

AGENDA

APPLEGATE FIRE DISTRICT BOARD OF DIRECTORS MEETING

March 19, 2025 – 4pm

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

1. CALL TO ORDER

2. ROLL CALL

3. SPEAKERS AND GUESTS

4. REVIEW THE MINUTES FROM PREVIOUS MEETINGS

- February 19, 2025 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
- Annexation
- Ordinance to address False Alarms and Illegal Burning
- Improvements/Remodel to HQ Fire Station
- Change in Fees to Transient Public within the District Policy 10.3
- 2025/2026 Wage Plan
- Station 55 Housing
- Surplus 1999 International Type 5 Wildland Engine
- Rural Metro Agreement

8. NEW BUSINESS

- Job Positions - Exempt/Non Exempt

9. ANNOUNCEMENTS

- Awards Banquet, March 21st, 6pm
- Easter Egg Party, April 17th, 6pm
- Pancake Breakfast, May 17th, 8:30am

10. ITEMS TO BE ON THE NEXT AGENDA

11. ADJOURNMENT

APPLEGATE VALLEY RFPD #9 BOARD OF DIRECTORS MEETING MINUTES February 19, 2025

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



1.0 CALL TO ORDER

Board Meeting called to order by Rob Underwood.
TIME: 4:03 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*), Tallie Jackson (*Admin Chief*)

3.0 EXECUTIVE SESSION

To consult with counsel concerning the legal rights and duties of a public body with regard to current litigation, pursuant to ORS 192.660 (2)(h).

The Board meeting was recessed at 4:03 pm to enter into the Executive Session.
The Board meeting reconvened at 5:06 pm

4.0 SPEAKERS AND GUESTS

5.0 REVIEW OF MINUTES FROM PREVIOUS MEETING

The minutes of the January 15, 2025 Board meeting were reviewed and approved as written.

→ **MOTION:** Rob Underwood moved to approve the January 15, 2025 Board minutes as written. Julie Barry seconded the motion.

Motion carries as follows.

AYES Underwood, Barry, Blaschka, Stewart, Hoxsey

NAYS

6.0 FISCAL REPORT

Disbursement Voucher:

The following disbursements were discussed and clarified;

Hulu – TV Subscription at Station 51

Starlink – Mobile Internet from grant

- **MOTION:** Rob Underwood moved to approve the January 2025 expenditures as presented in the amount 305,258.34. Jeff Hoxsey seconded the motion.

Motion carries as follows.

AYES Underwood, Barry, Blaschka, Stewart, Hoxsey

NAYS

The Financial Report review:

Chief Jackson highlighted the payment for the annual liability insurance. The year on the financials need to be corrected.

- **MOTION:** Doug Stewart moved to accept the January 2025 financials as presented with the change to the correction to the year. Rob Underwood seconded the motion.

Motion carries as follows.

AYES Underwood, Barry, Blaschka, Stewart, Hoxsey

NAYS

7.0 FIRE CHIEF'S REPORT

Chief Wolfard gave an updated on the fire chief process for Williams. Chief Wolfard highlighted on taking delivery of the Type 3 engine and the Type 1 engine. The tank on the water tender has been swapped.

Deputy Chief Report

Chief Blakely is continuing to work on providing accurate stats.

Maintenance Officer Report

The Maintenance report was provided.

Fire Marshal Report

The Fire Marshal's report was provided.

Recruitment & Retention Report

Chief Wolfard informed the Board that the Recruitment and Retention Coordinator submitted her 30 days' notice for personal reasons.

8.0 OLD BUSINESS

Policy Manual Review

Branding / Marketing Policy

Chief Blakely presented the new business cards.

Fire Chief's Performance Review

To be completed in executive session.

Annexation

Board was updated in executive session.

Ordinance to address False Alarms and Illegal Burning

Tabled

Improvements/Remodel to HQ Fire Station

Tabled

Change in Fees to Transient Public with the District, Policy 10.3

Rob Underwood presented a revision to Policy 10.3. The District will look into how much time and cost it would encompass to implement billing. The District will update the Board next month.

2025/2026 Wage Plan

Chief Wolfard present a wage plan showing a 2.7% increase and a 4% increase. The Board came to a consensus of 4%. Rob Underwood requested the District present the wage plan with the step increase at next Board meeting.

9.0 NEW BUSINESS

Surplus Vehicles

Chief Wolfard requested to surplus the 2004 Chevrolet Trailblazer, 1999 International Type 5 Wildland Engine, and 1980 GMC Flatbed.

The Trailblazer would be surplus using the sealed bid process.

The Type 5 would be placed on govdeals.com

The flatbed is a FEPP vehicle and would be returned to ODF.

→ **MOTION:** Rob Underwood moved to surplus the vehicles as presented. Jeff Hoxsey seconded the motion.

Motion carries as follows.

AYES Underwood, Barry, Blaschka, Stewart, Hoxsey

NAYS

Resolution 2024/2025-4, Transfer from Contingency to Vehicle Stipend

The resolution is to transfer \$5,500 from contingency and create a line item for the vehicle stipend.

→ **MOTION:** Rob Underwood moved to approve Resolution 2024/2025-4, transfer from contingency to vehicle stipend. Julie Barry seconded the motion.

Motion carries as follows.

AYES Underwood, Barry, Blaschka, Stewart, Hoxsey

NAYS

Station 55 Housing

Chief Wolfard presented using the Station 55 as student housing instead of a rental. There would be an initial cost of furnishing the home.

→ **MOTION:** Rob Underwood moved to approve Station 55 house for student housing and evaluate after one year. Doug Stewart seconded the motion.

Motion carries as follows.

AYES Underwood, Barry, Blaschka, Stewart, Hoxsey

NAYS

10.0 ANNOUNCEMENT

- Firefighter Academy Graduation, February 22nd, 6pm
- Coffee with the Chief, March 5th, 9am
- Spaghetti Dinner, March 6th, 5pm to 7pm
- All Things Fire Fair, March 9th
- SDAO Legislator Meet & Greet, March 12th
- Awards Banquet, March 21st, 6pm
- Easter Egg Party, April 17th, 6pm
- Pancake Breakfast, May 17th, 8:30am
- Doug Stewart announced that he will not be running for re-election.

11.0 ITEMS TO BE ON NEXT AGENDA

12.0 EXECUTIVE SESSION

To review and evaluate the employment-related performance of the Fire Chief, pursuant to ORS 192.660 (2)(i).

The Board meeting was recessed at 6:55 pm to enter into the Executive Session.

The Board meeting reconvened at 7:29 pm

13.0 ADJOURNMENT

Rob Underwood adjourned the meeting at 7:29 pm.

The next scheduled regular Board meeting will be held Wednesday March 19, 2025 @ 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
Feb 25				
02/01/2025	PUCK'S DONUTS	CPR Training	100608 · ADMINISTRATIVE EXPENSE	46.90
02/02/2025	MERCY FLIGHTS INC	State of Jefferson Conference	100610 · INSTRUCTION & TRAINING	250.00
02/03/2025	AMAZON	Office Supplies	100604 · OFFICE SUPPLIES	85.65
02/03/2025	STAMPS	Stamps	100605 · POSTAGE & FREIGHT	19.99
02/03/2025	Mailchimp	Email Program	100606 · DUES & SUBSCRIPTIONS	26.00
02/03/2025	Oregon Truck and Auto Authority	Tonneau Cover C51	100660 · EQUIPMENT REPAIR & MAINTENANCE	1,349.99
02/04/2025	GROVER ELECTRIC & PLUMBING SUPPLIES	Thermostat	100648 · BLDG REPAIR & MAINTENANCE	71.63
02/04/2025	SIX ROBLEES' INC	Snow Chains	174 · E53 - 1998 Pierce - Medford	326.28
02/05/2025	SPECIAL DISTRICTS INSURANCE SERVICES	Monthly Insurance	100512 · MEDICAL INSURANCE	30,441.75
02/05/2025	Minuteman Press	Standing Orders	100603 · MEDICAL SUPPLIES	203.53
02/05/2025	ADOBE SYSTEMS	Adobe Acrobat Subscription	100606 · DUES & SUBSCRIPTIONS	19.99
02/05/2025	Apple App Store	Microsoft 365	100606 · DUES & SUBSCRIPTIONS	6.99
02/05/2025	ALSCO	ShopTowels	100607 · LAUNDRY, CLEANING & TRASH	140.92
02/05/2025	SOUTHERN OREGON SANITATION, INC	Sta.1	100607 · LAUNDRY, CLEANING & TRASH	62.54
02/05/2025	Katie Carr	Firewise Meeting	100609 · FIRE PREVENTION	129.58
02/05/2025	ROGUE INTERAGENCY TRAINING ASSOCIATION	FF1 Academy	100610 · INSTRUCTION & TRAINING	1,500.00
02/05/2025	Carson	234 Gal HQ	644.1 · GAS	792.15
02/05/2025	Carson	286 Gal HQ	644.2 · DIESEL	963.75
02/05/2025	Carson	258 Gal HQ	644.2 · DIESEL	873.93
02/05/2025	PACIFIC POWER	STA.1	100645 · ELECTRICITY	895.70
02/05/2025	PACIFIC POWER	STA. 2	100645 · ELECTRICITY	55.95
02/05/2025	PACIFIC POWER	HQ /SHOP	100645 · ELECTRICITY	1,044.65
02/05/2025	PACIFIC POWER	STA 4	100645 · ELECTRICITY	375.40
02/05/2025	PACIFIC POWER	STA 5 / MOBILE	100645 · ELECTRICITY	482.88
02/05/2025	PACIFIC POWER	STA 6	100645 · ELECTRICITY	319.15
02/05/2025	PACIFIC POWER	STA 7	100645 · ELECTRICITY	233.40
02/05/2025	PACIFIC POWER	TRAINING CTR	100645 · ELECTRICITY	338.14
02/05/2025	ACE HARDWARE	Salt, Lights, Switches	100648 · BLDG REPAIR & MAINTENANCE	120.47
02/05/2025	Hunter Communications	Internet / Phone HQ, Sta.1	100649 · TELEPHONE / INTERNET	687.87
02/05/2025	UNITED STATES CELLULAR	Cell Phone	100649 · TELEPHONE / INTERNET	1,480.16
02/05/2025	Starlink	Internet	100649 · TELEPHONE / INTERNET	50.00
02/05/2025	NAPA AUTO PARTS	Oil Dry	100660 · EQUIPMENT REPAIR & MAINTENANCE	24.76
02/05/2025	ACE HARDWARE	Outlet Box, Electrical Box	100660 · EQUIPMENT REPAIR & MAINTENANCE	16.16
02/05/2025	Gordon Truck Centers Inc.	DEF	100660 · EQUIPMENT REPAIR & MAINTENANCE	41.85
02/05/2025	NAPA AUTO PARTS	2 Cycle Oil	100660 · EQUIPMENT REPAIR & MAINTENANCE	12.50
02/05/2025	CASCADE FIRE EQUIPMENT CO	Pump	100738 · EQUIP. ACQUISITION	7,516.00

