTRA STAFF/SHIFT COVERAC	320.00
12/02/2022			100509 · EXTRA STAFF/SHIFT COVERAC	800.00
12/02/2022			100509 · EXTRA STAFF/SHIFT COVERAC	70.00
12/02/2022			100509 · EXTRA STAFF/SHIFT COVERAC	35.00
12/02/2022			100509 · EXTRA STAFF/SHIFT COVERAC	485.00
12/02/2022		Direct Deposit	100518 · COVERAGE OVERTIME	249.68
12/02/2022		Direct Deposit	100518 · COVERAGE OVERTIME	90.33
12/02/2022	HRA VEBA	Direct Deposit	100512 · HRA VEBA	339.78
12/02/2022	OREGON SAVINGS GROWTH PLAN	Direct Deposit	100522 · OREGON SAVINGS GROWTH PI	321.86
12/02/2022		Direct Deposit	100506 · FLSA OT SHIFT SUP #1	291.48
12/02/2022		Direct Deposit	100508 · FLSA OT SHIFT SUP #3	271.04
12/03/2022	AMAZON	Phone Holder, Charger	100602 · MISC. SUPPLIES	39.74
12/03/2022	LogMeIn	Remote Computer Log In	100608 · ADMINISTRATIVE EXPENSE	349.99
12/05/2022	PERS	Account# 2664	100513 · PERS	2,517.03
12/06/2022	WOLFARD, CHRISTOPHER R	Per Diem Leadership Class	100608 · ADMINISTRATIVE EXPENSE	343.00
12/06/2022	ALBERTSON'S	Applegate School Lunch	100609 · FIRE PREVENTION	66.25
12/06/2022	PAPA MURPHY PIZZA	Applegate School Lunch	100609 · FIRE PREVENTION	74.50
12/06/2022	Medford Fasteners	Sawzall, Batteries	100636 · MISC. FIRE EQUIPMENT	667.00
12/07/2022	RUCH COUNTRY STORE	Bowls	100602 · MISC. SUPPLIES	12.40

**Applegate Valley Fire District
Disbursement Voucher**

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Paid Amount</u>
12/07/2022	USPS	Certified Letter	100605 · POSTAGE & FREIGHT	5.44
12/07/2022	Rogue Wear by SOE	Embroidery	100623 · Volunteer Recruitment & Retent.	144.00
12/12/2022	GROVER ELECTRIC & PLUMBING SUPP	Flapper Kits	100648 · BLDG REPAIR & MAINTENANC	24.80
12/12/2022	Astro	Fuel	100608 · REIMBURSABLE FIRE EXPENS	100.00
12/13/2022	Kuntz, Mike	Deposit	100512 · MEDICAL INSURANCE	-862.40
12/13/2022	MES - NORTHWEST	Duty Shirts, Pants	100517 · UNIFORM ALLOWANCE	1,996.95
12/13/2022	ASANTE	Pre Employment Screening	100599 · MEDICAL REIMBURSEMENT	886.00
12/13/2022	OFFICE DEPOT	Office Supplies	100604 · OFFICE SUPPLIES	52.17
12/13/2022	STAMPS	STAMPS	100605 · POSTAGE & FREIGHT	50.00
12/13/2022	ESO Solutions, Inc	ER Reporting Annual Subscription	100606 · DUES & SUBSCRIPTIONS	3,199.99
12/13/2022	MICROSOFT	Microsoft 360	100606 · DUES & SUBSCRIPTIONS	6.99
12/13/2022	ALSCO	ShopTowels	100607 · LAUNDRY, CLEANING & TRASI	117.34
12/13/2022	ROGUE DISPOSAL & RECYCLING INC	1.5 YD CONTAINER	100607 · LAUNDRY, CLEANING & TRASI	151.26
12/13/2022	DPSST	Certifications	100608 · ADMINISTRATIVE EXPENSE	46.25
12/13/2022	INSTAPRINT	Shift Calendars	100608 · ADMINISTRATIVE EXPENSE	54.75
12/13/2022	HAYS OIL COMPANY	145 Gal HQ	100644 · GAS	637.43
12/13/2022	HAYS OIL COMPANY	170 Gal HQ	100644 · GAS	674.20
12/13/2022	HAYS OIL COMPANY	151 Gal HQ	100644 · DIESEL	721.17
12/13/2022	HAYS OIL COMPANY	205 Gal HQ	100644 · DIESEL	950.40
12/13/2022	GROVER ELECTRIC & PLUMBING SUPP	Flapper Kits	100648 · BLDG REPAIR & MAINTENANC	59.77
12/13/2022	McMASTER-CARR SUPPLY COMPANY	Cable Ties	100660 · EQUIPMENT REPAIR & MAINTF	51.42
12/13/2022	ROGUE COMMUNITY COLLEGE	Fall Term	100670 · COLLEGE PROGRAM	7,000.00
12/13/2022	NAPA AUTO PARTS	Blower Assembly, Motor Filters	100660 · R51	169.50
12/13/2022	TEHAMA TIRE SVC, INC.	Tires	100660 · R51	2,392.12
12/13/2022	TEHAMA TIRE SVC, INC.	Tires	100660 · R54	2,390.36
12/13/2022	NAPA AUTO PARTS	Filters, Thermostat	100660 · R54	67.61
12/13/2022	CASCADE FIRE EQUIPMENT CO	Valve	100660 · E153 - 2005 FREIGHTLINER	275.00
12/13/2022	NAPA AUTO PARTS	Mirror Adhesive, Filters	100660 · WT53 - 2007 FREIGHTLINER	309.89
12/13/2022	NAPA AUTO PARTS	Filters	100660 · E55 HME	15.99
12/13/2022	Jackson Group Peterbuilt	Fuel Contamination	100660 · E55 HME	3,080.97
12/13/2022	NAPA AUTO PARTS	Oil & Filters	100660 · S55 - 2015 DODGE	156.05
12/13/2022	J & L Muffler	Catalytic Converter	100660 · C51- 2018	1,150.00
12/13/2022	Local Government Law Group P.C.		100617 - Board Attorney	676.00
12/14/2022	AMAZON	Radio Mount	100601 · RADIO REPAIR	8.49
12/14/2022	Richards Donuts	EMS Roundtable	100610 · INSTRUCTION & TRAINING	14.00
12/14/2022	THUNDERBIRD MARKET	EMS Roundtable	100610 · INSTRUCTION & TRAINING	23.90
12/14/2022	HOME DEPOT	Sta. 4 Rat Traps	100648 · BLDG REPAIR & MAINTENANC	83.56

