

AGENDA

APPLEGATE VALLEY FIRE DISTRICT

BOARD OF DIRECTORS MEETING

November 20, 2024 – 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

- October 16, 2024 Regular Board Meeting
- November 7, 2024 Special Meeting

5. FISCAL REPORT

- Disbursement Voucher
- Financial Reports

6. FIRE CHIEF'S REPORT

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

7. OLD BUSINESS

- Policy Manual
- Branding / Marketing
- Fire Chief's Performance Evaluation
- Alcohol on district property and facilities, Policy 10.5.7.C – 1st reading
- Administration Chief Job Description Policy 4.4 – 2nd reading
- Recruitment & Retention Coordinator Job Description Policy 4.22 – 2nd reading
- Fuel Reduction Specialist Job Description Policy 4.23 – 2nd reading
- Vacation Benefits Policy 3.12 – 2nd reading
- Mobile Phone Provision or Stipend for Chief Officers Policy 5.18 – 2nd reading

8. NEW BUSINESS

- Discussion on drafting an Ordinance to address False Alarms and Illegal Burning
- Proposed addendum to the Fire Chief's Contract for a Vehicle Stipend option
- Fuel Reduction Grant Funds, Resolution 2024/2025-3
- Improvements/Remodel to HQ Fire Station
- Change in Fees to Transient Public within the District

9. ANNOUNCEMENTS

- Christmas Party December 14th

10. ITEMS TO BE ON THE NEXT AGENDA ADJOURNMENT

**APPLEGATE VALLEY RFPD #9
BOARD OF DIRECTORS MEETING MINUTES
October 16, 2024
Training Building, 1095 Upper Applegate Rd., Jacksonville, OR 97530**



1.0 CALL TO ORDER

Board Meeting called to order by Rob Underwood.
TIME: 4:00 PM

2.0 ROLL CALL

PRESENT: President Rob Underwood, Vice President Julie Barry (arrived at 5:30), Secretary/Treasurer Mike Blaschka, Director Doug Stewart, Director Jeff Hoxsey

ABSENT:

OTHER STAFF & INVITED SPEAKERS: Chris Wolfard (*Fire Chief*), McKenzie Turnbull (Logistics Chief), Tallie Jackson (Admin Chief)

3.0 SPEAKERS AND GUESTS

Brett Fillis – Resident & Former Fire Chief, Steve Nelson – Rural Metro Fire Chief, Bill Ertel – Williams Resident, Austin Prince – Rural Metro, John Holmes – IV Fire, Jason Schonhoff - Volunteer

4.0 REVIEW OF MINUTES FROM PREVIOUS MEETING

The minutes of the September 18, 2024 Board meeting were reviewed and approved as written.

➔ **MOTION:** Rob Underwood moved to approve the September 18, 2024 Board minutes as written. Jeff Hoxsey seconded the motion.

Motion carries as follows.

AYES Blaschka, Stewart, Hoxsey

ABSTAIN Underwood

5.0 FISCAL REPORT

Disbursement Voucher:
No noted concern.

➔ **MOTION:** Rob Underwood moved to approve the September 2024 expenditures as presented in the amount \$261,282.40. Mike Blaschka seconded the motion.

Motion carries as follows.

AYES Underwood, Blaschka, Stewart, Hoxsey

NAYS

The Financial Report review:

Chief Jackson presented a balance sheet report directly from QuickBooks. He requested that it be included in the financial packet with the revision of showing the prior month. Chief Jackson will present a fire season report at next month's meeting.

- **MOTION:** Rob Underwood moved to accept the September 2024 financials as presented. Mike Blaschka seconded the motion.

Motion carries as follows.

AYES Underwood, Blaschka, Stewart, Hoxsey

NAYS

6.0 FIRE CHIEF'S REPORT

Chief Wolfard highlighted working on the annexation project, hiring of the deputy chief position and the frac tank project. Chief Wolfard introduced Lt. Dave Blakely to be promoted to Deputy Chief pending background report.

Deputy Chief Report

Incident stats were provided.

Maintenance Officer Report

Chief Turnbull highlighted the issues with the wells at Station 55 & Station 53.

Fire Marshal Report

Chief Mulhollen highlighted the training and working with the Northwest Youth Corp. Working with Firebrand to help assist with defensible space inspections.

Recruitment & Retention Report

Chief Wolfard highlighted that Aisha has been working with on-boarding new students.

7.0 OLD BUSINESS

Policy Manual Review

Policies will be presented in new business.