**Applegate Valley Fire District
Disbursement Voucher**

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Paid Amount</u>
02/05/2025	NAPA AUTO PARTS	Brake Controller, Shift Lever	141P · R57 - 2002 F450	280.59
02/05/2025	NAPA AUTO PARTS	Filters	148P · HB153 - 2005 FREIGHTLINER	88.24
02/05/2025	Gordon Truck Centers Inc.	Heater Core, Treadplate, O-Rings	148P · HB153 - 2005 FREIGHTLINER	641.00
02/05/2025	NAPA AUTO PARTS	Filter, Spark Plugs	150P · S50 - 2004 Chevy	61.93
02/05/2025	NAPA AUTO PARTS	Filter, Oil	154P · S53 - 2008 RAM PU	47.65
02/05/2025	NAPA AUTO PARTS	Back Glass Lift Support	158 · E51 - 89 PIERCE	24.75
02/05/2025	NAPA AUTO PARTS	Filters	160 · WT54 - 2002 FREIGHT	285.50
02/05/2025	CASCADE FIRE EQUIPMENT CO	Boots	637 · PERSONAL PROTECTIVE EQUIPME	800.00
02/05/2025	WITMER PUBLIC SAFETY GROUP	Gloves	637 · PERSONAL PROTECTIVE EQUIPME	233.97
02/05/2025	LEWIS POWER EQUIPMENT	Pole Saw	100690 · GRANT EXPENDITURES	728.35
02/05/2025	NAPA AUTO PARTS	Brake Control	168 · Flat Bed - 2001 F550	102.42
02/05/2025	NAPA AUTO PARTS	Filters	169 · E52 - 1991 Pierce	192.68
02/05/2025	INDUSTRIAL SOURCE	Service Fire Extinguishers	100661 · Equipment Testing & Cert.	1,159.68
02/05/2025	NAPA AUTO PARTS	Filters, Oil	175 · C52 - 2023 Ram 2500	23.81
02/06/2025	Carhartt	Jackets	100517 · UNIFORM ALLOWANCE	1,480.25
02/06/2025	MICROSOFT	Microsoft 365	100606 · DUES & SUBSCRIPTIONS	72.00
02/06/2025	Coastal	Small Engine Fuel	100644 · FUEL	17.98
02/06/2025	Oregon Truck and Auto Authority	Tonneau Cover C51	100660 · EQUIPMENT REPAIR & MAINTN	120.00
02/06/2025	RockAuto	Filters	161 · WT51	295.72
02/07/2025		Direct Deposit	100501 · FIRE CHIEF	4,494.00
02/07/2025		Direct Deposit	100502 · OPERATIONS CHIEF	3,630.37
02/07/2025		Direct Deposit	100503 · LOGISTICS CHIEF	3,018.23
02/07/2025		Direct Deposit	100504 · ADMIN CHIEF	3,111.58
02/07/2025		Direct Deposit	100507 · SHIFT SUPERVISOR #2	2,561.65
02/07/2025		Direct Deposit	100649 · TELEPHONE / INTERNET	42.50
02/07/2025		Direct Deposit	100649 · TELEPHONE / INTERNET	42.50
02/07/2025		Direct Deposit	6500 · Payroll Expenses	115.24
02/07/2025	VARIOUS EMPLOYEES	Direct Deposit	520.1 · FICA	321.03
02/07/2025	VARIOUS EMPLOYEES	Direct Deposit	520.2 · MEDICARE	612.66
02/07/2025		Direct Deposit	100506 · SHIFT SUPERVISOR #1	2,250.37
02/07/2025		Direct Deposit	100508 · SHIFT SUPERVISOR #3	2,493.43
02/07/2025		Direct Deposit	100510 · Fuels Reduction Specialist	900.00
02/07/2025		Direct Deposit	100510 · Fuels Reduction Specialist	1,200.00
02/07/2025		Direct Deposit	100510 · Fuels Reduction Specialist	425.00
02/07/2025		Direct Deposit	518.1 · COVERAGE OVERTIME	468.80
02/07/2025		Direct Deposit	518.1 · COVERAGE OVERTIME	177.29
02/07/2025		Direct Deposit	518.1 · COVERAGE OVERTIME	525.06

**Applegate Valley Fire District
Disbursement Voucher**

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Paid Amount</u>
02/07/2025		Direct Deposit	518.1 · COVERAGE OVERTIME	365.76
02/07/2025		Direct Deposit	518.1 · COVERAGE OVERTIME	133.88
02/07/2025		Direct Deposit	518.1 · COVERAGE OVERTIME	535.50
02/07/2025		Direct Deposit	518.2 · RE-IMBURSEABLE OVERTIME	516.50
02/07/2025	OREGON SAVINGS GROWTH PLAN	Direct Deposit	100522 · OREGON SAVINGS GROWTH PL	796.70
02/07/2025		Direct Deposit	100514 · Vehicle Stipend	550.00
02/07/2025		Direct Deposit	100531 · Shift Firefighter	2,163.83
02/07/2025		Direct Deposit	100531 · Shift Firefighter	1,831.89
02/07/2025		Direct Deposit	100532 · Fire Marshal	2,754.66
02/07/2025		Direct Deposit	100533 · Recruitment & Retent. Coord.	636.00
02/07/2025		Direct Deposit	100534 · EMS Grant Apprentice	1,883.08
02/07/2025		Direct Deposit	100534 · EMS Grant Apprentice	1,883.08
02/07/2025		Direct Deposit	100534 · EMS Grant Apprentice	1,883.08
02/07/2025		Direct Deposit	100534 · EMS Grant Apprentice	1,883.08
02/07/2025	HRA VEBA	Direct Deposit	100511 · HRA VEBA	991.76
02/08/2025	LEWIS POWER EQUIPMENT	Chain, Hard Hat, Ear Muffs	100609 · FIRE PREVENTION	240.48
02/10/2025	THUNDERBIRD MARKET	Water	100602 · MISC. SUPPLIES	954.24
02/10/2025	AMAZON	Pan, Grill Brush	100602 · MISC. SUPPLIES	45.01
02/10/2025	AMAZON	Screen Protectors	100604 · OFFICE SUPPLIES	93.07
02/10/2025	AMAZON	Cleaning Supplies	100607 · LAUNDRY, CLEANING & TRASH	397.70
02/10/2025	Sign Dude	Logo Design	100608 · ADMINISTRATIVE EXPENSE	645.00
02/11/2025	HARBOR FREIGHT TOOLS	Engine	100646 · DRAFT SITE CONST & REPAIR	701.92
02/11/2025	Parts Dr	Dishwasher Pump	100648 · BLDG REPAIR & MAINTENANCE	141.51
02/11/2025	AMAZON	Chaps, Chainsaw Chain, Hatchet, Backpack	100636 · FIRE EQUIPMENT	192.76
02/12/2025	OREGON CAL. SUPPLY	1 1/2 Imp Crowsfoot	.661 · TOOLS	21.50
02/12/2025	GALL'S INC	Speaker	148P · HB153 - 2005 FREIGHTLINER	300.98
02/13/2025	AMAZON	Grill Knobs	100602 · MISC. SUPPLIES	19.99
02/13/2025	Gotomeeting.com	Conference Call Meeting Service	100606 · DUES & SUBSCRIPTIONS	5.00
02/13/2025	Gotomeeting.com	Annual Subscription	100606 · DUES & SUBSCRIPTIONS	192.00
02/13/2025	AMAZON	Cleaning Supplies	100607 · LAUNDRY, CLEANING & TRASH	83.60
02/13/2025	ZORO	Sprockets, Tensioner	100636 · FIRE EQUIPMENT	141.32
02/14/2025	Marie's Water Service	Water Sta.55	100648 · BLDG REPAIR & MAINTENANCE	130.00
02/14/2025	C Bar C	Trailer Locks	100660 · EQUIPMENT REPAIR & MAINTENANCE	1,519.28
02/15/2025	AMAZON	Cleaning Supplies	100607 · LAUNDRY, CLEANING & TRASH	162.43
02/16/2025	MICROSOFT	Microsoft Exchange	100606 · DUES & SUBSCRIPTIONS	100.80
02/17/2025	INTUIT	QuickBooks	100628 · Information Technology	2,210.00
02/18/2025	COSTCO	Liquid IV	100602 · MISC. SUPPLIES	41.98