**Applegate Valley Fire District
Disbursement Voucher**

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Paid Amount</u>
12/14/2022	HOME DEPOT	Water Softener Pellets	100648 · BLDG REPAIR & MAINTENANC	89.70
12/15/2022	QUICKBOOKS PAYROLL SERVICE	Direct Deposit Transmission Fee	100608 · Payroll Expenses	22.25
12/16/2022		Direct Deposit	100501 · FIRE CHIEF	3,656.97
12/16/2022		Direct Deposit	100502 · OPERATIONS CHIEF	2,943.17
12/16/2022		Direct Deposit	100503 · LOGISTICS OFFICER	2,549.61
12/16/2022		Direct Deposit	100504 · OFFICE MANAGER	2,159.79
12/16/2022		Direct Deposit	100507 · SHIFT SUPERVISOR #2	2,222.88
12/16/2022	SPECIAL DISTRICTS INSURANCE SER	BI-MONTHLY PAYMENT	100512 · MEDICAL INSURANCE	3,288.92
12/16/2022	PERS	Account# 2664	100513 · PERS	3,214.60
12/16/2022			100505 · SEASONAL FIREFIGHTER	1,080.00
12/16/2022		Direct Deposit	100505 · SEASONAL FIREFIGHTER	1,980.00
12/16/2022			100505 · SEASONAL FIREFIGHTER	1,080.00
12/16/2022		Direct Deposit	100505 · SEASONAL FIREFIGHTER	180.00
12/16/2022			100505 · SEASONAL FIREFIGHTER	1,080.00
12/16/2022			100505 · SEASONAL FIREFIGHTER	720.00
12/16/2022			100505 · SEASONAL FIREFIGHTER	525.00
12/16/2022			100505 · SEASONAL FIREFIGHTER	720.00
12/16/2022			100505 · SEASONAL FIREFIGHTER	1,080.00
12/16/2022		Direct Deposit	100505 · SEASONAL FIREFIGHTER	1,080.00
12/16/2022		Direct Deposit	100505 · SEASONAL FIREFIGHTER	1,440.00
12/16/2022			100505 · SEASONAL FIREFIGHTER	360.00
12/16/2022	VARIOUS EMPLOYEES		100520 · FICA	922.71
12/16/2022	VARIOUS EMPLOYEES		100520 · MEDICARE	432.36
12/16/2022		Direct Deposit	100506 · SHIFT SUPERVISOR #1	2,222.88
12/16/2022		Direct Deposit	100508 · SHIFT SUPERVISOR #3	2,143.00
12/16/2022			100509 · EXTRA STAFF/SHIFT COVERAC	80.00
12/16/2022		Direct Deposit	100509 · EXTRA STAFF/SHIFT COVERAC	80.00
12/16/2022			100509 · EXTRA STAFF/SHIFT COVERAC	35.00
12/16/2022			100509 · EXTRA STAFF/SHIFT COVERAC	35.00
12/16/2022			100509 · EXTRA STAFF/SHIFT COVERAC	35.00
12/16/2022		Direct Deposit	100518 · COVERAGE OVERTIME	436.60
12/16/2022	HRA VEBA	Direct Deposit	100512 · HRA VEBA	396.56
12/16/2022	OREGON SAVINGS GROWTH PLAN	Direct Deposit	100522 · OREGON SAVINGS GROWTH PI	313.51
12/17/2022	AMAZON	Duffle Bags	100623 · Volunteer Recruitment & Retent.	699.90
12/19/2022	TAPROCK	Chief Christmas Luncheon	100608 · ADMINISTRATIVE EXPENSE	89.64
12/20/2022	Pronto Print	Calendars	100604 · OFFICE SUPPLIES	228.80
12/20/2022	THUNDERBIRD MARKET	Duty Crew Christmas Dinner	100608 · ADMINISTRATIVE EXPENSE	44.02