Branding / Marketing Policy

Chief Jackson has approved the final layout of the t-shirt design and is awaiting a response from Sign Dude on how to proceed.

Fire Chief's Performance Review

Rob Underwood will be working to complete Chief Wolfard's performance review before next Board Meeting.

Alcohol Policy

Tabled until next meeting.

8.0 NEW BUSINESS

Administration Chief Job Description Policy 4.4 – 1st reading

Recruitment & Retention Coordinator Job Description Policy 4.22 – 1st reading

The Board reviewed Policy 4.4 adding supervision duties to the Administration Chief and Policy 4.22 correcting the Recruitment & Retention Coordinator to be supervised by the Administration Chief.

- **MOTION:** Rob Underwood moved to approve the first reading of Policy 4.4 & Policy 4.22 as written. Jeff Hoxsey seconded the motion.

Motion carries as follows.

AYES Underwood, Blaschka, Stewart, Hoxsey

NAYS

Fuel Reduction Specialist Job Description Policy 4.23 – 1st reading

Chief Wolfard presented a new job description for Fuel Reduction Specialist. This position will be grant funded only and is an on-call basis.

- **MOTION:** Rob Underwood moved to approve the first reading of Policy 4.23 as written. Doug Stewart seconded the motion.

Motion carries as follows.

AYES Underwood, Blaschka, Stewart, Hoxsey

NAYS

Vacation Benefits Policy 3.12 – 1st reading

Chief Wolfard presented a revision to Policy 3.12 that would allow probationary employees to utilize their vacation benefits during the first year as approved by the Fire Chief.

- **MOTION:** Rob Underwood moved to approve the first reading of Policy 3.12. Doug Stewart seconded the motion.

Motion carries as follows.

AYES Underwood, Blaschka, Stewart, Hoxsey

NAYS

Mobile Phone Provision or Stipend for Chief Officers Policy 5.18 – 1st reading

Chief Wolfard presented a cell phone policy that would allow chief officers to have the option of a district cell phone or a \$85/month stipend. The Board requested that the employee needs to sign a waiver if utilizing their own personal cell phone with the understanding that if information on it could be subject to public records.

- **MOTION:** Rob Underwood moved to approve the first reading of Policy 5.18 with an addendum of a signed waiver. Jeff Hoxsey seconded the motion.

Motion carries as follows.

AYES Underwood, Blaschka, Stewart, Hoxsey

NAYS

Annexation of Unprotected Properties Proximate to Stations 54 & 56 – Resolution 2024/2025-2

Chief Wolfard presented Resolution 2024/2025-2 to annex properties within seven road miles of Station 54 & Station 5 in accordance with ORS 478.702.

Chief Nelson of Rural Metro submitted a letter and spoke of his concerns of moving fast in the process and the impact to Rural Metro.

Brett Fillis, a resident of the affected area spoke on the financial impact that the annexation would create. Mr. Fillis also expressed his concern of the level of service the citizens would be receiving.

Bill Ertel of Williams expressed his support of the Fire District and would be glad to assist Chief Wolfard in establishing contacts with Josephine County.

Chief Wolfard assured the Board that this is in the best interest of those it will affect, due to the Josephine County Commissioners taking steps to establish a fire district with no plan on how to provide service. Chief Wolfard expressed it is moving faster than he anticipated, but will make sure to work with Rural Metro and have meetings with the affected constituents.

➔ **MOTION: Rob Underwood moved to approve Resolution 2024/2025-2 to annex seven road miles from station 54 & 56. Doug Stewart seconded the motion.**

Motion carries as follows.

AYES Underwood, Barry, Blaschka, Stewart

NAYS Jeff Hoxsey

9.0 ANNOUNCEMENT

- Pumpkin Carving Party October 27th
- Christmas Party December 14th

10.0 ITEMS TO BE ON NEXT AGENDA

11.0 ADJOURNMENT

Rob Underwood adjourned the meeting at 5:45 pm.

The next scheduled regular Board meeting will be held Wednesday November 20, 2024 @ 4 pm. Training Building 1095 Upper Applegate Rd.