**Applegate Valley Fire District
Disbursement Voucher**

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Paid Amount</u>
02/20/2025	MES Service Company	Pants, Sweatshirts	100517 · UNIFORM ALLOWANCE	746.88
02/20/2025	BOUND TREE MEDICAL	Medical Supplies	100603 · MEDICAL SUPPLIES	2,239.80
02/20/2025	ROGUE DISPOSAL & RECYCLING INC	Sta.53	100607 · LAUNDRY, CLEANING & TRASH	292.52
02/20/2025	ALSCO	ShopTowels	100607 · LAUNDRY, CLEANING & TRASH	147.42
02/20/2025	Rogue Community College, GP	300/400	100610 · INSTRUCTION & TRAINING	1,100.00
02/20/2025	NiceBadge	Awards	100611 · VOLUNTEER PROGRAMS	810.53
02/20/2025	SPECIAL DISTRICTS INSURANCE SER	Liability Insurance	100619 · INSURANCE	382.00
02/20/2025	Carson	241 Gal HQ	644.1 · GAS	828.16
02/20/2025	Carson	122 Gal HQ	644.2 · DIESEL	380.61
02/20/2025	Carson	130 Gal HQ	644.2 · DIESEL	450.73
02/20/2025	Carson Propane	Oil	644.3 · OIL	1,555.40
02/20/2025	CASCADE FIRE EQUIPMENT CO	Bushing, Reducing Hex Nipple	100646 · DRAFT SITE CONST & REPAIR	1,850.00
02/20/2025	McMASTER-CARR SUPPLY COMPANY	Valves, Screws, Pipe Fittings	100646 · DRAFT SITE CONST & REPAIR	283.32
02/20/2025	RUCH HARDWARE	Salt	100648 · BLDG REPAIR & MAINTENANCE	10.59
02/20/2025	CHARTER COMMUNICATIONS	HQ, ST 5, ST2	100649 · TELEPHONE / INTERNET	202.59
02/20/2025	TRACE ANALYTICS	SHIPPING & ANALYSIS	100660 · EQUIPMENT REPAIR & MAINTENANCE	89.00
02/20/2025	Leonardo Truck & Equipment	Tank Install	100738 · EQUIP. ACQUISITION	2,392.08
02/20/2025	CASCADE FIRE EQUIPMENT CO	Hasty Pack	100636 · FIRE EQUIPMENT	270.00
02/20/2025	Gordon Truck Centers Inc.	Ventilation Kit	158 · E51 - 89 PIERCE	156.57
02/20/2025	Gordon Truck Centers Inc.	Crankcase, Thermostat, Hoses	160 · WT54 - 2002 FREIGHT	689.88
02/20/2025	SEA WESTERN FIRE EQUIP	Turnouts	637 · PERSONAL PROTECTIVE EQUIPMENT	6,950.21
02/20/2025	CASCADE FIRE EQUIPMENT CO	Gloves	637 · PERSONAL PROTECTIVE EQUIPMENT	140.00
02/20/2025	Shane Croft Solutions, Inc	IT Support	100628 · Information Technology	125.00
02/20/2025	Longbow Computers and Data Analysis LLC	Server, Computers, Backup Service	100628 · Information Technology	9,008.27
02/20/2025	Local Government Law Group P.C.		617.1 · District Attorney	3,312.00
02/21/2025		Direct Deposit	100501 · FIRE CHIEF	4,494.00
02/21/2025		Direct Deposit	100502 · OPERATIONS CHIEF	3,630.37
02/21/2025		Direct Deposit	100503 · LOGISTICS CHIEF	3,018.23
02/21/2025		Direct Deposit	100504 · ADMIN CHIEF	3,111.58
02/21/2025		Direct Deposit	100507 · SHIFT SUPERVISOR #2	2,561.65
02/21/2025	Gotomeeting.com	Conference Call Meeting Service	100606 · DUES & SUBSCRIPTIONS	5.00
02/21/2025	MERCY FLIGHTS INC	State of Jefferson Conference	100610 · INSTRUCTION & TRAINING	200.00
02/21/2025		Direct Deposit	100649 · TELEPHONE / INTERNET	42.50
02/21/2025		Direct Deposit	100649 · TELEPHONE / INTERNET	42.50
02/21/2025	VARIOUS EMPLOYEES	Direct Deposit	520.1 · FICA	274.60
02/21/2025	VARIOUS EMPLOYEES	Direct Deposit	520.2 · MEDICARE	617.43
02/21/2025		Direct Deposit	100506 · SHIFT SUPERVISOR #1	2,250.37

**Applegate Valley Fire District
Disbursement Voucher**

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Paid Amount</u>
02/21/2025		Direct Deposit	100508 · SHIFT SUPERVISOR #3	2,493.43
02/21/2025		Direct Deposit	100509 · EXTRA STAFF/SHIFT COVERAG	120.00
02/21/2025		Direct Deposit	100509 · EXTRA STAFF/SHIFT COVERAG	320.00
02/21/2025		Direct Deposit	100509 · EXTRA STAFF/SHIFT COVERAG	160.00
02/21/2025		Direct Deposit	100510 · Fuels Reduction Specialist	540.00
02/21/2025		Direct Deposit	100510 · Fuels Reduction Specialist	760.00
02/21/2025		Direct Deposit	518.1 · COVERAGE OVERTIME	117.20
02/21/2025		Direct Deposit	518.1 · COVERAGE OVERTIME	945.56
02/21/2025		Direct Deposit	518.1 · COVERAGE OVERTIME	365.76
02/21/2025		Direct Deposit	518.1 · COVERAGE OVERTIME	138.80
02/21/2025		Direct Deposit	518.1 · COVERAGE OVERTIME	113.00
02/21/2025		Direct Deposit	518.2 · RE-IMBURSEABLE OVERTIME	516.50
02/21/2025	OREGON SAVINGS GROWTH PLAN	Direct Deposit	100522 · OREGON SAVINGS GROWTH PL	815.72
02/21/2025		Direct Deposit	001 · FLSA OT SHIFT SUP #1	284.48
02/21/2025		Direct Deposit	003 · FLSA OT SHIFT SUP #3	315.28
02/21/2025		Direct Deposit	100514 · Vehicle Stipend	550.00
02/21/2025		Direct Deposit	100531 · Shift Firefighter	2,163.83
02/21/2025		Direct Deposit	100531 · Shift Firefighter	2,222.68
02/21/2025		Direct Deposit	100532 · Fire Marshal	2,754.66
02/21/2025		Direct Deposit	100533 · Recruitment & Retent. Coord.	408.00
02/21/2025		Direct Deposit	100534 · EMS Grant Apprentice	2,121.08
02/21/2025		Direct Deposit	100534 · EMS Grant Apprentice	1,883.08
02/21/2025		Direct Deposit	100534 · EMS Grant Apprentice	2,121.08
02/21/2025		Direct Deposit	100534 · EMS Grant Apprentice	2,121.08
02/21/2025	HRA VEBA	Direct Deposit	100511 · HRA VEBA	991.62
02/23/2025	Fire Department Coffee	Coffee	100602 · MISC. SUPPLIES	125.98
02/24/2025	LEWIS POWER EQUIPMENT	Saw Repair	100609 · FIRE PREVENTION	100.85
02/25/2025	AMAZON	Hand Cleaner	100607 · LAUNDRY, CLEANING & TRASH	50.66
02/25/2025	AMAZON	Silicone Sealant	100646 · DRAFT SITE CONST & REPAIR	63.99
02/25/2025	AMAZON	Ipad Case	100649 · TELEPHONE / INTERNET	67.88
02/25/2025	PETERSON MACHINERY	Thermostat	178 · Type 3	152.90
02/26/2025	CHEVRON	Fuel C56	644.1 · GAS	94.08
02/27/2025	PERS	Account# 2664	100513 · PERS	19,380.29
02/27/2025	GMS	Toner	100604 · OFFICE SUPPLIES	591.65
02/27/2025	LOWE'S	Screen	100648 · BLDG REPAIR & MAINTENANC	25.00
02/27/2025	AMAZON	Spray Paint, DEF Canister	100660 · EQUIPMENT REPAIR & MAINT	64.42
02/28/2025	MICROSOFT	Windows 11 Pro	100606 · DUES & SUBSCRIPTIONS	99.00

**Applegate Valley Fire District
Disbursement Voucher**

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Paid Amount</u>
02/28/2025	BANK CHARGES	Service Charge	100608 · ADMINISTRATIVE EXPENSE	0.10
02/28/2025	AMAZON	Oil	100660 · EQUIPMENT REPAIR & MAINTENANCE	74.47
Feb 25				<u>212,098.11</u>

Applegate Valley Fire District

Balance Sheet

	Feb 28, 25	Jan 31, 25	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
100103 · CASH WITH TREASURER			
103.1 · GOVERNMENT POOL	2,514,550.47	2,682,064.62	-167,514.15
103.2 · CAPITAL PROJECTS FUND	547,825.18	545,857.66	1,967.52
103.5 · ROGUE CREDIT UNION	6,121.55	6,256.53	-134.98
Total 100103 · CASH WITH TREASUR...	3,068,497.20	3,234,178.81	-165,681.61
Total Checking/Savings	3,068,497.20	3,234,178.81	-165,681.61
Other Current Assets			
100105 · PETTY CASH	275.47	1,495.83	-1,220.36
Total Other Current Assets	275.47	1,495.83	-1,220.36
Total Current Assets	3,068,772.67	3,235,674.64	-166,901.97
TOTAL ASSETS	3,068,772.67	3,235,674.64	-166,901.97
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Credit Cards			
100261 · AVFD Master Card	15,520.71	7,742.77	7,777.94
100262 · Rogue Credit Card		3,062.55	-3,062.55
Total Credit Cards	15,520.71	10,805.32	4,715.39
Other Current Liabilities			
2102 · Payroll Liabilities	1,249.27	661.34	587.93
Total Other Current Liabilities	1,249.27	661.34	587.93
Total Current Liabilities	16,769.98	11,466.66	5,303.32
Total Liabilities	16,769.98	11,466.66	5,303.32
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	456,088.09	628,293.38	-172,205.29
Total Equity	3,052,002.69	3,224,207.98	-172,205.29
TOTAL LIABILITIES & EQUITY	3,068,772.67	3,235,674.64	-166,901.97