**Applegate Valley Fire District
Disbursement Voucher**

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Paid Amount</u>
12/21/2022	IMPRINTS	Embroidery	100517 · UNIFORM ALLOWANCE	162.00
12/21/2022	RUCH HARDWARE	Power Strip	100602 · MISC. SUPPLIES	14.99
12/21/2022	AMAZON	Dash Cam	100602 · MISC. SUPPLIES	86.90
12/21/2022	Gotomeeting.com	Conference Call Meeting Service	100606 · DUES & SUBSCRIPTIONS	24.00
12/21/2022	BIO-MED	Background Checks	100608 · ADMINISTRATIVE EXPENSE	94.00
12/21/2022	STANDARD INSURANCE	POLICY #00 619026 0001	100619 · INSURANCE	283.44
12/21/2022	Caveman Fence	Fence Sta.4	100647 · GROUNDS MAINTENANCE	940.50
12/21/2022	HOME DEPOT	Sta.5	100648 · BLDG REPAIR & MAINTENANC	41.08
12/21/2022	CHARTER COMMUNICATIONS	HQ, ST 5, ST2	100649 · TELEPHONE	297.81
12/21/2022	Ziplay Fiber		100649 · TELEPHONE	159.83
12/21/2022	HOME DEPOT	Shop Tools	100660 · TOOLS	63.45
12/21/2022	HOME DEPOT	Shop Tools	100660 · TOOLS	329.00
12/21/2022	SEA WESTERN FIRE EQUIP	Name Plate	100636 · TURNOUTS	21.54
12/21/2022	AMAZON	Back Up Camera	100660 · E53 - 1997 Pierce	104.99
12/21/2022	Shane Croft Solutions, Inc	Computer Setup	100628 · Information Technology	900.00
12/22/2022	The Point	Working Lunch	100608 · ADMINISTRATIVE EXPENSE	40.20
12/25/2022	CHEVRON	Fuel	100644 · GAS	20.00
12/27/2022	AMAZON	SD Card	100604 · OFFICE SUPPLIES	16.77
12/27/2022	JUSTHOST	Domain Registration	100608 · ADMINISTRATIVE EXPENSE	287.76
12/28/2022	Grand Hotel Salem	SDAO Legislation Conference	100608 · ADMINISTRATIVE EXPENSE	213.39
12/29/2022	SPECIAL DISTRICTS ASSOC OF OREGON	SDAO Conference	100608 · ADMINISTRATIVE EXPENSE	230.00
12/29/2022	QUICKBOOKS PAYROLL SERVICE	Direct Deposit Transmission Fee	100608 · Payroll Expenses	22.25
12/29/2022	AirBnB	Lodging - SDAO Conference	100627 · Board Training	583.23
12/29/2022	SPECIAL DISTRICTS ASSOC OF OREGON	SDAO Conference	100627 · Board Training	230.00
12/30/2022		Direct Deposit	100501 · FIRE CHIEF	3,656.97
12/30/2022		Direct Deposit	100502 · OPERATIONS CHIEF	2,943.17
12/30/2022		Direct Deposit	100503 · LOGISTICS OFFICER	2,549.61
12/30/2022		Direct Deposit	100504 · OFFICE MANAGER	2,159.79
12/30/2022		Direct Deposit	100507 · SHIFT SUPERVISOR #2	2,222.88
12/30/2022	PERS	ACCOUNT# 2664	100513 · PERS	3,173.03
12/30/2022			100505 · SEASONAL FIREFIGHTER	2,910.00
12/30/2022		Direct Deposit	100505 · SEASONAL FIREFIGHTER	1,830.00
12/30/2022			100505 · SEASONAL FIREFIGHTER	2,190.00
12/30/2022			100505 · SEASONAL FIREFIGHTER	1,080.00
12/30/2022			100505 · SEASONAL FIREFIGHTER	720.00
12/30/2022		Direct Deposit	100505 · SEASONAL FIREFIGHTER	360.00
12/30/2022			100505 · SEASONAL FIREFIGHTER	2,160.00

