

AGENDA

APPLEGATE VALLEY FIRE DISTRICT BOARD OF DIRECTORS MEETING

January 15, 2025 – 4pm

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

1. CALL TO ORDER

2. ROLL CALL

3. SPEAKERS AND GUESTS

- Mercy Flights, Sheila Clough and Marcus Allen

4. REVIEW THE MINUTES FROM PREVIOUS MEETINGS

- December 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
- Annexation
- 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

- 2025/2026 Wage Plan

9. ANNOUNCEMENTS

- SDAO Conference February 7-9

10. ITEMS TO BE ON THE NEXT AGENDA

11. ADJOURNMENT

**APPLEGATE VALLEY RFPD #9
BOARD OF DIRECTORS MEETING MINUTES
December 18, 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

ABSENT:

OTHER STAFF & INVITED SPEAKERS: Chris Wolfard (*Fire Chief*), Dave Blakely (*Deputy Chief*), McKenzie Turnbull (*Logistics Chief*), Tallie Jackson (*Admin Chief*), Brian Mulhollen (*Fire Marshal*), Richard Brewster, CPA

3.0 SPEAKERS AND GUESTS

Rick Brewster, CPA –Presented the annual audit report. There were no concerns or significant findings.

4.0 REVIEW OF MINUTES FROM PREVIOUS MEETING

The minutes of the November 20, 2024 Board meeting were reviewed and approved as written.

→ **MOTION:** Rob Underwood moved to approve the November 20, 2024 Board minutes as written. Julie Barry seconded the motion.

Motion carries as follows.

AYES Underwood, Barry, Blaschka, Stewart, Hoxsey

NAYS

5.0 FISCAL REPORT

Disbursement Voucher:

The follow disbursements were discussed and clarified;

Fuel Crew new line item due to grant

Fuel consumption due to staffing Station 51.

→ **MOTION:** Rob Underwood moved to approve the November 2024 expenditures as presented in the amount \$301,720,03. Mike Blaschka seconded the motion.

Motion carries as follows.

AYES Underwood, Barry, Blaschka, Stewart, Hoxsey

NAYS

The Financial Report review:

Chief Jackson highlighted the property tax money has started coming in.

- **MOTION:** Doug Stewart moved to accept the November 2024 financials as presented. Jeff Hoxsey seconded the motion.

Motion carries as follows.

AYES Underwood, Barry, Blaschka, Stewart, Hoxsey

NAYS

6.0 FIRE CHIEF'S REPORT

Chief Wolfard informed the Board he has been working with the attorney on the expansion project.

Deputy Chief Report

Chief Blakely highlighted the new training opportunities going out to personnel. Chief Blakely created a new stat sheet.

Maintenance Officer Report

Chief Turnbull highlighted the deer accident that dented the door to Support53.

Fire Marshal Report

Chief Mulhollen informed the Board on the grant opportunities that he is pursuing for fuel mitigation.

Recruitment & Retention Report

Chief Wolfard Highlighted Aisha's work with assisting with Christmas party.

7.0 OLD BUSINESS

Policy Manual Review

Branding / Marketing Policy

Doug Stewart expressed his concern about the new logo design. Chief Wolfard and Chief Blakely will continue to work on the new logo with more input. Chief Blakely announced that the District will be changing uniform colors of black. This change will alleviate the issue with different shades of blue.

Fire Chief's Performance Review

Rob Underwood sent out a list of names to Julie & Doug along with the questions.

Alcohol on District Property & Facilities, Policy 10.5.7.C – 2nd Reading

- **MOTION:** Rob Underwood moved to approve the second reading of Policy 10.57.C as presented. Doug Stewart seconded the motion.

Motion carries as follows.

AYES Underwood, Barry, Blaschka, Stewart, Hoxsey

NAYS

Ordinance to Address False Alarms and Illegal Burning
Tabled until next meeting.

Proposed Addendum to the Fire Chief’s Contract for a Vehicle Stipend Option
The District reached out to WHA Insurance and Special Districts, each entity didn’t see any problems with the proposed addendum.

➔ **MOTION:** Rob Underwood moved to approve the addendum to the fire chief’s contract. Jeff Hoxsey seconded the motion.

Motion carries as follows.

AYES Underwood, Barry, Blaschka, Stewart, Hoxsey

NAYS

Improvements/Remodel to HQ Fire Station
Tabled until next meeting.

Change in Fees to Transient Public with the District
Tabled until next meeting.

Annexation
A writ has been filed with Josephine County Court.

8.0 NEW BUSINESS

9.0 ANNOUNCEMENT

10.0 ITEMS TO BE ON NEXT AGENDA

11.0 ADJOURNMENT

Rob Underwood adjourned the meeting at 5:44 pm.