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

BALANCE SHEET
February 28, 2025

	ACCT.#	5/10/1900	DEPOSITS	WITHDRAWS	2/28/2025	
GENERAL POOL ACCOUNT	100103.1	2,682,064.62	17,485.95	185,000.10	2,514,550.47	
CAPITAL PROJECTS ACCOUNT	100103.2	545,857.66	1,967.52	0.00	547,825.18	
ROGUE CREDIT UNION	100103.4	6,256.48	206,471.58	206,606.56	6,121.50	
PETTY CASH	100105	1,495.83	767.77	1,988.13	275.47	
TOTAL CHECKING/SAVINGS		3,235,674.59	226,692.82	393,594.79	3,068,772.62	
TOTAL ASSETS						3,068,772.62
LIABILITIES						
CREDIT CARDS PAYABLE	100260				15,520.71	
PAYROLL WITHHOLDING	100315				0.00	
PAYROLL LIABILITIES					1,249.27	
TOTAL LIABILITIES					16,769.98	
EQUITY						
GENERAL FUND					2,023,702.23	
CAPITAL PROJECTS FUND					572,212.37	
Net Income					456,088.09	
TOTAL EQUITY					3,052,002.69	
TOTAL LIABILITIES & EQUITY						3,068,772.67

APPLEGATE VALLEY RURAL FIRE PROTECTION DISTRICT # 9
1095 UPPER APPLEGATE RD.
JACKSONVILLE, OR, 97530
STATEMENT OF REVENUE AND EXPENDITURES
BUDGET VERSUS ACTUAL COMPARISON
February 28, 2025
66% OF THE BUDGET YEAR IS OVER
93% OF THE BUDGETED REVENUE HAS BEEN RECEIVED
45% 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	5,114.40	1,643,164.40	94.55	94,725.60
Delinquent Tax Jackson Co.	100402	43,250.00	1,380.60	32,302.73	74.69	10,947.27
Current Tax Josephine Co.	100405	243,110.00	1,404.72	227,579.86	93.61	15,530.14
Delinquent Tax Josephine Co.	100406	8,750.00	350.48	5,849.51	66.85	2,900.49
Total Taxes		2,033,000.00	8,250.20	1,908,896.50	93.90	124,103.50
Net Working Capital		1,919,400.00		2,042,292.54	106.40	-122,892.54
Fire Suppression Fees	100421	5,000.00	0.00	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	18,313.90	325,756.48	72.23	125,243.52
Landowner Contributions	100446	0.00	0.00	0.00	0.00	0.00
Interest Earned	100450	60,000.00	9,238.69	69,534.02	115.89	-9,534.02
Misc. Income	100471	10,000.00	1,672.51	13,374.06	133.74	-3,374.06
Rents	100471.2	8,400.00	450.00	4,950.00	58.93	3,450.00
Sale of Assets	100484	0.00	0.00	0.00	0.00	0.00
Total Other Resources		544,400.00	29,675.10	510,960.69	93.86	-89,453.23
TOTAL RESOURCES		2,577,400.00	37,925.30	2,419,857.19	93.89	34,650.27

APPLEGATE VALLEY RURAL FIRE PROTECTION DISTRICT # 9
1095 UPPER APPLEGATE RD.
JACKSONVILLE, OR, 97530
STATEMENT OF REVENUE AND EXPENDITURES
BUDGET VERSUS ACTUAL COMPARISON
February 28, 2025

GENERAL FUND

	Account Number	Annual Budget	Current Month	Year To Date	% Of Budget	Remaining Balance
Fire Chief	100501	117,000.00	8,988.00	76,398.00	65.30	40,602.00
Operations Chief	100502	92,500.00	7,260.74	57,214.93	61.85	35,285.07
Logistics Chief	100503	78,000.00	6,036.46	50,676.06	64.97	27,323.94
Administration Chief	100504	81,000.00	6,223.16	52,896.86	65.30	28,103.14
Seasonal Firefighters	100505	140,000.00	0.00	113,737.50	81.24	26,262.50
Shift Personnel #1	100506	64,000.00	4,785.22	39,963.16	62.44	24,036.84
Shift Personnel #2	100507	71,000.00	5,123.30	45,491.80	64.07	25,508.20
Shift Personnel #3	100508	69,000.00	5,302.14	44,282.99	64.18	24,717.01
Extra Staff/Shift Coverage	100509	20,000.00	600.00	9,765.00	48.83	10,235.00
Fuels Reduction Specialist	100510	83,000.00	3,825.00	24,649.00	29.70	58,351.00
HRA VEBA	100511	24,000.00	1,983.38	15,725.37	65.52	8,274.63
Medical Insurance	100512	350,000.00	30,441.75	241,592.94	69.03	108,407.06
PERS	100513	275,000.00	19,380.29	193,096.28	70.22	81,903.72
Vehicle Stipend	100514	5,500.00	1,100.00			
Workers Comp. Insurance	100515	40,000.00	0.00	66,812.91	167.03	-26,812.91
Unemployment	100516	8,000.00	0.00	1,246.78	15.58	6,753.22
Uniform Allowance	100517	20,000.00	2,227.13	10,073.65	50.37	9,926.35
Coverage Overtime	100518.1	30,000.00	1,407.16	32,231.44	107.44	-2,231.44
Reimbursable Overtime	100518.2	60,000.00	3,512.45	92,290.17	153.82	-32,290.17
Payroll Taxes (FICA & Medicare)	100520	40,000.00	1,825.72	28,386.66	70.97	11,613.34
Oregon Growth Plan	100521.1	18,500.00	1,612.42	14,230.25	76.92	4,269.75
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	8,382.23	73,451.89	62.25	44,548.11
OSFM Fire Marshal	100532	69,000.00	5,509.32	46,333.38	67.15	22,666.62
Recruitment & Retention Coord.	100533	25,000.00	1,044.00	15,540.00	62.16	9,460.00
EMS Grant Apprentice	100534	200,000.00	15,778.64	135,027.28	67.51	64,972.72
Medical Reimbursement	100599	5,000.00	0.00	2,471.00	49.42	2,529.00
TOTAL PERSONNEL SERVICES		2,116,000.00	142,348.51	1,488,257.50	70.33	627,742.50

APPLEGATE VALLEY RURAL FIRE PROTECTION DISTRICT # 9
1095 UPPER APPLEGATE RD.
JACKSONVILLE, OR, 97530
STATEMENT OF REVENUE AND EXPENDITURES
BUDGET VERSUS ACTUAL COMPARISON
February 28, 2025

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	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	1,187.20	4,861.24	51.17	4,638.76
Medical Supplies	100603	20,000.00	2,443.33	8,381.74	41.91	11,618.26
Office Supplies	100604	3,500.00	770.37	3,030.49	86.59	469.51
Postage & Freight	100605	4,000.00	19.99	1,493.27	37.33	2,506.73
Dues & Subscriptions	100606	7,500.00	526.78	6,320.40	84.27	1,179.60
Laundry, Cleaning & Trash	100607	12,000.00	1,337.79	8,958.45	74.65	3,041.55
Administrative Expenses	100608	20,000.00	807.24	7,628.46	38.14	12,371.54
Reimbursable Fire Expenses	100608.2	5,000.00	0.00	1,858.91	37.18	3,141.09
Fire Prevention	100609	10,000.00	470.91	7,500.39	75.00	2,499.61
Instruction & Training	100610	20,000.00	3,050.00	9,896.68	49.48	10,103.32
Volunteer Programs	100611	40,000.00	810.53	1,185.53	2.96	38,814.47
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	41,254.03	75.01	13,745.97
Professional Fees	100617	24,000.00	0.00	50,825.55	319.75	-52,739.62
Board Attorney	100617		0.00	0.00		
District Attorney	100617		3,312.00	25,914.07		
Elections & Legal Publication	100618	2,500.00	0.00	0.00	0.00	2,500.00
District Insurance- General	100619	60,000.00	382.00	53,487.72	89.15	6,512.28
Health and Wellness	100621	16,500.00	0.00	10,187.55	61.74	6,312.45
Office Equipment/Furnishings	100622	10,000.00	0.00	2,556.58	25.57	7,443.42
Vol. Recruitment & Retention	100623	8,000.00	0.00	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	11,343.27	27,274.60	90.92	2,725.40
Fire Equipment	100636	25,000.00	604.08	14,441.45	57.77	10,558.55
PPE	100637	28,000.00	8,124.18	10,537.65	37.63	17,462.35
Vehicle Gas & Oil	100644	50,000.00	5,956.79	29,876.29	59.75	20,123.71
Electricity	100645	38,000.00	3,745.27	22,571.88	59.40	15,428.12
Draft Site Const. & Repair	100646	5,000.00	2,899.23	5,248.30	104.97	-248.30
Grounds Maintenance	100647	12,000.00	0.00	13,631.29	113.59	-1,631.29
Building Repair & Maint.	100648	30,000.00	499.20	15,876.88	52.92	14,123.12
Telephone	100649	30,000.00	2,658.50	14,083.77	46.95	15,916.23
Equipment Rental	100651	1,000.00	0.00	0.00	0.00	1,000.00
Equipment Repair & Maint.	100660	58,000.00	7,004.83	45,033.78	77.64	12,966.22
Equipment Testing & Certification	100661	17,500.00	1,159.68	9,594.22	54.82	7,905.78
College/Student Program	100670	40,000.00	0.00	8,889.99	22.22	31,110.01
Grant Expenditures	100690	0.00	728.35	4,244.87	0.00	-4,244.87
TOTAL MATERIALS & SERVICES		711,800.00	59,841.52	452,107.03	63.52	259,692.97

APPLEGATE VALLEY RURAL FIRE PROTECTION DISTRICT # 9
1095 UPPER APPLEGATE RD.
JACKSONVILLE, OR, 97530
STATEMENT OF REVENUE AND EXPENDITURES
BUDGET VERSUS ACTUAL COMPARISON
February 28, 2025