**Applegate Valley Fire District
Disbursement Voucher**

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Paid Amount</u>
12/30/2022			100505 · SEASONAL FIREFIGHTER	2,160.00
12/30/2022		Direct Deposit	100505 · SEASONAL FIREFIGHTER	720.00
12/30/2022			100505 · SEASONAL FIREFIGHTER	1,980.00
12/30/2022	VARIOUS EMPLOYEES		100520 · FICA	1,322.57
12/30/2022	VARIOUS EMPLOYEES		100520 · MEDICARE	522.40
12/30/2022	Bates, Jordan	Direct Deposit	100506 · SHIFT SUPERVISOR #1	2,222.88
12/30/2022	Howell, Joshua B	Direct Deposit	100508 · SHIFT SUPERVISOR #3	2,143.00
12/30/2022			100509 · EXTRA STAFF/SHIFT COVERAC	432.00
12/30/2022			100509 · EXTRA STAFF/SHIFT COVERAC	140.00
12/30/2022		Direct Deposit	100509 · EXTRA STAFF/SHIFT COVERAC	270.00
12/30/2022		Direct Deposit	100518 · COVERAGE OVERTIME	722.64
12/30/2022	OREGON SAVINGS GROWTH PLAN	Direct Deposit	100522 · OREGON SAVINGS GROWTH PI	319.13
12/30/2022		Direct Deposit	100506 · FLSA OT SHIFT SUP #1	281.12
12/30/2022		Direct Deposit	100507 · FLSA OT SHIFT SUP #2	281.12
12/31/2022	BANK CHARGES	Service Charge	100608 · ADMINISTRATIVE EXPENSE	0.15
				<u><u>173,504.52</u></u>

Dec 22

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

BALANCE SHEET
December 31, 2022

	ACCT.#	11/30/2023	DEPOSITS	WITHDRAWS	12/31/2023	
CASH IN POOL 4789	100103.1	2,301,842.59	83,913.94	265,000.15	2,120,756.38	
CASH IN POOL 4790	100103.2	450,609.04	101,415.48	0.00	552,024.52	
CASH IN U.S. BANK	100103.3	34,732.34	166,805.97	173,673.42	27,864.89	
PETTY CASH	100105	675.17	1,175.00	343.00	1,507.17	
TOTAL CHECKING/SAVINGS		2,787,859.14	353,310.39	439,016.57	2,702,152.96	
TOTAL ASSETS						2,702,152.96
LIABILITIES						
CREDIT CARDS PAYABLE	100260				7,739.53	
PAYROLL WITHHOLDING	100315				0.00	
PAYROLL LIABILITES					228.07	
TOTAL LIABILITIES					7,967.60	
EQUITY						
GENERAL FUND					1,515,241.46	
CAPITAL PROJECTS FUND					418,081.28	
Net Income					760,862.62	
TOTAL EQUITY					2,694,185.36	
TOTAL LIABILITIES & EQUITY						2,702,152.96

APPLEGATE VALLEY RURAL FIRE PROTECTION DISTRICT # 9
1095 UPPER APPLEGATE RD.
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STATEMENT OF REVENUE AND EXPENDITURES
BUDGET VERSUS ACTUAL COMPARISON
December 31, 2022

50% OF THE BUDGET YEAR IS OVER
98% OF THE BUDGETED REVENUE HAS BEEN RECEIVED
31% OF THE BUDGET HAS BEEN SPENT

RESOURCES	Account Number	Annual Budget	Current Month	Year To Date	% of Budget	Remaining Balance
Current Tax Jackson Co.	100401	1,486,554.00	13,261.01	1,405,248.12	94.53	81,305.88
Delinquent Tax Jackson Co.	100402	43,250.00	356.85	33,692.10	77.90	9,557.90
Current Tax Josephine Co.	100405	208,384.00	64,184.75	191,819.28	92.05	16,564.72
Delinquent Tax Josephine Co.	100406	8,750.00	253.01	4,542.01	51.91	4,207.99
Total Taxes		1,746,938.00	78,055.62	1,635,301.51	93.61	111,636.49
Net Working Capital		1,300,000.00	0.00	1,486,257.00	114.33	-186,257.00
Fire Suppression Fees	100421	5,000.00	0.00	0.00	0.00	5,000.00
Response Billing	100422	0.00	0.00	0.00	0.00	0.00
Transfer from Capital	100440	0.00	0.00	0.00	0.00	0.00
Donations	100441	10,000.00	0.00	10,000.00	100.00	0.00
Grants	100445.1	215,727.00	0.00	68,214.29	31.62	147,512.71
Fuel Reduction Grants	100445.2	0.00	0.00	0.00	0.00	0.00
Landowner Contributions	100446	0.00	0.00	0.00	0.00	0.00
Interest Earned	100450	7,000.00	5,858.32	16,559.04	236.56	-9,559.04
Misc. Income	100471	10,000.00	968.57	7,757.27	77.57	2,242.73
Rents	100471.2	8,400.00	1,150.00	3,431.00	40.85	4,969.00
Sale of Assets	100484	3,500.00	0.00	22,475.00	22,475.00	-18,975.00
Total Other Resources		1,559,627.00	7,976.89	128,436.60	103.53	131,190.40
TOTAL RESOURCES		3,306,565.00	86,032.51	1,763,738.11	98.29	242,826.89