The next scheduled regular Board meeting will be held Wednesday January 15, 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
Dec 24				
12/01/2024	AMAZON	High Viz Shirts	100517 · UNIFORM ALLOWANCE	284.50
12/01/2024	AMAZON	Car Charger, Tracker	100602 · MISC. SUPPLIES	25.63
12/01/2024	AMAZON	Lap Desk	100604 · OFFICE SUPPLIES	39.99
12/01/2024	ADOBE SYSTEMS	Adobe Acrobat Subscription	100606 · DUES & SUBSCRIPTIONS	175.87
12/01/2024	AMAZON	Cleaning Supplies	100607 · LAUNDRY, CLEANING & TRASI	14.98
12/01/2024	Apple App Store	Microsoft 360	100609 · FIRE PREVENTION	6.99
12/01/2024	Farmington PTE	Fuel Transfer Tank	100609 · FIRE PREVENTION	59.98
12/01/2024	Apple App Store	IFSTA Book	100610 · INSTRUCTION & TRAINING	34.99
12/01/2024	Lil Pantry	Fuel	100644 · GAS	80.48
12/01/2024	HEIMAN FIRE EQUIPMENT INC	Storz	100636 · FIRE EQUIPMENT	237.47
12/01/2024	LEWIS POWER EQUIPMENT	Chaps	100636 · FIRE EQUIPMENT	176.98
12/01/2024	AMAZON	Returned Lights	100636 · FIRE EQUIPMENT	-152.99
12/01/2024	AMAZON	Socket	100660 · TOOLS	30.67
12/01/2024	AMAZON	Christmas Gifts	100623 · Volunteer Recruitment & Retent.	652.40
12/01/2024	NAPA AUTO PARTS	Battery, Grease Gun	100660 · Excavator	227.27
12/02/2024	FEDERAL EXPRESS	Overnight Shipping	100605 · POSTAGE & FREIGHT	157.86
12/02/2024	STAMPS	STAMPS	100605 · POSTAGE & FREIGHT	19.99
12/03/2024	SPECIAL DISTRICTS INSURANCE SER	Insurance	100512 · MEDICAL INSURANCE	31,283.75
12/03/2024	WITMER PUBLIC SAFETY GROUP	Belts	100517 · UNIFORM ALLOWANCE	149.94
12/03/2024	BOUND TREE MEDICAL	Medical Supplies	100603 · MEDICAL SUPPLIES	1,710.55
12/03/2024	STAPLES	Certificates	100604 · OFFICE SUPPLIES	40.48
12/03/2024	Mailchimp	Email Program	100606 · DUES & SUBSCRIPTIONS	13.00
12/03/2024	SOUTHERN OREGON SANITATION, INC	Sta.1	100607 · LAUNDRY, CLEANING & TRASI	62.54
12/03/2024	OREGON DEPT. OF REVENUE	Hazardous Substance Fee	100608 · ADMINISTRATIVE EXPENSE	120.00
12/03/2024	DPSST	Certifications	100608 · ADMINISTRATIVE EXPENSE	46.25
12/03/2024	STANDARD INSURANCE	POLICY #00 619026 0001	100619 · INSURANCE	598.36
12/03/2024	Carson	100 Gal HQ	100644 · GAS	314.80
12/03/2024	Carson	240 Gal Sta.51	100644 · DIESEL	745.30
12/03/2024	Carson	90 Gal HQ	100644 · DIESEL	426.42
12/03/2024	PACIFIC POWER	STA.1	100645 · ELECTRICITY	480.48
12/03/2024	PACIFIC POWER	STA. 2	100645 · ELECTRICITY	50.74
12/03/2024	PACIFIC POWER	HQ /SHOP	100645 · ELECTRICITY	628.48
12/03/2024	PACIFIC POWER	STA 4	100645 · ELECTRICITY	319.39
12/03/2024	PACIFIC POWER	STA 5 / MOBILE	100645 · ELECTRICITY	413.93
12/03/2024	PACIFIC POWER	STA 6	100645 · ELECTRICITY	167.38

**Applegate Valley Fire District
Disbursement Voucher**

Date	Name	Memo	Account	Paid Amount
12/03/2024	PACIFIC POWER	STA 7	100645 · ELECTRICITY	230.29
12/03/2024	PACIFIC POWER	TRAINING CTR	100645 · ELECTRICITY	351.75
12/03/2024	The Shed Guys	Shed Sta.51	100648 · BLDG REPAIR & MAINTENANC	3,593.85
12/03/2024	Hunter Communications	Internet / Phone HQ, Sta.1	100649 · TELEPHONE / INTERNET	1,327.95
12/03/2024	UNITED STATES CELLULAR	Cell Phone	100649 · TELEPHONE / INTERNET	448.02
12/03/2024	WITMER PUBLIC SAFETY GROUP	Helmet	100637 · PERSONAL PROTECTIVE EQUIP	379.99
12/03/2024	Shane Croft Solutions, Inc	IT Support	100628 · Information Technology	125.00
12/04/2024	RUCH COUNTRY STORE	PNW Crew Lunch	100609 · FIRE PREVENTION	53.15
12/05/2024	UNITED STATES POSTAL SERVICE	Certified Letter	100605 · POSTAGE & FREIGHT	8.56
12/05/2024	ADOBE SYSTEMS	Adobe Acrobat Subscription	100606 · DUES & SUBSCRIPTIONS	19.99
12/05/2024	RUCH HARDWARE	Tree Permit	100608 · ADMINISTRATIVE EXPENSE	5.00
12/05/2024	Apple App Store	Microsoft 360	100609 · FIRE PREVENTION	6.99
12/05/2024	LOWE'S	Sand	100621 · Health & Wellness	62.55
12/06/2024	ALBERTSON'S	Flowers - Partida	100608 · ADMINISTRATIVE EXPENSE	57.98
12/06/2024	CHEVRON	Fuel	100644 · FUEL	40.00
12/07/2024	LogMeIn	Remote Login	100606 · DUES & SUBSCRIPTIONS	349.99
12/09/2024	Lil Pantry	Fuel	100644 · GAS	81.80
12/10/2024	Gordon Truck Centers Inc.	Brake assessment	100660 · WT51	114.50
12/10/2024	Gordon Truck Centers Inc.	Core	100660 · Menlo	-114.50
12/11/2024	WAL MART	Toys for Tots	100602 · MISC. SUPPLIES	29.37
12/11/2024	McGlasson, Alexander S	CWRR Training	100610 · PERDIEM	16.00
12/12/2024	PERS	Account# 2664	100513 · PERS	9,351.35
12/12/2024	SAFEWAY	Flowers	100608 · ADMINISTRATIVE EXPENSE	42.99
12/12/2024	CHEVRON	Fuel	100644 · FUEL	90.00
12/12/2024	Lil Pantry	Fuel	100644 · GAS	75.00
12/12/2024	Grover Products	Air Horn	100660 · E54 2009 HME	556.28
12/13/2024		Direct Deposit	100501 · FIRE CHIEF	4,494.00
12/13/2024		Direct Deposit	100502 · OPERATIONS CHIEF	3,630.37
12/13/2024		Direct Deposit	100503 · LOGISTICS CHIEF	3,018.23
12/13/2024		Direct Deposit	100504 · ADMIN CHIEF	3,111.58
12/13/2024		Direct Deposit	100507 · SHIFT SUPERVISOR #2	2,561.65
12/13/2024	VARIOUS EMPLOYEES	Direct Deposit	100520 · FICA	329.09
12/13/2024	VARIOUS EMPLOYEES	Direct Deposit	100520 · MEDICARE	580.81
12/13/2024		Direct Deposit	100518 · OVERTIME	98.88
12/13/2024		Direct Deposit	100506 · SHIFT SUPERVISOR #1	2,250.37
12/13/2024		Direct Deposit	100508 · SHIFT SUPERVISOR #3	2,493.43