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	9,908.08	77,791.05	59.84	52,208.95
Capital Grant Expenditures	100740	0.00	0.00	0.00	0.00	0.00
TOTAL CAPITAL OUTLAY		169,500.00	9,908.08	103,285.81	60.94	66,214.19
Contingency	100795	190,000.00	5,500.00	5,500.00	2.89	184,500.00
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		4,502,300.00	212,098.11	2,043,650.34	45.39	2,453,149.66
TOTAL RESOURCES			37,925.30	2,419,857.19		
TOTAL REQUIREMENTS			-212,098.11	-2,043,650.34		
ENDING FUND BALANCE			-174,172.81	376,206.85		
Beginning Fund Balance		2,042,292.54	6/30/2024			
Excess Rev/Exp		376,206.85				
Ending Fund Balance		2,418,499.39				

APPLEGATE VALLEY RURAL FIRE PROTECTION DISTRICT # 9
1095 UPPER APPLEGATE RD.
JACKSONVILLE, OR, 97530
STATEMENT OF REVENUE AND EXPENDITURES
BUDGET VERSUS ACTUAL COMPARISON
February 28, 2025

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	1967.52	17,984.81	89.92	2,015.19
TOTAL RESOURCES		20,000.00	1,967.52	17,984.81	89.92	2,015.19
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	1,967.52	17,984.81		
TOTAL REQUIREMENTS		0.00	0.00	0.00		
RESERVE FOR FUTURE EXPENDITURES		20,000.00	1,967.52	17,984.81		
Beginning Fund Balance	3002	529,839.02	6/30/2024			
RESERVED FOR FUTURE EXP		17,984.81				
Ending Fund Balance		547,823.83				

APPLEGATE VALLEY RURAL FIRE PROTECTION DISTRICT # 9



APPLEGATE FIRE DISTRICT

1095 UPPER APPLEGATE RD. JACKSONVILLE, OR 97530

PHONE: 541.899.1050 FAX: 541.899.9314

Fire Chief's Report

February 2025

- Williams Fire District
- Type 3 Engine
- 2025 Oregon Legislative Session
 - Legislative Funding Request
 - \$482 for two RC Tracked Masticators and one RC Tracked Air Curtain Burner.
 - SDAO Legislator Meet & Greet March 12th.
- ISO Review
- JCFD5 Type 1 Engine
- Water Tanks at Stations 52, 53, 57, & 55
- Water Tender Project
- Radio Infrastructure Project
- 2025/26 Budget Prep
- Grant Requests Awaiting Decisions
 - AFG
 - \$50k for FF Training, PPE, and Portable Radios
 - \$900k for two Type 1 Engines
 - Re-Oregon Planning, Infrastructure, & Economic Revitalization (PIER)
 - \$1.05M for Firefighter Positions through FY 2027/2028
 - 2 current positions + 1 more
 - \$600K for Station 51 Expansion
 - \$578K for Mulchers and Fuels Work
- Cost Recovery Billing



APPLEGATE FIRE DISTRICT
1095 UPPER APPLEGATE RD. JACKSONVILLE, OR 97530
PHONE: 541.899.1050 FAX: 541.899.9314

Deputy Chief's Report

February 2025

Monthly Statistics

- 56 Incidents
- 5 Overlapping Incidents, 8.93% of total incidents
- 9 Mutual/Auto Aid Incidents; 16.07% of total incidents
- See attached report

Notable Events

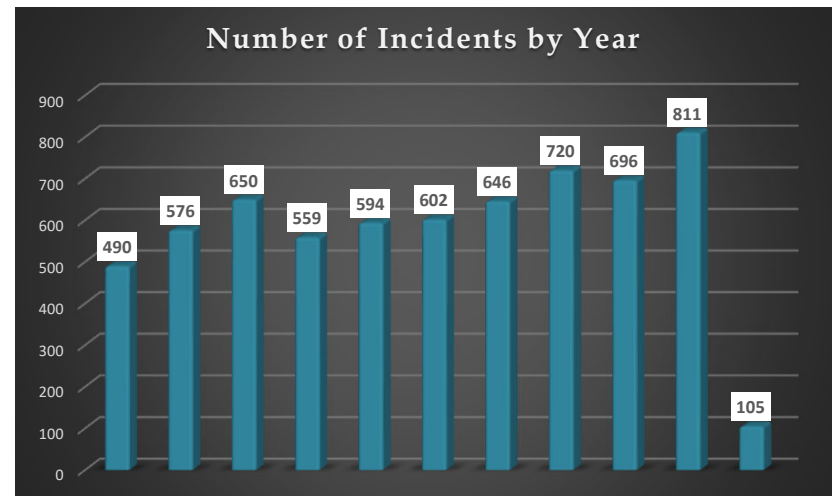
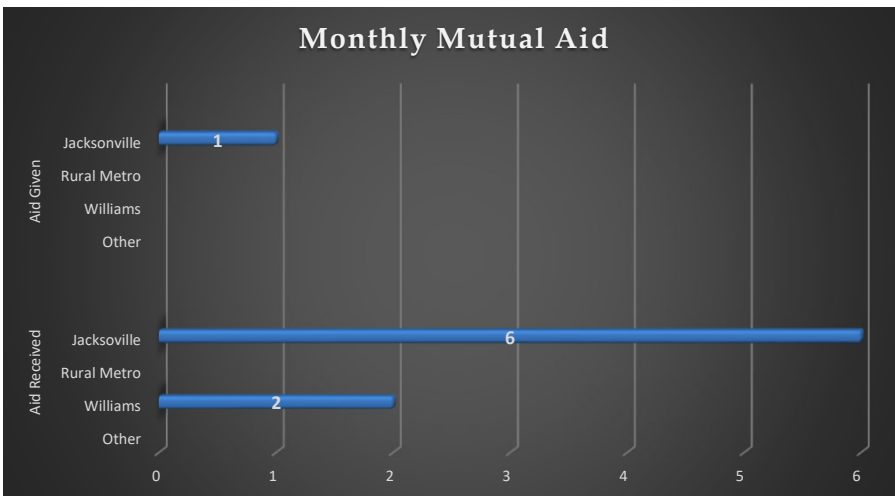
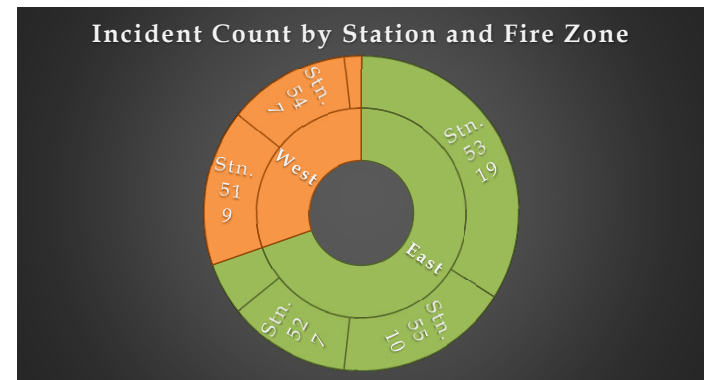
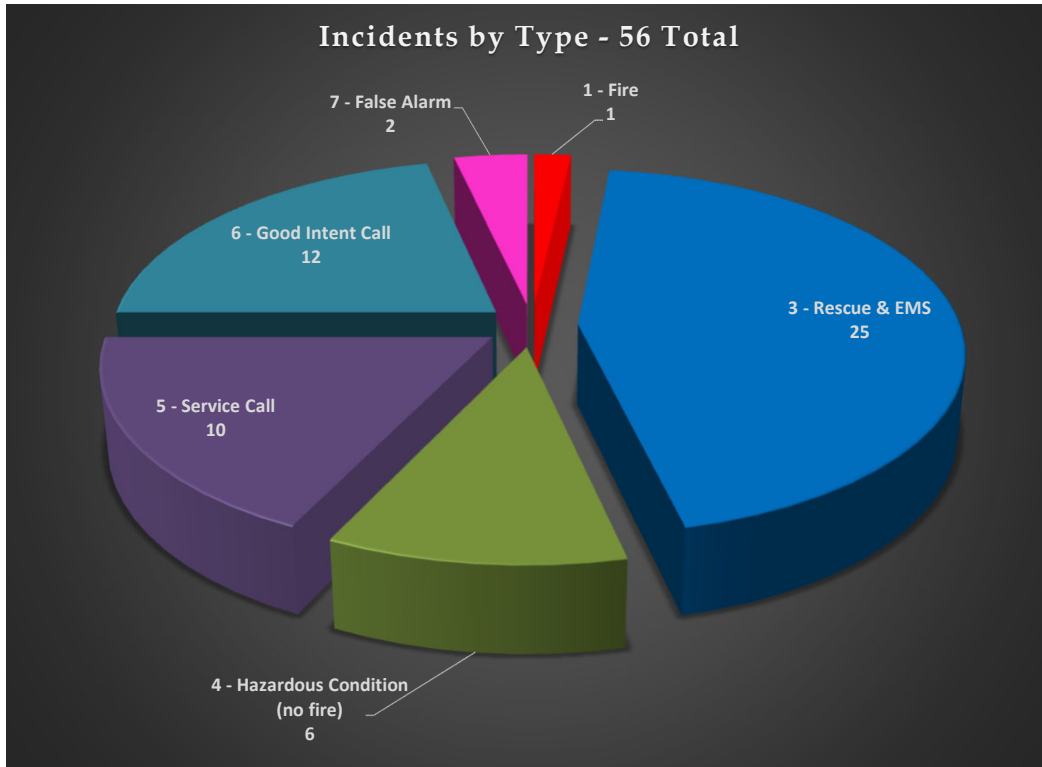
- Adoption of the Rogue Valley Fire Rescue Standing Orders (RVFRSO)
- Deployed new uniforms for shift personnel
- Hosted RITA Firefighter 1 Academy (2/22) graduation; AFD had 3 graduates
- Launched announcement for Seasonal Firefighters

Summary of Activities

- Hosted our first training event with First Due; focus of Responder and Pre-Plan
- Utilizing the Training module in First Due for required training assignments
- Deployed "Certifications" within First Due for tracking EMS re-licensure hours
- Went live with electronic submittal of Training Request Forms (TRF) to training@applegatefd.com
- Continued efforts on analyzing our data for response, training, and asset management
- Updated and deployed all required apparatus and equipment checks using First Due
- Finalizing project plan to create a "clean room" at Station 53 where the compressor currently sits
- Continued work on the rebranding project

PROUDLY SERVING
The Applegate Valley

Alarm Statistics - February 2025





APPLEGATE FIRE DISTRICT

1095 UPPER APPLEGATE RD. JACKSONVILLE, OR 97530

PHONE: 541.899.1050 FAX: 541.899.9314

Maintenance Officer's Report

February 2025

- Equipment
 - Serviced Air53, WT54
 - EGR cooler pipes and lines and gaskets leaking pipes. R&R all pipes, hoses. Changed thermostat. Changed all radiator and heater hoses. R&R serpentine belt. Coolant system now fully serviced.
 - E51 brake down. Stop engine light on pulled codes found crank sensor hi psi. Troubleshoot found crankcase breather plugged excessive oil. R&R new filter. Oil over filled possible cause or related to fuel contamination, under observation.
 - All other repairs minor.