APPLEGATE VALLEY RURAL FIRE PROTECTION DISTRICT # 9
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STATEMENT OF REVENUE AND EXPENDITURES
BUDGET VERSUS ACTUAL COMPARISON
December 31, 2022

GENERAL FUND

	Account	Annual	Current	Year To	% Of	Remaining
	Number	Budget	Month	Date	Budget	Balance
Fire Chief	100501	107,020.00	10,970.91	119,037.95	111.23	-12,017.95
Operations Chief	100502	86,438.00	5,886.34	35,906.54	41.54	50,531.46
Logistics/ Maintenance Officer	100503	65,678.00	7,801.81	32,533.13	49.53	33,144.87
Office Manager	100504	56,155.00	6,479.37	28,077.06	50.00	28,077.94
Seasonal Firefighters	100505	164,000.00	27,435.00	99,519.61	60.68	64,480.39
Shift Personnel #1	100506	63,150.00	10,028.23	33,956.08	53.77	29,193.92
Shift Personnel #2	100507	60,680.00	6,949.76	30,302.92	49.94	30,377.08
Shift Personnel #3	100508	69,520.00	6,700.04	44,011.09	63.31	25,508.91
Extra Staff/Shift Coverage	100509	20,000.00	3,732.00	5,182.00	25.91	14,818.00
Medical Insurance	100512	210,600.00	9,897.63	116,654.89	55.39	93,945.11
Health Reimbursement	100512.1	10,000.00	736.34	4,700.52	47.01	5,299.48
PERS	100513	125,000.00	8,904.66	49,306.51	39.45	75,693.49
Workers Comp. Insurance	100515	60,000.00	0.00	56,458.77	94.10	3,541.23
Unemployment	100516	8,000.00	0.00	0.00	0.00	8,000.00
Uniform Allowance	100517	12,500.00	2,158.95	10,182.09	81.46	2,317.91
Coverage Overtime	100518.1	51,500.00	1,499.25	9,978.95	19.38	41,521.05
Reimbursable Overtime	100518.2	30,000.00	0.00	0.00	0.00	30,000.00
Payroll Taxes (FICA & Medicare)	100520	20,000.00	4,132.64	17,161.74	85.81	2,838.26
Oregon Growth Plan	100521.1	12,000.00	954.50	5,667.73	47.23	6,332.27
Length of Service	100525	11,500.00	0.00	500.00	4.35	11,000.00
Separation Benefits	100528	4,000.00	0.00	0.00	0.00	4,000.00
Medical Reimbursement	100599	2,500.00	886.00	1,599.00	63.96	901.00
TOTAL PERSONAL SERVICES		1,250,241.00	115,153.43	700,736.58	56.05	549,504.42

APPLEGATE VALLEY RURAL FIRE PROTECTION DISTRICT # 9
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BUDGET VERSUS ACTUAL COMPARISON
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GENERAL FUND