**Applegate Valley Fire District
Disbursement Voucher**

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Paid Amount</u>
12/13/2024		Direct Deposit	100510 · Fuels Reduction Specialist	882.00
12/13/2024		Direct Deposit	100510 · Fuels Reduction Specialist	960.00
12/13/2024		Direct Deposit	100518 · COVERAGE OVERTIME	337.70
12/13/2024		Direct Deposit	100518 · COVERAGE OVERTIME	832.80
12/13/2024	HRA VEBA	Direct Deposit	100512 · HRA VEBA	991.76
12/13/2024	Oregon Savings Growth Plan	Direct Deposit	100522 · OREGON SAVINGS GROWTH PI	766.39
12/13/2024		Direct Deposit	100531 · Shift Firefighter	2,086.09
12/13/2024		Direct Deposit	100531 · Shift Firefighter	2,086.09
12/13/2024		Direct Deposit	100532 · Fire Marshal	2,754.66
12/13/2024		Direct Deposit	100533 · Recruitment & Retent. Coord.	1,032.00
12/13/2024		Direct Deposit	100534 · EMS Grant Apprentice	1,883.08
12/13/2024		Direct Deposit	100534 · EMS Grant Apprentice	1,883.08
12/13/2024		Direct Deposit	100534 · EMS Grant Apprentice	1,883.08
12/13/2024		Direct Deposit	100534 · EMS Grant Apprentice	1,883.08
12/14/2024	AMAZON	Keychains, Stickers	100623 · Volunteer Recruitment & Retent.	35.81
12/16/2024	MICROSOFT	Microsoft Exchange	100606 · DUES & SUBSCRIPTIONS	100.80
12/16/2024	O'REILLY AUTO PARTS	Wiper Blades	100660 · C52 - 2023 Ram 2500	47.98
12/16/2024	ADVANTAGE TIRE, INC.	Tire Deposit	100660 · C52 - 2023 Ram 2500	200.00
12/17/2024	LIGHTHOUSE UNIFORM	Class A Uniform	100517 · UNIFORM ALLOWANCE	683.07
12/17/2024	Rescue Response Gear	Harnesses, Rope, Prusiks	100600 · TECHNICAL RESCUE EQUIPEM	4,769.52
12/17/2024	BOUND TREE MEDICAL	Medical Supplies	100603 · MEDICAL SUPPLIES	162.89
12/17/2024	INSTAPRINT	Calendars, Laminating	100604 · OFFICE SUPPLIES	77.80
12/17/2024	VALLEY WEB PRINTING	Spring Newsletter	100605 · POSTAGE & FREIGHT	914.89
12/17/2024	LOSAP	LOSAP Annual Admin Fee	100606 · DUES & SUBSCRIPTIONS	400.00
12/17/2024	ALSCO	ShopTowels	100607 · LAUNDRY, CLEANING & TRASH	134.43
12/17/2024	ROGUE DISPOSAL & RECYCLING INC	2YD CONTAINER	100607 · LAUNDRY, CLEANING & TRASH	222.02
12/17/2024	VALLEY WEB PRINTING	Annexation Letters	100608 · ADMINISTRATIVE EXPENSE	615.00
12/17/2024	BIO-MED	Background Checks	100608 · ADMINISTRATIVE EXPENSE	94.00
12/17/2024	SPECIAL DISTRICTS INSURANCE SER	Insurance	100619 · INSURANCE	88.00
12/17/2024	Carson	157 Gal HQ	100644 · GAS	510.16
12/17/2024	Carson	259 Gal HQ	100644 · DIESEL	805.98
12/17/2024	FIELDS HOME IMPROVEMENT CNTR	Salt, Drywall	100648 · BLDG REPAIR & MAINTENANC	73.92
12/17/2024	CHARTER COMMUNICATIONS	HQ, ST 5, ST2	100649 · TELEPHONE / INTERNET	406.10
12/17/2024	CASCADE FIRE EQUIPMENT CO	Portable Tank	100738 · EQUIP. ACQUISITION	6,375.00
12/17/2024	SEA WESTERN FIRE EQUIP	Battery	100636 · FIRE EQUIPMENT	992.20
12/17/2024	Pomp's Tire Service, Inc	Tires	100660 · E54 2009 HME	2,337.20