- Facilities and Grounds
 - Replaced thermostat station 56 was sticking on. D/C one heater bay now has one heater to decrease load.
 - Shop keeping, purchased tools for fluid handling and storage. Repaired and broken shop tools. Serviced shop tools that require service or adjustment.



APPLEGATE FIRE DISTRICT
1095 UPPER APPLEGATE RD. JACKSONVILLE, OR 97530
PHONE: 541.899.1050 FAX: 541.899.9314

Fire Marshal's Report

February 2025

- Home Defensible Space Assessments – 5
- Construction Permit (Fire Safety) Inspections
 - February 2024 – 5
 - Initial Dwellings – 1
 - Replacement Dwellings – 0
 - Agricultural Buildings – 3
 - Shops/Garages – 1
 - Other – 0
 - Year to Date – 9
- Business Inspections - 0
- Pre-Incident Plans - 0
- Prevention & Public Education
 - All Things Fire Fair / Planning
 - Wagon Trail Drive Firewise project.
 - 2025 Northwest Youth Corps Field Season / Training
 - BLM Title II Grant Awards
 - Humbug Creek / Thompson Creek Firewise communities.

Consideration of Prescribed Fire Use and District Involvement

January 2025

Brian Mulhollen, Fire Marshal / Division Chief
Prescribed Fire Burn Boss Type II (RXB2) / Oregon Certified Burn Manager, Understory (OCBM)

Background

Within the forested landscape of The Applegate Valley, with many decades of modern fire suppression leading to the exclusion of a natural fire regime and several missed fire return intervals, fuel loading continues to build on private and public land parcels. Fuel loading has reached alarming levels that pose a catastrophic wildfire risk to our communities that continue to grow within the Wildland Urban Interface (WUI). Untreated vegetation on private or public land parcels, pose an elevated risk due to the current density of fuel loading and proximity to homes and infrastructure. The growing potential that the current landscape experiencing a wildland fire has the likely potential to alter options for fire managers implementing effective fire suppression tactics due to fuel, terrain and rate of fire spread. The impacts and potential consequences to residents and fire suppression personnel during a wildland fire event within these experienced and predicted conditions would be very unfavorable and pose an unacceptable and historically presumed risk.

Several initiatives have been launched and funded by the Oregon Department of Forestry and The Rogue Valley Prescribed Burn Association (RVPBA) that will be working with private landowners to introduce prescribed fire treatments within the Applegate Valley Fire District. This movement is a part of a greater collaborative to reduce the risk of catastrophic wildland fire within the Applegate Valley and promote a fire adapted landscape.

Benefits of Prescribed Fire within the Applegate Valley.

Prescribed fire, or controlled burning, is increasingly recognized as a vital tool for managing forest ecosystems, especially in regions such as Southwest Oregon. This practice has multifaceted benefits, including ecological restoration, reduced fuel loading, and enhances fire suppression capabilities and structure protection during a wildland fire incident. The focus of the Applegate Valley Fire District would be to enhance structure defensibility and emergency egress routes through prescribed fire utilization.

Prescribed Burn Associations

Prescribed Burn Associations (PBAs) are community-based networks of individuals and organizations interested in using prescribed burning, primarily on private lands. PBAs can include a wide range of people: landowners, curious neighbors, natural resource professionals, agricultural producers, and firefighters. PBAs help the hosting landowner accomplish their burn safely and at low cost by sharing equipment, skills and labor. They support landowners through all the steps to access technical assistance, acquire permits, and coordinate help from other members. When the weather conditions are appropriate, PBA members join the landowner to conduct the burn on their property. Each burn is a valuable training opportunity that reduces wildfire risk and increases the health of the land when executed correctly. The Rogue Valley Prescribed Burn Association and it's newest Applegate Valley

Chapter has been very active within the Applegate Valley with networking, education and assisting landowners treat their land with the use of fire. Oregon Department of Forestry, Southwest Oregon District is in full support of the RVPBA and has funded them for education and training of landowners. The SWO district has also made a cache of fire equipment available to the RVPBA for use on burns throughout Southern Oregon.

National Resource Conservation Service, (NRCS) Regional Cooperator Partnership Program (RCPP).

In 2024, ODF Southwest Oregon District was awarded \$10M in funding over a 10-year period to implement and promote prescribed fire within 5 counties of Southern Oregon, with a heavy focus on The Applegate Valley. In June 2024, The Fire District was a part of conversations during the grant writing process and asked for funding to help implement and steer the program within the Applegate Valley. It is still undetermined in the district's role and funding levels. Our proposal included positions to help implement and work directly with landowners who want to take advantage of implementation and help implement actions within the Applegate Valley Community Wildfire Protection Plan rewrite.

Planning and Public Safety

In 2021, Oregon Senate Bill 762 created the Oregon Certified Burn Manager program (OCBM) and later Oregon house bill 4016 created an insurance policy / fund that aids landowners up to \$1M in damages if the burn was pre-enrolled and operationally followed all of the state requirements.

The requirements and protections afforded by this legislation is designed to promote properly managed prescribed fire.

The focus and direction of the Fuels Management Program at Applegate Valley Fire District began with a strong belief of providing an advocate for our residents prior to, during and after a wildland fire event. With the issues associated with fire management and the use of prescribed fire as a tool, this direction and advocacy only becomes more evident and stronger as the district works along side our residents to strengthen resiliency to wildland fire.

As the formation of an Applegate Valley Chapter of the Rogue Valley PBA, The Division of Fire Prevention and Life Safety has a key role to play when working with residents that wish to utilize this effective fire prevention method. Moving forward as the Fire Marshal, I would like to support our residents and the collaborative prescribed fire movement in these ways.

- 1) Include prescribed fire emphasis and education with landowners about the facts and best management practices when implementing a prescribed fire.
- 2) Engage with land owners about fuel reduction methods, including prescribed fire.
- 3) Host or participate in a series of community meetings and lead a conversation about the planned and responsible utilization of prescribed fire.
- 4) Ensure coordination between practitioners, landowners and community groups engaged in assisting landowners with prescribed fire.
- 5) Fire Marshal authority for coordination and review of burn plans prior to implementation. Consideration of a county ordinance requiring the notification and burn plan review.
- 6) AVFD personnel involved in burn implementation support as directed by the fire chief. Personnel would not fill the role of Burn Boss.



APPLEGATE FIRE DISTRICT

1095 UPPER APPLEGATE RD. JACKSONVILLE, OR 97530

PHONE: 541.899.1050 FAX: 541.899.9314

Recruitment Retention Coordinator Report

FEBRUARY 2024

- Created flyers for Coffee with the Chief and the Spaghetti Dinner
- Posted on social media
- Put flyers out throughout the district
- I have been communicating with two people interested in becoming students. One did not pass reference checks.

PROUDLY SERVING

The Applegate Valley



APPLEGATE FIRE DISTRICT

1095 UPPER APPLEGATE RD. JACKSONVILLE, OR 97530
PHONE: 541.899.1050 FAX: 541.899.9314

March 13, 2025

Dear Board Members,

Staff does not yet have a fully developed proposal for revising our Cost Recovery program, but we wanted to provide you with an update on our research and efforts so far. As you are aware, there has been discussion around expanding our billing practices to recoup costs associated with certain types of incidents, particularly those involving non-taxpaying individuals and EMS responses.

Currently, the district has a cost recovery policy, but it is narrowly focused on motor vehicle collisions (MVCs) involving non-residents of the district. Additionally, our team has not been particularly diligent in pursuing cost recovery under this policy, which has resulted in limited financial returns. Recognizing the limitations of our current approach and the potential benefits of expanding cost recovery, staff has been actively working on a revised and more robust cost recovery program. Staff has committed considerable time to this subject and will continue to do so unless the Board indicates otherwise. However, with staff currently working on the FY 2025/26 budget and fire season rapidly approaching, it may be closer to the end of the calendar year before we have a complete proposal to present.

While increasing funding is a consideration, the primary motivation behind exploring billing for services should be to reduce unnecessary 911 calls and prevent misuse of emergency resources. Excessive and avoidable calls place a significant strain on our operations in multiple ways. Fire crews and apparatus are dispatched to every alarm as if it were a real emergency. False alarms and preventable calls tie up resources that could be needed elsewhere. Responding to alarms carries inherent risks, including vehicle accidents, injuries, and exposure to hazardous conditions. Repeated false alarms strain firefighter morale and lead to burnout, especially during overnight shifts or long work periods.

Repeated false alarms from a specific location may also lead to a “cry wolf” effect, where firefighters subconsciously lower their urgency in real emergencies. Every response incurs fuel, equipment usage, and personnel expenses, wasting department resources on unnecessary calls. If crews are tied up on a false alarm, response to an actual emergency may be delayed, with potentially life-threatening consequences. Frequent emergency responses also accelerate the wear and tear on vehicles and equipment, increasing maintenance costs.