	Account	Annual	Current	Year To	% Of	Remaining
	Number	Budget	Month	Date	Budget	Balance
MATERIAL & SERVICES						
Technical Rescue Equipment	100600	1,500.00	0.00	0.00	0.00	1,500.00
Radio Repair & Maint.	100601	11,957.00	8.49	1,638.34	13.70	10,318.66
Miscellaneous Supplies	100602	17,000.00	154.03	13,787.38	81.10	3,212.62
Medical Supplies	100603	20,000.00	0.00	3,575.04	17.88	16,424.96
Office Supplies	100604	3,000.00	297.74	1,509.66	50.32	1,490.34
Postage & Freight	100605	3,000.00	55.44	254.59	8.49	2,745.41
Dues & Subscriptions	100606	12,000.00	3,230.98	7,343.51	61.20	4,656.49
Laundry, Cleaning & Trash	100607	6,000.00	268.60	3,203.24	53.39	2,796.76
Administrative Expenses	100608	20,000.00	1,884.89	22,859.88	114.30	-2,859.88
Reimbursable Fire Expenses	100608.2	5,000.00	0.00	316.56	6.33	4,683.44
Fire Prevention	100609	5,000.00	140.75	790.44	15.81	4,209.56
Instruction & Training	100610	12,000.00	37.90	4,295.16	35.79	7,704.84
Volunteer Programs	100611	54,000.00	0.00	19,650.00	36.39	34,350.00
EMT Physician Advisor	100613	2,200.00	0.00	1,875.00	85.23	325.00
Strategic/Master Plan	100614	0.00	0.00	0.00	0.00	0.00
Dispatch Service - ECSO	100615	50,600.00	0.00	25,270.30	49.94	25,329.70
Professional Fees	100617	17,000.00	0.00	12,000.00	168.30	-11,610.5
Board Attorney	100617		676.00	10,409.00		
District Attorney	100617		0.00	6,201.50		
Elections & Legal Publication	100618	3,500.00	0.00	0.00	0.00	3,500.00
District Insurance- General	100619	45,600.00	283.44	4,698.48	10.30	40,901.52
Health and Wellness	100621	12,700.00	0.00	6,750.00	53.15	5,950.00
Office Equipment/Furnishings	100622	4,000.00	0.00	439.98	11.00	3,560.02
Vol. Recruitment & Rentention	100623	5,000.00	843.90	1,909.80	38.20	3,090.20
Board Training	100627	5,000.00	813.23	873.23	17.46	4,126.77
Information Technology	100628	5,000.00	900.00	3,360.00	67.20	1,640.00
Misc. Fire Equipment	100636	40,000.00	688.54	15,078.36	37.70	24,921.64
Vehicle Gas & Oil	100644	38,700.00	3,224.77	19,210.63	49.64	19,489.37
Electricity	100645	34,000.00	0.00	7,570.27	22.27	26,429.73
Draft Site Const. & Repair	100646	1,000.00	0.00	0.00	0.00	1,000.00
Grounds Maintenance	100647	12,000.00	940.50	2,264.68	18.87	9,735.32
Building Repair & Maint.	100648	36,500.00	298.91	10,546.44	28.89	25,953.56
Telephone	100649	15,500.00	457.64	6,615.43	42.68	8,884.57
Equipment Rental	100651	1,000.00	0.00	0.00	0.00	1,000.00
Equipment Repair & Maint.	100660	43,000.00	11,145.34	24,913.28	57.94	18,086.72
College/Student Program	100670	72,000.00	7,000.00	7,000.00	9.72	65,000.00
Fuel Reduction Costs	100680	0.00	0.00	0.00	0.00	0.00
Grant Expenditures	100690	158,727.00	0.00	33,420.90	21.06	125,306.10
TOTAL MATERIALS & SERVICES		773,484.00	33,351.09	279,631.08	36.15	493,852.92

APPLEGATE VALLEY RURAL FIRE PROTECTION DISTRICT # 9
1095 UPPER APPLEGATE RD.
JACKSONVILLE, OR, 97530
STATEMENT OF REVENUE AND EXPENDITURES
BUDGET VERSUS ACTUAL COMPARISON
December 31, 2022

GENERAL FUND

	Account	Annual	Current	Year To	% Of	Remaining
	Number	Budget	Month	Date	Budget	Balance
CAPITAL OUTLAY						
Station Construction Projects	100711	8,500.00	0.00	7,370.00	86.71	1,130.00
New Fire Equipment	100736	0.00	0.00	0.00	0.00	0.00
Apparatus Upgrades	100737	40,000.00	0.00	0.00	0.00	40,000.00
Equipment Acquisition	100738	50,000.00	25,000.00	25,000.00	50.00	25,000.00
Shop Equipment	100760	0.00	0.00	0.00	0.00	0.00
Training & Medical Equipment	100739	10,000.00	0.00	0.00	0.00	0.00
Capital Grant Expenditures	100740	57,000.00	0.00	0.00	0.00	57,000.00
TOTAL CAPITAL OUTLAY		165,500.00	25,000.00	32,370.00	19.56	123,130.00
Contingency	100795	227,340.00	0.00	0.00	0.00	227,340.00
Transfers to Capital Projects Fun	100805	0.00	0.00	0.00	0.00	0.00
Unappropriated Ending Balance		800,000.00	0.00	0.00	0.00	800,000.00
TOTAL REQUIREMENTS		3,216,565.00	173,504.52	1,012,737.66	31.49	2,193,827.34
TOTAL RESOURCES			86,032.51	1,763,738.11		
TOTAL REQUIREMENTS			-173,504.52	-1,012,737.66		
ENDING FUND BALANCE			-87,472.01	751,000.45		
TOTAL DISBURSEMENTS	173,504.52					
CAPITAL PROJECT FUND	0.00					
TOTAL REQUIREMENTS	173,504.52					
Beginning Fund Balance		1,486,257.00	6/30/2022			
Excess Rev/Exp		751,000.45				
Ending Fund Balance		2,237,257.45				