Minutes Submitted by Tallie Jackson
Administration Chief

Approved By:

Board Secretary / Treasurer

Date

APPLEGATE VALLEY RFPD #9
BOARD OF DIRECTORS SPECIAL MEETING MINUTES
November 7, 2024
Training Building, 1095 Upper Applegate Rd., Jacksonville, OR 97530



1.0 CALL TO ORDER

Board Meeting called to order by Rob Underwood.
TIME: 8:32 AM

2.0 ROLL CALL

PRESENT: President Rob Underwood, Vice President Julie Barry Secretary/Treasurer Mike Blaschka, Director Jeff Hoxsey

ABSENT:
Director Doug Stewart

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

3.0 OPEN SESSION - RURAL METRO FIRE AND EMERGENCY SERVICES AGREEMENT

Rural Metro submitted a proposed service agreement for the new annexed properties. The contract is for five years and the district will pay \$1.74 /1000 of assessed value. The Board request that the messaging between the agencies be the same and talking points be distributed to the Board. Rob Underwood & Chris Wolfard will negotiate the contract and bring back to the Board.

➔ **MOTION:** Rob Underwood moved continue to work with Rural Metro on the Agreement.

Motion carries as follows.

AYES Underwood, Blaschka, Barry, Hoxsey

NAYES

4.0 EXECUTIVE SESSION

ORS 192.660(2)(h) To consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed.
The Board meeting was recessed at 8:53 am to enter into the Executive Session.
The Board meeting reconvened at 9:53 am

11.0 ADJOURNMENT

Rob Underwood adjourned the meeting at 9:53 am.

The next scheduled regular Board meeting will be held Wednesday November 20, 2024 @ 4 pm.
Training Building 1095 Upper Applegate Rd.

DRAFT MINUTES

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
Oct 24				
10/01/2024	AMAZON	Tracking Tags, Engraver	100602 · MISC. SUPPLIES	57.15
10/01/2024	HOME DEPOT	Engraver	100602 · MISC. SUPPLIES	22.79
10/01/2024	THUNDERBIRD MARKET	Water	100602 · MISC. SUPPLIES	1,071.84
10/01/2024	HARBOR FREIGHT TOOLS	Key Hider	100602 · MISC. SUPPLIES	15.96
10/01/2024	RAY'S FOOD PLACE	Coffee Creamer	100602 · MISC. SUPPLIES	5.49
10/01/2024	THUNDERBIRD MARKET	Coffee, BBQ Pellets	100602 · MISC. SUPPLIES	32.23
10/01/2024	AMAZON	Memory Card	100604 · OFFICE SUPPLIES	29.99
10/01/2024	STAMPS	STAMPS	100605 · POSTAGE & FREIGHT	19.99
10/01/2024	ADOBE SYSTEMS	Adobe Acrobat Subscription	100606 · DUES & SUBSCRIPTIONS	19.99
10/01/2024	SOUTHERN OREGON SANITATION, INC	Dump Run	100607 · LAUNDRY, CLEANING & TRASI	81.70
10/01/2024	AMAZON	Cleaning Supplies	100607 · LAUNDRY, CLEANING & TRASI	52.16
10/01/2024	DEPARTMENT OF MOTOR VEHICLES	Plates	100608 · ADMINISTRATIVE EXPENSE	141.00
10/01/2024	AMAZON	Hose	100647 · GROUNDS MAINTENANCE	64.69
10/01/2024	AMAZON	Air Filters, Control Box	100648 · BLDG REPAIR & MAINTENANC	64.28
10/01/2024	GREEN VALLEY PUMP	Service Call	100648 · BLDG REPAIR & MAINTENANC	202.50
10/01/2024	FRED MEYER	RVFC Mtg	100648 · BLDG REPAIR & MAINTENANC	55.03
10/01/2024	Hulu	Sta.51	100649 · TELEPHONE / INTERNET	76.99
10/01/2024	EBAY INC	Radio Holster	100636 · FIRE EQUIPMENT	18.80
10/01/2024	AMAZON	Work Gloves	100637 · PERSONAL PROTECTIVE EQUIP	87.22
10/01/2024	AMAZON	Chairs	100622 · Office Equipment/Furnishings	359.76
10/01/2024	Firepenny Firefighter Equipment	Auto Eject	100660 · B51 - 2020 Brush Eng	249.06
10/02/2024	GREEN VALLEY PUMP	Service Call	100648 · BLDG REPAIR & MAINTENANC	135.00
10/03/2024	Mailchimp	Email Program	100606 · DUES & SUBSCRIPTIONS	13.00
10/03/2024	Rogue Car Wash	Car Wash	100607 · LAUNDRY, CLEANING & TRASI	9.00
10/03/2024	Speedway	Fuel	100644 · GAS	20.00
10/04/2024		Direct Deposit	100501 · FIRE CHIEF	4,494.00
10/04/2024		Direct Deposit	100502 · OPERATIONS CHIEF	4,046.68
10/04/2024		Direct Deposit	100503 · LOGISTICS CHIEF	2,927.68
10/04/2024		Direct Deposit	100504 · ADMIN CHIEF	3,111.58
10/04/2024		Direct Deposit	100518 · COVERAGE OVERTIME	3,480.05
10/04/2024		Direct Deposit	100507 · SHIFT SUPERVISOR #2	2,561.65
10/04/2024		Direct Deposit	100534 · EMS Grant Apprentice	2,147.38
10/04/2024	FIRE PROTECTION PUBLICATIONS	Books	100610 · INSTRUCTION & TRAINING	474.00
10/04/2024	HOME DEPOT	Paint Supplies	100648 · BLDG REPAIR & MAINTENANC	98.36
10/04/2024		Direct Deposit	100505 · SEASONAL FIREFIGHTER	1,728.00
10/04/2024		Direct Deposit	100505 · SEASONAL FIREFIGHTER	1,728.00