**Applegate Valley Fire District
Disbursement Voucher**

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Paid Amount</u>
12/17/2024	Gordon Truck Centers Inc.	Brake assessment	100660 · WT51	205.50
12/17/2024	WITMER PUBLIC SAFETY GROUP	Helmet Crescents	100637 · PERSONAL PROTECTIVE EQUIP	19.96
12/17/2024	ROGUE DISPOSAL & RECYCLING INC	Arrowhead Firewise	100690 · GRANT EXPENDITURES	1,239.22
12/17/2024	Local Government Law Group P.C.		100617 · District Attorney	5,076.50
12/17/2024	Gordon Truck Centers Inc.	Union, Tubing	100660 · Menlo	34.66
12/19/2024	AMAZON	Kitchen Supplies	100602 · MISC. SUPPLIES	81.11
12/19/2024	RITA	Duplicate Check	100610 · INSTRUCTION & TRAINING	-1,250.00
12/20/2024	Firefighter Inspiration	Firefighter Academy	100610 · INSTRUCTION & TRAINING	500.00
12/21/2024	Gotomeeting.com	Conference Call Meeting Service	100606 · DUES & SUBSCRIPTIONS	5.00
12/23/2024	PETERSON MACHINERY	Tracks for Excavator	100738 · EQUIP. ACQUISITION	6,257.97
12/23/2024	ADVANTAGE TIRE, INC.	Tires	100660 · C52 - 2023 Ram 2500	1,440.00
12/27/2024		Direct Deposit	100501 · FIRE CHIEF	4,494.00
12/27/2024		Direct Deposit	100502 · OPERATIONS CHIEF	3,630.37
12/27/2024		Direct Deposit	100503 · LOGISTICS CHIEF	3,018.23
12/27/2024		Direct Deposit	100504 · ADMIN CHIEF	3,111.58
12/27/2024		Direct Deposit	100507 · SHIFT SUPERVISOR #2	2,561.65
12/27/2024	Hulu	Sta.51	100649 · TELEPHONE / INTERNET	82.99
12/27/2024	Blakely, David	Direct Deposit	100649 · TELEPHONE / INTERNET	85.00
12/27/2024		Direct Deposit	100505 · SEASONAL FIREFIGHTER	1,296.00
12/27/2024			100505 · SEASONAL FIREFIGHTER	864.00
12/27/2024			100505 · SEASONAL FIREFIGHTER	1,296.00
12/27/2024		Direct Deposit	100505 · SEASONAL FIREFIGHTER	184.50
12/27/2024		Direct Deposit	100505 · SEASONAL FIREFIGHTER	351.00
12/27/2024		Direct Deposit	100505 · SEASONAL FIREFIGHTER	1,296.00
12/27/2024		Direct Deposit	100505 · SEASONAL FIREFIGHTER	1,728.00
12/27/2024		Direct Deposit	100505 · SEASONAL FIREFIGHTER	432.00
12/27/2024		Direct Deposit	100505 · SEASONAL FIREFIGHTER	864.00
12/27/2024		Direct Deposit	100505 · SEASONAL FIREFIGHTER	864.00
12/27/2024	VARIOUS EMPLOYEES	Direct Deposit	100520 · FICA	969.12
12/27/2024	VARIOUS EMPLOYEES	Direct Deposit	100520 · MEDICARE	802.23
12/27/2024		Direct Deposit	100518 · OVERTIME	197.75
12/27/2024		Direct Deposit	100506 · SHIFT SUPERVISOR #1	2,250.37
12/27/2024		Direct Deposit	100508 · SHIFT SUPERVISOR #3	2,493.43
12/27/2024		Direct Deposit	100509 · EXTRA STAFF/SHIFT COVERAG	40.00
12/27/2024		Direct Deposit	100509 · EXTRA STAFF/SHIFT COVERAG	640.00
12/27/2024		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>
12/27/2024		Direct Deposit	100509 · EXTRA STAFF/SHIFT COVERAG	80.00
12/27/2024		Direct Deposit	100509 · EXTRA STAFF/SHIFT COVERAG	340.00
12/27/2024		Direct Deposit	100509 · EXTRA STAFF/SHIFT COVERAG	40.00
12/27/2024		Direct Deposit	100509 · EXTRA STAFF/SHIFT COVERAG	45.00
12/27/2024		Direct Deposit	100510 · Fuels Reduction Specialist	1,152.00
12/27/2024		Direct Deposit	100510 · Fuels Reduction Specialist	1,280.00
12/27/2024		Direct Deposit	100518 · COVERAGE OVERTIME	1,620.96
12/27/2024		Direct Deposit	100518 · COVERAGE OVERTIME	1,821.75
12/27/2024	HRA VEBA	Direct Deposit	100512 · HRA VEBA	991.62
12/27/2024	Oregon Savings Growth Plan	Direct Deposit	100522 · OREGON SAVINGS GROWTH PI	871.18
12/27/2024		Direct Deposit	100507 · FLSA OT SHIFT SUP #2	323.96
12/27/2024		Direct Deposit	100508 · FLSA OT SHIFT SUP #3	315.28
12/27/2024		Direct Deposit	100531 · Shift Firefighter	2,086.09
12/27/2024		Direct Deposit	100531 · Shift Firefighter	2,349.85
12/27/2024		Direct Deposit	100532 · Fire Marshal	2,754.66
12/27/2024		Direct Deposit	100533 · Recruitment & Retent. Coord.	960.00
12/27/2024		Direct Deposit	100534 · EMS Grant Apprentice	2,121.08
12/27/2024		Direct Deposit	100534 · EMS Grant Apprentice	2,121.08
12/27/2024		Direct Deposit	100534 · EMS Grant Apprentice	2,121.08
12/27/2024		Direct Deposit	100534 · EMS Grant Apprentice	2,121.08
12/30/2024	PERS	Account# 2664	100513 · PERS	9,644.95
12/30/2024	AMAZON	Kitchen Supplies	100602 · MISC. SUPPLIES	37.86
12/30/2024	AMAZON	Cleaning Supplies	100607 · LAUNDRY, CLEANING & TRASI	307.67
12/31/2024	Bank Charges	Service Charge	100608 · ADMINISTRATIVE EXPENSE	0.15
				<u>202,575.13</u>