Staff has been actively researching recent incidents to identify potential billing opportunities. Additionally, we have been meeting with third-party billing companies to explore the feasibility and efficiency of implementing a more robust billing system. These discussions have provided valuable insight into best practices, industry standards, and potential revenue recovery strategies.

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As part of my research efforts, in the last month, I have met with ODF Medford Unit Forester Lee Winslow and Mercy Flights CEO Sheila Clough to discuss billing-related topics and gather perspectives on how other agencies handle cost recovery. Specifically, I inquired about any conflicts or potential difficulties they would foresee impacting their organizations if Applegate were to implement a more robust cost recovery program.

Lee Winslow indicated that he did not anticipate any direct complications for ODF. However, he noted that individuals being billed might be confused in cases where both ODF and Applegate billed for the same incident.

Sheila Clough echoed similar concerns but also indicated that if insurance billing were involved, it could create additional complications. She noted the possibility that insurance companies might only pay out on one of the two bills, potentially leaving the other entity without reimbursement. Additionally, she stated her belief that if we choose to start billing medical patients, we will need to have someone with billing certifications and must be diligent about staying within state and national medical billing regulations. Furthermore, she is not certain that we could legally bill for medical responses at all, given that we do not hold the Ambulance Service Area (ASA) agreement for our jurisdiction. Based on these concerns, staff does not recommend that the district begin billing for EMS/medical calls. The potential complications of insurance compliance, regulatory issues, and collection difficulties, coupled with the risk of discouraging emergency calls, outweigh the possible benefits of recovering EMS-related costs.

While I understand that we shouldn't hamper our decisions or operations based on the fact that "nobody else does it," the reality that I am unaware of any non-transport fire departments that bill for EMS/medical calls should at least serve as an indicator that the practice does not follow industry best practices and/or does not pay for itself. If EMS billing were a viable and financially sustainable option for non-transport agencies, it is likely that other departments would have adopted it. The fact that they have not suggests that the challenges associated with EMS billing outweigh the potential benefits.

We have also been reviewing Oregon Revised Statutes (ORS) to determine what legal authority we have to bill for specific types of incidents. Additionally, we are exploring the possibility of establishing Fire District Ordinances to support enforcement and cost recovery efforts for these situations. This may provide a structured and legally supported framework for billing individuals or entities responsible for unnecessary or preventable resource utilization.

As part of this evaluation, staff has reviewed the OSFM Standardized Cost Schedule and found that it would provide approximately half of what our current policy allows for cost recovery. Based on this analysis, staff recommends continuing with a policy in which the Board of Directors establishes the rates, rather than adopting the OSFM rates. Additionally, we believe that our current rates have not been updated in over five years and are likely due for reevaluation to ensure they adequately reflect our operational costs and resource commitments. In our research, we have also looked at Rural/Metro Fire's rates, as well as what a couple of third-party billing companies typically see, and our initial

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impression is that our rates are woefully low in comparison. This suggests that a rate adjustment is likely necessary to better align with industry standards and actual costs incurred by the district.

Staff largely recommends billing for calls that involve willful, negligent, or risky behavior, regardless of whether the responsible individual is a resident or taxpayer of the district. These types of incidents are mostly preventable, place an undue burden on district resources, and often require significant time and personnel to mitigate. By holding individuals accountable for preventable and avoidable incidents, we can promote responsibility while ensuring cost recovery for services rendered.

Some of the key types of incidents being considered for billing include:

- Motor vehicle collisions (MVCs), particularly when significant resources are committed.
- Technical rescues requiring specialized equipment and personnel for extrications, rope rescues, water rescues, confined space rescues, etc.
- Hazardous materials calls, including responses to hazardous materials spills, leaks, or other incidents requiring mitigation and cleanup efforts.
- False fire alarms when alarm systems are repeatedly activated due to lack of maintenance or owner negligence.
- Escaped open burns that are not properly controlled, leading to the fire crossing property lines and necessitating fire district intervention.
- Burning during fire season, which creates the risk of fire spread and emergency incidents requiring district resources.
- Illegal burning, including when prohibited due to air quality regulations. These calls are regulatory violations, not emergencies, and represent willful actions that unnecessarily tax emergency resources.
- Misuse of 911 services, particularly involving repeat offenders who habitually rely on emergency services for non-emergent assistance.

With staff currently working on the FY 2025/26 budget and fire season quickly approaching, we anticipate that a complete cost recovery proposal will not be ready until late in the calendar year. Unless directed otherwise, staff will continue to dedicate time and resources to developing this proposal.

Please let me know if you have any questions or specific areas you would like us to focus on as we move forward.

Sincerely,
Chris

2025/26 WAGE COMPENSATION PLAN 4%

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7
DEPUTY CHIEF							
ANNUAL	\$ 81,768.93	\$ 84,297.86	\$ 86,905.01	\$ 89,592.80	\$ 92,363.71	\$ 95,220.32	\$ 98,165.27
BI-WEEKLY	\$ 3,144.96	\$ 3,242.23	\$ 3,342.50	\$ 3,445.88	\$ 3,552.45	\$ 3,662.32	\$ 3,775.59
HOURLY	\$ 39.31	\$ 40.53	\$ 41.78	\$ 43.07	\$ 44.41	\$ 45.78	\$ 47.19
DIVISION CHIEF							
ANNUAL	\$ 70,083.82	\$ 72,251.36	\$ 74,485.94	\$ 76,789.63	\$ 79,164.57	\$ 81,612.96	\$ 84,137.07
BI-WEEKLY	\$ 2,695.53	\$ 2,778.90	\$ 2,864.84	\$ 2,953.45	\$ 3,044.79	\$ 3,138.96	\$ 3,236.04
HOURLY	\$ 33.69	\$ 34.74	\$ 35.81	\$ 36.92	\$ 38.06	\$ 39.24	\$ 40.45
SHIFT SUPERVISOR							
	Set per Union Contract						
ANNUAL	\$ 60,850.04	\$ 63,117.67	\$ 65,458.53	\$ 69,266.93	\$ 72,738.15		
BI-WEEKLY	\$ 2,340.39	\$ 2,427.60	\$ 2,517.64	\$ 2,664.11	\$ 2,797.62		
HOURLY	\$ 21.13	\$ 21.92	\$ 22.73	\$ 24.05	\$ 25.26		
SHIFT FIREFIGHTER							
ANNUAL	\$ 56,407.98	\$ 58,510.07	\$ 60,680.05				
BI-WEEKLY	\$ 2,169.54	\$ 2,250.39	\$ 2,333.85				
HOURLY	\$ 19.59	\$ 20.32	\$ 21.07				
Recruitment & Retention (part-time)							
ANNUAL	\$ 25,958.40						
BI-WEEKLY	\$ 998.40						
HOURLY	\$ 24.96						
FIRE CHIEF							
ANNUAL	\$ 121,517.76						
BI-WEEKLY	\$ 4,673.76						
HOURLY	\$ 58.42						

APPLEGATE FIRE DISTRICT

Board of Directors Agenda Item

Date: March 11, 2025

To: Board of Directors

From: Chris Wolfard

Agenda Subject: Station 51 and 55 Residences

Overview of Agenda Subject:

Staff is the Board of Directors to rescind last month's motion to change the residence at Station 55 to Student style housing and instead turn it into a regular rental property.

Agenda Subject Brief Background:

- 1056 square foot, 3 bed, 2 bath, 2002 Fleetwood double wide manufactured home.
- Has been a rental for volunteer firefighters and their families since it was installed in 2003/04, with the intent that the volunteer would regularly respond to calls and help keep the station and equipment maintained. This really hasn't worked as planned.
- Last month, the Fire Chief requested a trial period of making the residence at Station 55 "student housing".
- After further deliberation, Staff is now recommending 51 as Student Housing and Station 55 as a regular rental.

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

- Staff recommends:
 - Station 55 – immediately seek a regular renter.
 - Station 51 – beginning September 29th, convert to Student style housing.

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

APPLEGATE FIRE DISTRICT

Board of Directors Agenda Item

Date: March 11, 2025

To: Board of Directors

From: Chief Wolfard

Agenda Subject: Brush Engine Trade

Overview of Agenda Subject:

Staff is requesting permission, to instead of auctioning the Type 5 Wildland Engine, trading it to the newly formed Klamath Marsh Fire Department.

Agenda Subject Brief Background:

- 1998 International Type 5 Wildland Engine. This vehicle is owned by the district and is a former ODF Engine that we acquired about 16 years ago. It is in good condition. Valuation is difficult to determine, but staff believes that it could fetch \$5k to \$10k.
- Since receiving permission to auction this vehicle, an opportunity has arisen for us to trade it for a Type 1 Engine.
- We need another Type 1 Engine for ISO purposes.

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

Staff recommends trading.

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

Fire and Emergency Services Agreement

This agreement is made and entered into this ____ day of _____ 2025 by and between the Applegate Valley Fire District (“the District”) and Valley Fire Service Inc, dba Rural Metro Fire (“Rural Metro”) and shall be effective July 1, 2025 (“the Effective Date”)

Recitals:

A: The District is a fire district created and existing under the law of the State of Oregon

B: The District desires to provide for fire protection, emergency medical services and other emergency and non-emergency calls for assistance within its district coverage area (“Coverage Area”) as adopted and amended on October 16, 2024. The properties more specifically identified in Appendix A (Agreement Properties).

C: Rural Metro is in the business of furnishing fire protection services, non-transport emergency medical services, and other emergency and non-emergency calls for assistance.

D: Rural Metro desires to provide the District with these services.

E: The District desires to enter into an agreement with Rural Metro whereby Rural Metro will provide the District with fire and emergency related services to be undertaken in accordance with the responsibilities as set forth in this Agreement.