APPLEGATE VALLEY RURAL FIRE PROTECTION DISTRICT # 9
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BUDGET VERSUS ACTUAL COMPARISON
December 31, 2022

CAPITAL PROJECTS FUND

	Account	ANNUAL	CURRENT	YEAR-TO	%-OF	REMAINING
	Number	BUDGET	MONTH	DATE	BUDGET	BALANCE
RESOURCES						
NET WORKING CAPITAL		446,828.00				
TRANSFER FROM GENERAL	240441	100,000.00	0.00	0.00	0.00	100,000.00
INTEREST	200450	2,100.00	1415.48	4,957.02	236.05	-2,857.02
TOTAL RESOURCES		548,928.00	1,415.48	4,957.02	82.30	97,142.98
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	120	0.00	0.00	0.00	120.00
TOTAL REQUIREMENTS		120.00	0.00	0.00	0.00	120.00
TOTAL RESOURCES		548,928.00	1,415.48	4,957.02		
TOTAL REQUIREMENTS		120.00	0.00	0.00		
RESERVE FOR FUTURE EXPENDITURES		548,808.00	1,415.48	4,957.02		
Beginning Fund Balance	3002	447,066.24	6/30/2022			
RESERVED FOR FUTURE EXP		4,957.02				
Ending Fund Balance		452,023.26				

Fire Chief's Report – December 2022

Training

Friday & Saturday 12/2-3 – DPSST Driver Operator
Saturday 12/3 – Basic Forcible Entry
Monday 12/5 – Station Cleanup and Inventories
Monday 12/12 – Basic Scene Size-Ups and Initial Actions
Thursday 12/15 – Hosted RITA meeting including breakfast
Monday 12/19 – Volunteer Association Meeting

Maintenance

Equipment –

- Serviced units, S55, Riding mowers ST53 and ST51. Extraction power unit R51. Portable pumps on WT51 and WT52.
- Changed fuel out of all cans on Apparatus. Including R51, R54 gas powered pumps.
- Modified exhaust on E53 for Magna Grip exhaust system.

Facilities –

- Replaced Station 51 damaged soffit vents from birds.
- Gate at station 54, circuit board replaced was intermittent operation.
- Small leak in the roof of the training building was repaired by roofer
- Training building carpet was cleaned professionally.

Alarms

December 2022 – 63 December 2021 - 65 **2022 YTD = 766** 2021 YTD= 750
YTD Diff. = +2 % increase in incidents this year.

General

Admin/Operations –

- Applegater Article – Not getting an answer as to “why” our recruiting article wasn't published in December.
- Recruiting – We have 9 new students/volunteers registered in the academy. (Started January 7th).
- Attended NFA Course Leadership in Supervision: "Perspectives in Thinking".
- “EMS Coffee” – New roundtable discussion
- Christmas Party

Projects –

- Alarm Notification System – Still waiting on a new base radio.
- New Water Tender 54 – Ordered. Anticipated delivery Aug/Sept 2023.
- Looking to switch to a new vendor for e-pcr's, scheduling, reporting, training records, etc. One stop shop that will also save us monetarily.

2. New Permits – (0) new resident inspection, (2) Ag Buildings, (1) shops/garages for a total of 3 inspections. **YTD 2022 = 68**

3. Alarm's worth mentioning –

- None to report

4. **Priorities next 30 days:** Submitting several grant applications. Beginning Union negotiations. Work on the 2023/34 Budget. Fireside Newsletter.

5. Grants –

FEMA Assistance to Firefighters Grant Programs

- 2021 Assistance to Firefighters Grant (AFG) – ***Denied*** - \$1M Regional project for radios involving Applegate, Jacksonville, and Williams.
- 2021 Staffing for Adequate Fire and Emergency Response (SAFER) – ***Awaiting Decision*** - \$500k project for Recruitment & Retention of Volunteer Firefighters and Student Firefighters.
- 2022 AFG
 - Regional project – ***Applying*** – \$1M for radios involving Applegate, Evans Valley, Jacksonville, and Williams.
 - Operations Project – ***Applying*** - \$50k for two 12-Lead Monitor/Defibrillators
- 2022 SAFER – Should be opening soon. Recruitment and retention of volunteers and students. Approximately \$500k project.