Dec 24

Applegate Valley Fire District

Balance Sheet

	Dec 31, 24	Nov 30, 24	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
100103 · CASH WITH TREASURER			
103.1 · GOVERNMENT POOL	2,899,811.37	2,813,388.65	86,422.72
103.2 · CAPITAL PROJECTS FUND	543,672.10	541,448.16	2,223.94
103.5 · ROGUE CREDIT UNION	51,851.34	23,548.47	28,302.87
Total 100103 · CASH WITH TREASUR...	3,495,334.81	3,378,385.28	116,949.53
Total Checking/Savings	3,495,334.81	3,378,385.28	116,949.53
Other Current Assets			
100105 · PETTY CASH	858.10	238.93	619.17
Total Other Current Assets	858.10	238.93	619.17
Total Current Assets	3,496,192.91	3,378,624.21	117,568.70
TOTAL ASSETS	3,496,192.91	3,378,624.21	117,568.70
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Credit Cards			
100261 · AVFD Master Card	5,507.04	9,442.98	-3,935.94
100262 · Rogue Credit Card	172.94	1,296.01	-1,123.07
Total Credit Cards	5,679.98	10,738.99	-5,059.01
Other Current Liabilities			
100315 · PAYROLL WITHHOLDING			
315.0 · PERS 6% PAYABLE	2,113.56	2,113.56	
315.1 · PERS P&F PAYABLE	1.36	1.36	
315.3 · STATE W/HOLDING	-20.00		-20.00
Total 100315 · PAYROLL WITHHOL...	2,094.92	2,114.92	-20.00
2102 · Payroll Liabilities	2,330.48	1,668.81	661.67
Total Other Current Liabilities	4,425.40	3,783.73	641.67
Total Current Liabilities	10,105.38	14,522.72	-4,417.34
Total Liabilities	10,105.38	14,522.72	-4,417.34
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	890,172.93	768,186.89	121,986.04
Total Equity	3,486,087.53	3,364,101.49	121,986.04
TOTAL LIABILITIES & EQUITY	3,496,192.91	3,378,624.21	117,568.70

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

BALANCE SHEET
December 31, 2024

	ACCT.#	11/30/2024	DEPOSITS	WITHDRAWS	12/31/2024	
GENERAL POOL ACCOUNT	100103.1	2,813,388.65	186,422.87	100,000.15	2,899,811.37	
CAPITAL PROJECTS ACCOUNT	100103.2	541,448.16	2,223.94	0.00	543,672.10	
ROGUE CREDIT UNION	100103.4	23,548.47	236,736.64	208,433.77	51,851.34	
PETTY CASH	100105	238.93	827.72	208.55	858.10	
TOTAL CHECKING/SAVINGS		3,378,624.21	426,211.17	308,642.47	3,496,192.91	
TOTAL ASSETS						3,496,192.91
LIABILITIES						
CREDIT CARDS PAYABLE	100260				5,679.98	
PAYROLL WITHHOLDING	100315				2094.92	
PAYROLL LIABILITIES					2,330.48	
TOTAL LIABILITIES					10,105.38	
EQUITY						
GENERAL FUND					2,023,702.23	
CAPITAL PROJECTS FUND					572,212.37	
Net Income					890,172.93	
TOTAL EQUITY					3,486,087.53	
TOTAL LIABILITIES & EQUITY						3,496,192.91

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, 2024
50% OF THE BUDGET YEAR IS OVER
91% OF THE BUDGETED REVENUE HAS BEEN RECEIVED
34% 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	18,321.83	1,624,022.99	93.45	113,867.01
Delinquent Tax Jackson Co.	100402	43,250.00	548.25	28,955.56	66.95	14,294.44
Current Tax Josephine Co.	100405	243,110.00	154,854.11	222,247.70	91.42	20,862.30
Delinquent Tax Josephine Co.	100406	8,750.00	324.21	5,050.70	57.72	3,699.30
Total Taxes		2,033,000.00	174,048.40	1,880,276.95	92.49	152,723.05
Net Working Capital		1,919,400.00		2,042,292.54	106.40	-122,892.54
Fire Suppression Fees	100421	5,000.00	500.00	83,658.81	1,673.18	-78,658.81
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	0.00	10,425.34	104.25	-425.34
Grants	100445.1	451,000.00	134,425.81	301,442.58	66.84	149,557.42
Landowner Contributions	100446	0.00	0.00	0.00	0.00	0.00
Interest Earned	100450	60,000.00	12,379.30	48,406.99	80.68	11,593.01
Misc. Income	100471	10,000.00	933.72	9,137.26	91.37	862.74
Rents	100471.2	8,400.00	50.00	4,050.00	48.21	4,350.00
Sale of Assets	100484	0.00	0.00	0.00	0.00	0.00
Total Other Resources		544,400.00	148,288.83	460,382.96	84.57	-38,875.50
TOTAL RESOURCES		2,577,400.00	322,337.23	2,340,659.91	90.81	113,847.55