F: Both parties acknowledge that the district will be working towards the capability to provide services to the area as outlined in Appendix A and at a future date the District will no longer require this agreement.

G: Both parties acknowledge that this agreement only applies to the area as set forth in Appendix A and any services provided by either party to the other in other areas of the District or Rural Metro service area are governed by existing mutual or automatic aid agreements.

Now therefore, in consideration of the mutual undertakings and promises contained herein, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

ARTICLE I

GENERAL RESPONSIBILITIES, OBLIGATIONS AND DUTIES OF RURAL METRO

1.1 Fire and Emergency Related Activities. In the Agreement Properties, Rural Metro and its personnel shall be trained and equipped to perform, and shall use its best efforts to perform the following fire and emergency related activities (referred to herein as the “Services”):

a. Fire suppression activities related to structures and buildings of whatever kind, natural vegetation fires, trash fires, or other hostile fires of whatever natures.

b. Basic life support to all emergency medical requests or incidents dispatched pursuant to the EMD recommendations of the dispatch system.

c. Rescue activities to calls for motor vehicle crashes or other incidents requiring technical rescue capabilities up to the level in which Rural Metro is trained and equipped.

d. Public Assistance: Requests for assistance to the public as requested by the District and agreed upon through a written memorandum of understanding.

e. Other activities as requested and agreed upon through a written memorandum of understanding.

1.2 Response: Rural Metro shall respond to calls for service as the primary responding fire agency in the Agreement Area.

1.3 Communications Center: Rural Metro shall, for the term of this agreement, handle incidents in the Agreement Area on its primary dispatch frequency until such time as a request is made to switch to a tactical channel or the primary dispatch frequency of the District.

1.4 Fire and Emergency Related Equipment Assignments. Rural Metro will make fire and emergency equipment assignments to the Coverage Area in coordination with the District. Any changes will be agreed upon prior to the change. If and when necessary, Rural Metro will communicate any long-term changes to the availability of equipment for assignment in the Coverage Area.

1.5 Required Reports. Rural Metro shall be responsible for providing reports of incidents to the District for any property that is not currently a subscriber to Rural Metro. This includes reports for services provided to transient motorist receiving any services.

1.6 Consideration Calculation and Billing. Rural Metro shall produce an itemized billing statement listing which properties in the Coverage Area have been annexed into the District using data from the Josephine County Assessor by the 1st Wednesday of November each year that shows the property ID, property address, Net Assessed Value, the total fee for each property using the fee schedule as described 2.2 of this Agreement, and the total fee due, and the total fee due for services provided under this Agreement.

ARTICLE II

TERM, TERMINATION AND CONSIDERATION

2.1 Term. The Initial term of this agreement shall be for a period of 60 months from the effective date of July 1, 2025 to June 30, 2030. On or before January 1 of the final year of the term, the District shall provide written notice to Rural Metro whether the district will be terminating this agreement. If such a written notice is not provided, the agreement will automatically renew for another 12-month term.

2.2 Consideration. For the performances of the Services set forth in this Agreement, the District shall pay Rural Metro an annual fee. The Annual fee is calculated based on the then current Net Assessed Value ("NAV") as determined by the Josephine County Assessor each year. The fee will be the sum of all NAV divided by 1000 and multiplied by 1.6787 (1.6787/1000 NAV) of any properties in the Coverage Area

that have annexed into the fire district. The fee will be calculated in November of each year of the term of this agreement, payable in January of the following year and cover the current District fiscal year, July 1-June 30. Any properties that annex into the District mid-year will have the fee prorated. If the property that annexed into the District had a current membership with Rural Metro, the District will only be billed any difference between the end of the memberships terms and the next July 1. If no current Rural Metro membership exists, the District will be billed the full pro-rated amount.

2.3 Additional Compensation and Services. The District will pay additional compensation it receives for services provided by Rural Metro to persons or properties that are not annexed into the District or are Rural Metro Subscribers. This compensation will be for 50% of the collected revenue for the Rural Metro units and personnel billed for.

2.4 Rural Metro Memberships. The District shall allow, not interfere with or otherwise hinder, Rural Metro from selling and maintaining memberships within the Coverage Area for the term of this Agreement. The District will notify Rural Metro of any annexations into the District.

2.5 Termination by Rural Metro.

a. For Convenience: Rural Metro may terminate this agreement for convenience twelve months (12) after written notice to the District. If Rural Metro terminates the agreement for convenience, any amount paid by the District for future services will be returned to the District on a pro-rated basis.

b. For Non-Payment by the District. Rural Metro shall have the right, upon thirty (30) days written notice, to cease service as required by this Agreement in the event the District fails to pay the compensation as provided under this Agreement when due. The District further relieves and releases Rural Metro of any liability for any losses, liabilities, costs and claims occurring during such time Rural Metro has ceased services as provided herein. Notwithstanding the above, Rural Metro reserves all other rights and legal remedies which may be available to it.

2.6 Termination by the District.

a. For Convenience. During the term of this agreement the District may provide written notice to Rural Metro by July 1 of any year with termination of the agreement occurring June 30th of the following year. Upon termination for convenience, Rural Metro shall be paid a pro-rated amount for the services performed to the termination date if any

b. For Lack of Funding. The District may terminate this agreement with ninety (90) days written notice for lack of funds. Upon termination for lack of funding, Rural Metro shall be paid a pro-rated amount for the services performed to the termination date if any.

ARTICLE III

MISCELLANEOUS

3.1 Governing Law. This Agreement shall be governed, construed, and controlled by the laws of the State of Oregon. The parties agree to comply with all County, State and Federal laws.

3.2 Binding Effect. The Agreement and the terms, provisions, promises, covenants and conditions hereof, shall be binding upon and shall insure to the benefits of the parties hereto and their respective successors, assigns or other legal representatives as herein provided.

3.3 Legal Fees. In the event either party brings action for any relief, declaratory or otherwise, arising out of the Agreement, or on account of any breach or default hereof, the prevailing party shall be entitled to receive from the other party, reasonable attorney's fees, costs, and expenses.

3.4 Waiver. It is agreed and understood that any failure to strictly enforce any provision hereof shall not constitute a waiver of right to demand strict performance of that or any other provisions hereof at any time thereafter.

3.5 Severability. The terms and conditions of this Agreement are separate and separable, and if for any reason, any court of law or administrative agency should deem any provision hereof invalid or inoperative, the remaining provisions of the Agreement shall remain valid and in full force and effect.

3.6 Independent Contractor. Rural Metro is an independent contractor and nothing in the Agreement shall be construed as creating an employment relationship, agency, partnership, or joint venture between the parties. Each party shall control and direct the methods by which it performs its responsibilities hereunder.

3.7 Assignment. No right or obligation hereunder may in any way whatsoever be assigned or delegated to a third party without the express prior written consent of the other party hereto. Notwithstanding the above, this Agreement or any or all of the services required herein may be assigned or subcontracted to any Rural Metro's affiliates, effective upon written approval of the District.

3.8 Notices. Any notice or other communication required or permitted to be given under this Agreement shall be in writing and shall be deemed to have been duly given if (i) delivered to the party at the address set forth below, (ii) deposited in the U.S. Mail, registered or certified, return receipt requested, to the address set forth below, or (iii) given to a recognized and reputable overnight delivery service, to the address set forth below:

If to the District: Applegate Valley Fire District
 1095 Upper Applegate Rd
 Jacksonville, OR 97530
 Attn: Fire Chief

If to Rural Metro: Rural Metro Fire
 807 NE 6th St
 Grants Pass, OR 97526
 Attn: Fire Chief

or at such other address, and to the attention of such other person or officer, as any party may designate in writing by notice duly given pursuant to the Section. Notices shall be deemed received (i) when delivered to the party, (ii) three business days after being placed in the U.S. Mail, properly

addressed, with sufficient postage, or (iii) the following business day after being given to a recognized overnight delivery service, with the person giving the notice paying all required charges and instructing the delivery service to deliver on the following business day. If a copy of a notice is also given to a party's counsel or other recipient, the provisions above governing the date on which notice is deemed to have been received by a party shall mean and refer to the date on which the party, and not its counsel or other recipient to which a copy of the notice may be sent, is deemed to have received the notice.

3.9 Entire Agreement, Conflicts, Amendment. This Agreement constitutes the entire agreement between the parties with relation to the subject matter hereof, and supersedes any previous Agreement or understanding, whether oral or otherwise. In the event of a conflict with the provisions of the Agreement and any exhibits thereof, the terms of this Agreement shall control. No addition, deletion, or other amendment hereto may be made except as is agreed in writing by both parties.

3.10 Counterparts. This Agreement may be executed in several counterparts, each of which shall be an original, but all of which shall constitute one and the same instrument.

3.11 Force Majeure. Except for payment obligations, either party shall be excused for failures and delays in performance of its respective obligations under this Agreement due to any cause beyond its control and without fault, including without limitation, any act of God, war, riot or insurrection, law or regulation, terrorist act, strike, flood, fire, explosion or inability due to any of the aforementioned causes to obtain labor, materials, roadways or facilities. Nevertheless, each party shall use its best efforts to avoid or remove such causes and to continue performance whenever such causes are removed, and shall notify the other party of the problem.

IN WITNESS WHEREOF the parties hereto have caused this Agreement to be executed on the day and year first above written,

Rural Metro

District

**Valley Fire Service Inc,
dba Rural Metro Fire**

Applegate Valley Fire District

By: _____

By: _____

APPLEGATE FIRE DISTRICT

Board of Directors Agenda Item

Date: March 13, 2025

To: Board of Directors

From: Chris Wolfard

Agenda Subject: Job Positions – Exempt/Non Exempt

Overview of Agenda Subject:

Staff is working with SDAO and HR Answer to evaluate if positions are exempt or non-exempt

Agenda Subject Brief Background:

The following position are being reviewed if they are exempt or non-exempt by BOLI standards;

Administration Chief

Logistics Chief

Fire Marshal

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

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