**Applegate Valley Fire District
Disbursement Voucher**

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Paid Amount</u>
10/04/2024		Direct Deposit	100505 · SEASONAL FIREFIGHTER	1,296.00
10/04/2024		Direct Deposit	100505 · SEASONAL FIREFIGHTER	1,728.00
10/04/2024		Direct Deposit	100505 · SEASONAL FIREFIGHTER	1,728.00
10/04/2024		Direct Deposit	100505 · SEASONAL FIREFIGHTER	1,728.00
10/04/2024		Direct Deposit	100505 · SEASONAL FIREFIGHTER	252.00
10/04/2024		Direct Deposit	100505 · SEASONAL FIREFIGHTER	1,728.00
10/04/2024	VARIOUS EMPLOYEES	Direct Deposit	100520 · FICA	1,056.45
10/04/2024	VARIOUS EMPLOYEES	Direct Deposit	100520 · MEDICARE	850.24
10/04/2024		Direct Deposit	100506 · SHIFT SUPERVISOR #1	2,250.37
10/04/2024		Direct Deposit	100508 · SHIFT SUPERVISOR #3	2,493.43
10/04/2024		Direct Deposit	100509 · EXTRA STAFF/SHIFT COVERAC	240.00
10/04/2024		Direct Deposit	100509 · EXTRA STAFF/SHIFT COVERAC	120.00
10/04/2024		Direct Deposit	100509 · EXTRA STAFF/SHIFT COVERAC	160.00
10/04/2024		Direct Deposit	100509 · EXTRA STAFF/SHIFT COVERAC	520.00
10/04/2024		Direct Deposit	100509 · EXTRA STAFF/SHIFT COVERAC	40.00
10/04/2024		Direct Deposit	100509 · EXTRA STAFF/SHIFT COVERAC	240.00
10/04/2024		Direct Deposit	100518 · COVERAGE OVERTIME	135.08
10/04/2024		Direct Deposit	100518 · COVERAGE OVERTIME	731.52
10/04/2024		Direct Deposit	100518 · COVERAGE OVERTIME	69.40
10/04/2024	HRA VEBA	Direct Deposit	100512 · HRA VEBA	920.90
10/04/2024	OREGON SAVINGS GROWTH PLAN	Direct Deposit	100522 · OREGON SAVINGS GROWTH PI	766.86
10/04/2024		Direct Deposit	100507 · FLSA OT SHIFT SUP #2	323.96
10/04/2024		Direct Deposit	100508 · FLSA OT SHIFT SUP #3	315.28
10/04/2024	PILOT	FUEL	100608 · REIMBURSABLE FIRE EXPENS	90.21
10/04/2024	AMAZON	Gloves	100637 · PERSONAL PROTECTIVE EQUIP	43.19
10/04/2024		Direct Deposit	100531 · Shift Firefighter	2,349.85
10/04/2024		Direct Deposit	100531 · Shift Firefighter	2,349.85
10/04/2024		Direct Deposit	100532 · Fire Marshal	2,754.66
10/04/2024		Direct Deposit	100533 · Recruitment & Retent. Coord.	720.00
10/04/2024		Direct Deposit	100534 · EMS Grant Apprentice	2,121.08
10/04/2024		Direct Deposit	100534 · EMS Grant Apprentice	2,121.08
10/04/2024		Direct Deposit	100534 · EMS Grant Apprentice	1,883.08
10/04/2024		Direct Deposit	100534 · EMS Grant Apprentice	2,121.08
10/05/2024	MICROSOFT	Microsoft Exchange	100606 · DUES & SUBSCRIPTIONS	100.80
10/05/2024	ADOBE SYSTEMS	Adobe Acrobat Subscription	100606 · DUES & SUBSCRIPTIONS	19.99
10/07/2024	SPECIAL DISTRICTS INSURANCE SER	Monthly Insurance	100512 · MEDICAL INSURANCE	20,934.00
10/07/2024	PERS	Account# 2664	100513 · PERS	-1,891.65