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, 2024

GENERAL FUND

	Account Number	Annual Budget	Current Month	Year To Date	% Of Budget	Remaining Balance
Fire Chief	100501	117,000.00	8,988.00	58,422.00	49.93	58,578.00
Operations Chief	100502	92,500.00	7,260.74	42,693.45	46.16	49,806.55
Logistics Chief	100503	78,000.00	6,036.46	38,603.14	49.49	39,396.86
Administration Chief	100504	81,000.00	6,223.16	40,450.54	49.94	40,549.46
Seasonal Firefighters	100505	140,000.00	9,175.50	102,253.50	73.04	37,746.50
Shift Personnel #1	100506	64,000.00	4,500.74	30,392.73	47.49	33,607.27
Shift Personnel #2	100507	71,000.00	5,447.26	34,921.24	49.18	36,078.76
Shift Personnel #3	100508	69,000.00	5,302.14	33,993.99	49.27	35,006.01
Extra Staff/Shift Coverage	100509	20,000.00	1,265.00	8,845.00	44.23	11,155.00
Fuels Reduction Specialist	100510	83,000.00	4,274.00	16,714.00	20.14	66,286.00
Medical Insurance	100512	350,000.00	31,283.75	179,867.44	51.39	170,132.56
Health Reimbursement	100512.1	24,000.00	1,983.38	11,758.61	48.99	12,241.39
PERS	100513	275,000.00	18,996.30	142,487.40	51.81	132,512.60
Workers Comp. Insurance	100515	40,000.00	0.00	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	1,117.51	6,261.63	31.31	13,738.37
Coverage Overtime	100518.1	30,000.00	4,909.84	26,835.93	89.45	3,164.07
Reimbursable Overtime	100518.2	60,000.00	0.00	87,744.72	146.24	-27,744.72
Payroll Taxes (FICA & Medicare)	100520	40,000.00	2,667.09	23,873.74	59.68	16,126.26
Oregon Growth Plan	100521.1	18,500.00	1,617.57	11,025.40	59.60	7,474.60
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	8,608.12	56,461.54	47.85	61,538.46
OSFM Fire Marshal	100532	69,000.00	5,509.32	35,314.74	51.18	33,685.26
Recruitment & Retention Coord.	100533	25,000.00	1,992.00	13,128.00	52.51	11,872.00
EMS Grant Apprentice	100534	200,000.00	16,016.64	103,946.00	51.97	96,054.00
Medical Reimbursement	100599	5,000.00	0.00	2,184.00	43.68	2,816.00
TOTAL PERSONNEL SERVICES		2,110,500.00	153,174.52	1,180,626.45	55.94	929,873.55

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, 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	4,769.52	4,769.52	93.52	330.48
Radio Repair & Maint.	100601	7,500.00	0.00	4,042.34	53.90	3,457.66
Miscellaneous Supplies	100602	9,500.00	173.97	3,015.39	31.74	6,484.61
Medical Supplies	100603	20,000.00	1,873.44	4,008.36	20.04	15,991.64
Office Supplies	100604	3,500.00	192.43	1,757.78	50.22	1,742.22
Postage & Freight	100605	4,000.00	1,101.30	1,403.29	35.08	2,596.71
Dues & Subscriptions	100606	7,500.00	1,064.65	5,153.16	68.71	2,346.84
Laundry, Cleaning & Trash	100607	12,000.00	741.64	7,117.15	59.31	4,882.85
Administrative Expenses	100608	20,000.00	981.37	5,674.23	28.37	14,325.77
Reimbursable Fire Expenses	100608.2	5,000.00	0.00	1,858.91	37.18	3,141.09
Fire Prevention	100609	10,000.00	127.11	4,960.43	49.60	5,039.57
Instruction & Training	100610	20,000.00	-699.01	5,950.34	29.75	14,049.66
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	22,985.48	146.08	-11,059.48
Board Attorney	100617		0.00	0.00		
District Attorney	100617		5,076.50	12,074.00		
Elections & Legal Publication	100618	2,500.00	0.00	0.00	0.00	2,500.00
District Insurance- General	100619	60,000.00	686.36	4,429.48	7.38	55,570.52
Health and Wellness	100621	16,500.00	62.55	6,812.55	41.29	9,687.45
Office Equipment/Furnishings	100622	10,000.00	0.00	2,556.58	25.57	7,443.42
Vol. Recruitment & Retention	100623	8,000.00	688.21	688.21	8.60	7,311.79
Board Training	100627	5,000.00	0.00	0.00	0.00	5,000.00
Information Technology	100628	30,000.00	125.00	15,931.33	53.10	14,068.67
Fire Equipment	100636	25,000.00	1,253.66	11,651.62	46.61	13,348.38
PPE	100637	28,000.00	399.95	3,018.84	10.78	24,981.16
Vehicle Gas & Oil	100644	50,000.00	3,169.94	20,446.80	40.89	29,553.20
Electricity	100645	38,000.00	2,642.44	14,960.77	39.37	23,039.23
Draft Site Const. & Repair	100646	5,000.00	0.00	81.15	1.62	4,918.85
Grounds Maintenance	100647	12,000.00	0.00	13,631.29	113.59	-1,631.29
Building Repair & Maint.	100648	30,000.00	3,667.77	14,566.46	48.55	15,433.54
Telephone	100649	30,000.00	2,350.06	8,688.14	28.96	21,311.86
Equipment Rental	100651	1,000.00	0.00	0.00	0.00	1,000.00
Equipment Repair & Maint.	100660	58,000.00	5,079.56	34,074.26	58.75	23,925.74
Equipment Testing & Certification	100661	17,500.00	0.00	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	1,239.22	2,902.52	0.00	-2,902.52
TOTAL MATERIALS & SERVICES		711,800.00	36,767.64	264,470.32	37.16	447,329.68

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, 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	99.90	5.24
New Fire Equipment	100736	14,000.00	0.00	0.00	0.00	14,000.00
Equipment Acquisition	100738	130,000.00	12,632.97	57,382.97	44.14	72,617.03
Capital Grant Expenditures	100740	0.00	0.00	0.00	0.00	0.00
TOTAL CAPITAL OUTLAY		169,500.00	12,632.97	82,877.73	48.90	86,622.27
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	202,575.13	1,527,974.50	33.98	2,968,825.50
TOTAL RESOURCES			322,337.23	2,340,659.91		
TOTAL REQUIREMENTS			-202,575.13	-1,527,974.50		
ENDING FUND BALANCE			119,762.10	812,685.41		
Beginning Fund Balance		2,042,292.54	6/30/2024			
Excess Rev/Exp		812,685.41				
Ending Fund Balance		2,854,977.95				

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, 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	2,223.94	13,831.73	69.16	6,168.27
TOTAL RESOURCES		20,000.00	2,223.94	13,831.73	69.16	6,168.27
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	2,223.94	13,831.73		
TOTAL REQUIREMENTS		0.00	0.00	0.00		
RESERVE FOR FUTURE EXPENDITURES		20,000.00	2,223.94	13,831.73		
Beginning Fund Balance	3002	529,839.02	6/30/2024			
RESERVED FOR FUTURE EXP		13,831.73				
Ending Fund Balance		543,670.75				