Oregon State Fire Marshal (OSFM) Grants (SB762)

- 2022 Engine Program – ***Awaiting Decision*** – We have applied for a brand-new Type 3 “Loaner” Engine. 3-year commitment to keep it in service and available for deployments.
- 2022 DPSST Training Grant – ***Awaiting Decision*** – Applied for \$10k for a new projector.
- 2022 Oregon Fire Service Capacity Program – ***Awaiting Decision*** – We we applied for 2 full-time firefighters and 1 full-time prevention personnel for three years.
- 2022 Community Wildfire Risk Reduction Program (CWRRP) – ***Applying*** – \$209k Joint application with Williams Fire. 4 projects:
 - Chipper Program \$131k
 - Dump Trailer Program \$15k
 - Masticator Program \$33k
 - Newsletter Program \$30k
- 2022 OSFM Strategic Investment (CWPP) – ***Denied*** – We requested \$100k to build a Water Storage and Pumping System for headquarters. This application is being hosted by Jackson County and is a 2-County request. Williams Fire was awarded a chipper.

Private Foundations

- Chaney Family Foundation – Applying - \$10k for two Thermal Imaging Cameras
- West Family Foundation – Applying - \$10k for Dash Cams and Backup Cams
- RITA Chaney & West Family Foundations – Applying - \$10k each for a 20k gallons water storage tank here at Applegate Headquarters.

Applegate Fire District #9

Incident Statistics for December 2022

INCIDENT TYPE		
MONTH	DEC	YTD
EMS -	27	372
FIRE -	36	394
TOTAL	63	766

MUTUAL AID		
Aid Given	DEC	YTD
Williams	3	19
Rural Metro	0	16
Medford	0	2
District 3	0	2
Jacksonville	0	2
Illinois Valley	0	1
Aid Received		
Jacksonville	5	49
Williams	0	10
Rural Metro	0	4
District 3	0	0
Grants Pass	0	0
Illinois Valley	0	0

OVERLAPPING CALLS	#	%
DECEMBER	10	15.87%
YEAR TO DATE	187	24.35%

CALLS PER MONTH	YTD	% Diff	
2022 -	63	766	2%
2021 -	65	750	12%
2020 -	53	671	-3%
2019 -	58	691	4%
2018 -	54	663	

STATION 51 - APPELEGATE	TONED	RESPONDED
ENGINE 51	4	0
RESCUE 51	7	1
BRUSH 51	6	5
WATER TENDER 51	2	1

STATION 52 - MCKEE BRIDGE	TONED	RESPONDED
ENGINE 52	6	0
WATER TENDER 52	0	0

STATION 53 - HEADQUARTERS	TONED	RESPONDED
ENGINE 53	10	2
ENGINE 153	51	51
BRUSH 53	4	3
WATER TENDER 53	1	0
AIR 53	0	0

STATION 54 - WATER GAP	TONED	RESPONDED
ENGINE 54	2	1
RESCUE 54	5	2
WATER TENDER 54	2	0

STATION 55 - JACKSONVILLE HILL	TONED	RESPONDED
ENGINE 55	18	0
BRUSH 55	0	0
WATER TENDER 55	1	0

STATION 56 - KUBLI RD	TONED	RESPONDED
ENGINE 56	0	0
RESCUE 56	1	1

STATION 57 - GRIFFIN LANE	TONED	RESPONDED
ENGINE 57	0	0

Board Of Directors Agenda Item

Date: 11-4-22

To: Board of Directors

From: Rob Underwood

Agenda Subject: New Ethics Violation

Overview of Agenda Subject:

Daniel Pelissier has filed another ethics violation, this time only directed at Director DeSimone

Agenda Subject Brief Background:

- Daniel Pelissier has filed another ethics violation, specifically against Gary DeSimone, stating he should owe for records obtained in 2021.
- The records obtained by DeSimone were discussed in length at multiple meetings, discussed with Chief McLaughlin, the attorney, the Board and subsequent policy was changed.
- Attorney clearly stated there was nothing illegal done
- Law states originals were “not” removed
- Attorney clearly advised there should not have been an issue with board members having access to board documents to do their job.
- Concerns of board member targeting during an election year

Recommendation- (What is the recommended outcome of the Agenda Subject):

For information and minimal discussion. Rob is providing clear and direct information on where meetings/records are for the Ethics Commission to review. It is all clearly in recordings and minutes and will provide contact information with legal counsel that advised during that time.

Agenda Subject Supporting Documentation/Attachments (specific reference documents):

Board Of Directors Agenda Item

Date: 11-4-22

To: Board of Directors

From: Rob Underwood

Agenda Subject: Board Member elections

Overview of Agenda Subject:

3 Positions are up for election this year.

Agenda Subject Brief Background:

- **Hamm, Hoxsey and DeSimone positions are due for election.**
- **Election candidacy due dates**
- **Potential political challenges for re-election due to possible targeting of Board Member(s) from constituents that are consistently filing complaints**
- **Public/Press Releases of open board positions**

Recommendation- (What is the recommended outcome of the Agenda Subject):

Brief Discussion on upcoming election time frames

Agenda Subject Supporting Documentation/Attachments (specific reference documents):