Applegate Valley Fire District Disbursement Voucher

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Paid Amount</u>
10/07/2024	Tops & Tees LLC	T-shirts	100517 · UNIFORM ALLOWANCE	179.40
10/07/2024	CASCADE FIRE EQUIPMENT CO	Boots	100517 · UNIFORM ALLOWANCE	670.00
10/07/2024	WITMER PUBLIC SAFETY GROUP	Collar Pins	100517 · UNIFORM ALLOWANCE	34.95
10/07/2024	BOUND TREE MEDICAL	Medical Supplies	100603 · MEDICAL SUPPLIES	319.89
10/07/2024	SOUTHERN OREGON SANITATION, INC	Sta.1	100607 · LAUNDRY, CLEANING & TRASI	62.54
10/07/2024	ROGUE DISPOSAL & RECYCLING INC	2YD CONTAINER	100607 · LAUNDRY, CLEANING & TRASI	222.02
10/07/2024	BIO-MED	Background Checks	100608 · ADMINISTRATIVE EXPENSE	47.00
10/07/2024	SCHMIDT, WILLIAM	EMS Conference	100610 · INSTRUCTION & TRAINING	492.36
10/07/2024	EMERGENCY COMMUNICATIONS OF S	2024 3rd Qtr	100615 · DISPATCH SERVICE	13,404.63
10/07/2024	HAYS OIL COMPANY	100 Gal HQ	100644 · GAS	319.60
10/07/2024	HAYS OIL COMPANY	75 Gal HQ	100644 · GAS	236.70
10/07/2024	HAYS OIL COMPANY	237 Gal HQ	100644 · DIESEL	733.75
10/07/2024	HAYS OIL COMPANY	140 Gal Sta. 51	100644 · DIESEL	426.44
10/07/2024	HAYS OIL COMPANY	242 Gal HQ	100644 · DIESEL	737.13
10/07/2024	FIELDS HOME IMPROVEMENT CNTR	Salt	100648 · BLDG REPAIR & MAINTENANC	79.90
10/07/2024	GREEN VALLEY PUMP	Service Call	100648 · BLDG REPAIR & MAINTENANC	135.00
10/07/2024	UNITED STATES CELLULAR	Cell Phone	100649 · TELEPHONE / INTERNET	447.78
10/07/2024	AMAZON	Headlight	100660 · S53 - 2008 RAM PU	139.99
10/07/2024	Jackson, Tallie	Per Diem OFSOA Conference	100608 · PERDIEM	171.00
10/07/2024	WITMER PUBLIC SAFETY GROUP	Googles, Flashlights	100637 · PERSONAL PROTECTIVE EQUIP	817.87
10/08/2024	CARL'S JR	Lunch - McKenzie	100608 · ADMINISTRATIVE EXPENSE	12.89
10/08/2024	SHELL OIL CO.	FUEL	100644 · GAS	40.00
10/10/2024	OREGON DEPT. OF REVENUE	3rd Qtr WBF	100515 · WORKERS COMP	294.44
10/11/2024	QUALITY FENCE	Sta.55 Fence	100648 · BLDG REPAIR & MAINTENANC	2,386.00
10/13/2024	AMAZON	Wall Hooks	100602 · MISC. SUPPLIES	9.99
10/13/2024	AMAZON	Ink	100604 · OFFICE SUPPLIES	28.89
10/13/2024	AMAZON	Cleaning Supplies	100607 · LAUNDRY, CLEANING & TRASI	313.89
10/15/2024	AMAZON	Light Bulbs	100600 · HB153 - 2005 FREIGHTLINER	39.99
10/16/2024	GRAINGER	Float Switch Sta.54	100646 · DRAFT SITE CONST & REPAIR	81.15
10/17/2024	Canva	Greeting Cards	100604 · OFFICE SUPPLIES	304.00
10/17/2024	COSTCO	Candy	100609 · FIRE PREVENTION	99.95
10/17/2024	Hulu	Sta.51	100649 · TELEPHONE / INTERNET	82.99
10/17/2024	AMAZON	Scene Light	100636 · FIRE EQUIPMENT	152.99
10/18/2024		Direct Deposit	100501 · FIRE CHIEF	4,494.00
10/18/2024		Direct Deposit	100503 · LOGISTICS CHIEF	3,018.23
10/18/2024		Direct Deposit	100504 · ADMIN CHIEF	3,111.58
10/18/2024		Direct Deposit	100507 · SHIFT SUPERVISOR #2	2,561.64