APPLEGATE VALLEY RURAL FIRE PROTECTION DISTRICT # 9



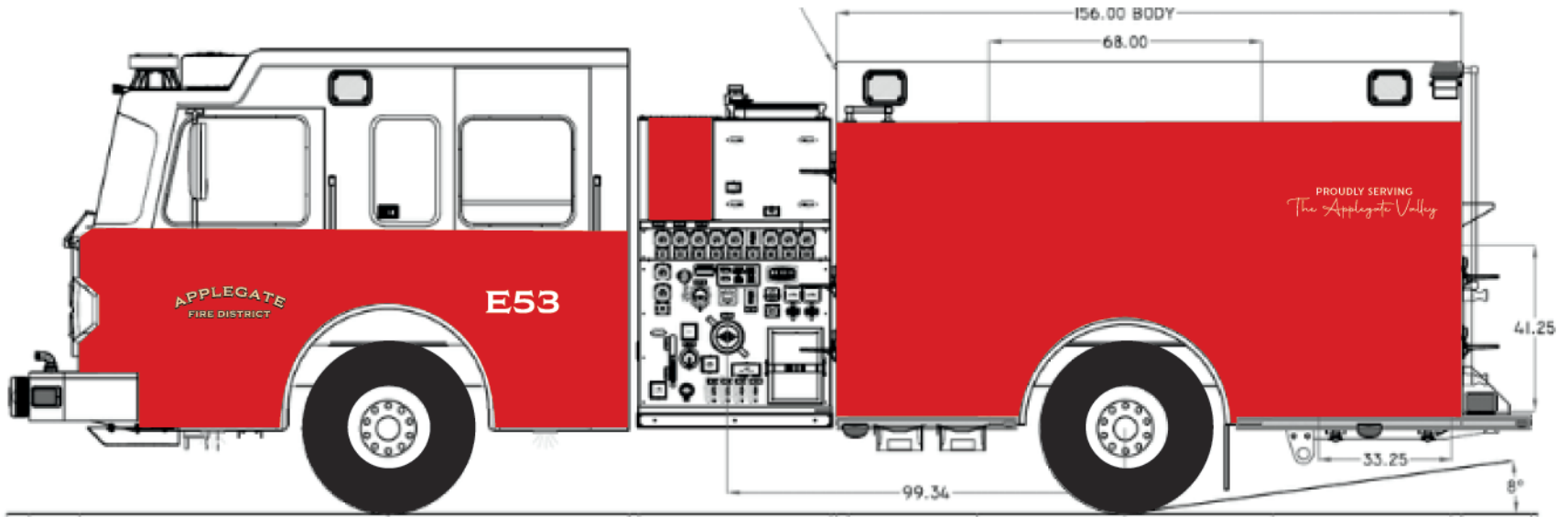
APPLEGATE
FIRE DISTRICT

APPLEGATE
FIRE DISTRICT

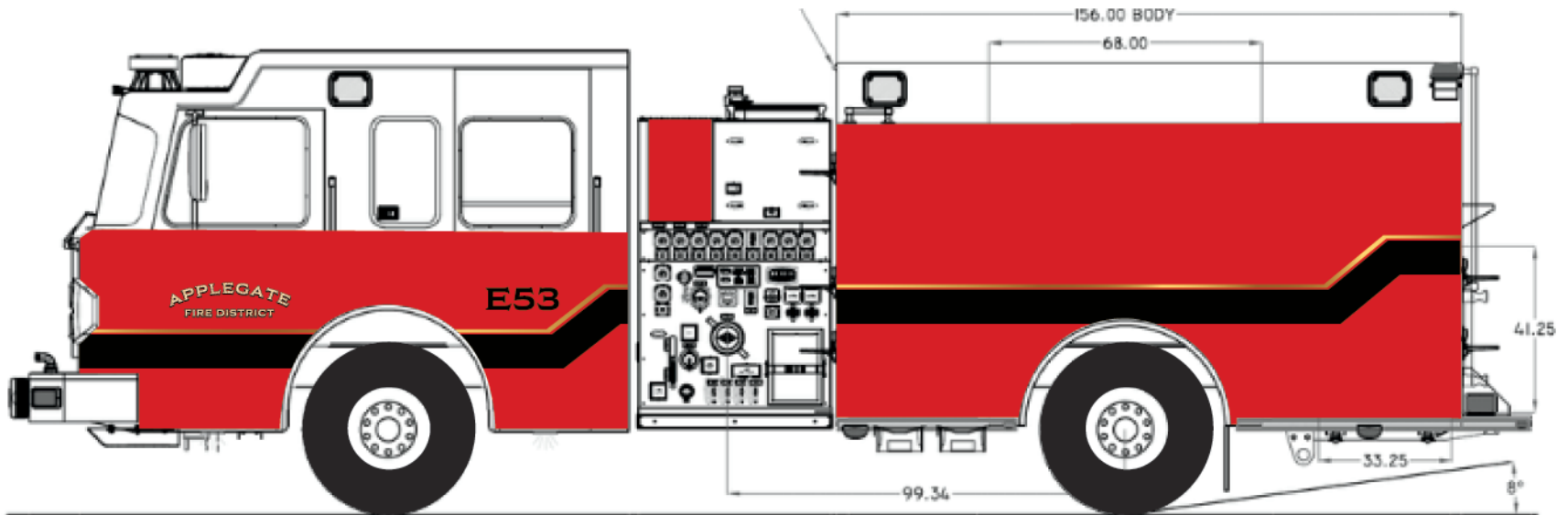
001 - TRUCK CONCEPT



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CONCEPT VEHICLE (FOR POSITION ONLY)



CONCEPT VEHICLE (FOR POSITION ONLY)

001 - TRUCK CONCEPT

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Applegate Valley RFPD #9
Board of Directors Agenda Item

Date: January 6, 2025

To: Board of Directors

From: Chief Wolfard

Agenda Subject: 2025/2026 Wage Plan

Overview of Agenda Subject:

Staff is seeking direction, for budgeting purposes, on the wage plan for the next budget year.

Agenda Subject Brief Background:

Staff is working on developing the budget for next fiscal year. One of the more significant components are employee wages.

- Policy Reads: “3.2.1 WAGE POLICY. District maintains a pay plan covering all positions in the District, set by the Board of Directors, showing the minimum and maximum rates of pay. See Appendix 3.2.1 A. and Exhibit “A” of the Union Agreement for the members of the Bargaining Unit. In arriving at such salary ranges, consideration is given to prevailing rates of pay for comparable work in other public and in private employment, including consideration of conditions of work and basic pay, current costs of living (using the Consumer Price Index U (CPI-U) adjusted rates from November-November), the local economy and wage adjustments in the community, suggestions of the Fire Chief and the District's financial condition.”
- The Union Agreement provides for a 4% Cost of Living Allowance increase for the 3 represented employees.
- The CPI-U “All Items Index” rose 2.7% for the 12 months ending November 2024.
- The Fire Chief’s personal services contract reads: “Employee is subject to CPI increase as provided to other employees during annual employee salary review in accordance with Employer policy.”
- At the February 2024 BOD meeting, the Board approved a 4% COLA so as to be in line with the Union positions.

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

- Staff recommends a COLA increase between 2.7% and 4%. The budget can support this recommendation.
 - 2.7% is in line with CPI-U but would contribute to Wage Scale Compression with the Union positions.
 - 4% is in line with the Union Agreement, would not contribute to compression, and would treat all of our paid positions equally.

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

- Current (Fiscal Year 2024/25) Appendix 3.2.1.A Wage Plan
- Total cost difference analysis between 2.7% and 4%
- November 2023 to November 2024 CPI-U Summary

2024-25 WAGE COMPENSATION PLAN

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7
DEPUTY CHIEF							
ANNUAL	\$ 78,623.97	\$ 81,055.64	\$ 83,562.51	\$ 86,146.92	\$ 88,811.26	\$ 91,558.00	\$ 94,389.69
BI-WEEKLY	\$ 3,024.00	\$ 3,117.52	\$ 3,213.94	\$ 3,313.34	\$ 3,415.82	\$ 3,521.46	\$ 3,630.37
HOURLY	\$ 37.80	\$ 38.97	\$ 40.17	\$ 41.42	\$ 42.70	\$ 44.02	\$ 45.38
DIVISION CHIEF							
ANNUAL	\$ 67,388.29	\$ 69,472.47	\$ 71,621.10	\$ 73,836.18	\$ 76,119.78	\$ 78,474.00	\$ 80,901.03
BI-WEEKLY	\$ 2,591.86	\$ 2,672.02	\$ 2,754.66	\$ 2,839.85	\$ 2,927.68	\$ 3,018.23	\$ 3,111.58
HOURLY	\$ 32.40	\$ 33.40	\$ 34.43	\$ 35.50	\$ 36.60	\$ 37.73	\$ 38.89
SHIFT OFFICER							
	4% set per Union Contract						
ANNUAL	\$ 58,509.65	\$ 60,690.06	\$ 62,940.89	\$ 66,602.82	\$ 69,940.53		
BI-WEEKLY	\$ 2,250.37	\$ 2,334.23	\$ 2,420.80	\$ 2,561.65	\$ 2,690.02		
HOURLY	\$ 20.32	\$ 21.07	\$ 21.85	\$ 23.13	\$ 24.28		
SHIFT FIREFIGHTER							
ANNUAL	\$ 54,238.44	\$ 56,259.68	\$ 58,346.20				
BI-WEEKLY	\$ 2,086.09	\$ 2,163.83	\$ 2,244.08				
HOURLY	\$ 18.83	\$ 19.53	\$ 20.26				
EMS APPRENTICE							
ANNUAL	\$ 46,080.00	\$ 48,960.00					
BI-WEEKLY	\$ 1,772.31	\$ 1,883.08					
HOURLY	\$ 16.00	\$ 17.00					
Recruitment & Retention (part-time)							
ANNUAL	\$ 24,960.00						
BI-WEEKLY	\$ 960.00						
HOURLY	\$ 24.00						
FIRE CHIEF per Contract							
ANNUAL	\$ 116,844.00						
BI-WEEKLY	\$ 4,494.00						
HOURLY	\$ 56.18						

PROPOSED WAGE COMPENSATION PLAN

	Top Step 2.7%	Top Step 4%
DEPUTY CHIEF		
ANNUAL	\$96,938.21	\$98,165.27
BI-WEEKLY	\$3,728.39	\$3,775.59
HOURLY	\$46.60	\$47.19
DIVISION CHIEF X 3		
ANNUAL	\$83,085.36	\$84,137.07
BI-WEEKLY	\$3,195.59	\$3,236.04
HOURLY	\$39.94	\$40.45
SHIFT FIREFIGHTER X 2		
ANNUAL	\$59,921.55	\$60,680.05
BI-WEEKLY	\$2,304.68	\$2,333.85
HOURLY	\$20.81	\$21.07
Recruitment & Retention (part-time)		
ANNUAL	\$25,633.92	\$25,958.40
BI-WEEKLY	\$985.92	\$998.40
HOURLY	\$24.65	\$24.96
FIRE CHIEF per Contract		
ANNUAL	\$119,998.79	\$121,517.76
BI-WEEKLY	\$4,615.34	\$4,673.76
HOURLY	\$57.69	\$58.42
	PERS 2.7%	PERS 4%
	\$280,000.00	\$315,000.00
	Taxes 2.7%	Taxes 4%
	\$16,000.00	\$18,000.00
Total Expense to the District based on Top Step		
	2.7%	4%
	\$907,670.09	\$952,412.75