Applegate Valley Fire District Disbursement Voucher

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Paid Amount</u>
10/18/2024	AMAZON	Rolling Briefcase	100604 · OFFICE SUPPLIES	69.99
10/18/2024		Direct Deposit	100505 · SEASONAL FIREFIGHTER	432.00
10/18/2024	VARIOUS EMPLOYEES	Direct Deposit	100520 · FICA	698.11
10/18/2024	VARIOUS EMPLOYEES	Direct Deposit	100520 · MEDICARE	582.56
10/18/2024		Direct Deposit	100506 · SHIFT SUPERVISOR #1	2,250.37
10/18/2024		Direct Deposit	100508 · SHIFT SUPERVISOR #3	2,493.43
10/18/2024		Direct Deposit	100509 · EXTRA STAFF/SHIFT COVERAC	280.00
10/18/2024		Direct Deposit	100509 · EXTRA STAFF/SHIFT COVERAC	360.00
10/18/2024		Direct Deposit	100525 · STAFF LENGTH OF SERVICE	500.00
10/18/2024		Direct Deposit	100510 · Fuels Reduction Specialist	1,728.00
10/18/2024		Direct Deposit	100510 · Fuels Reduction Specialist	1,920.00
10/18/2024		Direct Deposit	100518 · COVERAGE OVERTIME	466.72
10/18/2024		Direct Deposit	100518 · COVERAGE OVERTIME	216.88
10/18/2024		Direct Deposit	100518 · RE-IMBURSEABLE OVERTIME	1,033.00
10/18/2024	HRA VEBA TRUST	Direct Deposit	100512 · HRA VEBA	920.79
10/18/2024	VARIOUS EMPLOYEES	Direct Deposit	100522 · OREGON SAVINGS GROWTH PI	686.43
10/18/2024		Direct Deposit	100531 · Shift Firefighter	2,086.09
10/18/2024		Direct Deposit	100531 · Shift Firefighter	2,086.09
10/18/2024		Direct Deposit	100532 · Fire Marshal	2,754.66
10/18/2024		Direct Deposit	100533 · Recruitment & Retent. Coord.	960.00
10/18/2024		Direct Deposit	100534 · EMS Grant Apprentice	1,883.08
10/18/2024		Direct Deposit	100534 · EMS Grant Apprentice	1,883.08
10/18/2024		Direct Deposit	100534 · EMS Grant Apprentice	1,883.08
10/18/2024		Direct Deposit	100534 · EMS Grant Apprentice	1,883.08
10/20/2024	Mailchimp	Email Program	100606 · DUES & SUBSCRIPTIONS	13.00
10/21/2024	CASCADE FIRE EQUIPMENT CO	Boots	100517 · UNIFORM ALLOWANCE	688.52
10/21/2024	ASANTE PHYSICIAN PARTNERS	New Hire Physicals	100599 · MEDICAL REIMBURSEMENT	155.00
10/21/2024	NAPA AUTO PARTS	Spray Bottles	100602 · MISC. SUPPLIES	11.00
10/21/2024	STAMPS	STAMPS	100605 · POSTAGE & FREIGHT	50.00
10/21/2024	USPS	Postage	100605 · POSTAGE & FREIGHT	2.04
10/21/2024	Gotomeeting.com	Conference Call Meeting Service	100606 · DUES & SUBSCRIPTIONS	5.00
10/21/2024	ALSCO	ShopTowels	100607 · LAUNDRY, CLEANING & TRASI	134.43
10/21/2024	Graduate	Roundtable	100608 · ADMINISTRATIVE EXPENSE	447.48
10/21/2024	Mulhollen, Brian.	Poison Oak Prevention	100609 · FIRE PREVENTION	43.95
10/21/2024	RUCH HARDWARE	Plastic	100609 · FIRE PREVENTION	42.99
10/21/2024	RUCH HARDWARE	Screws	100648 · BLDG REPAIR & MAINTENANC	9.99
10/21/2024	CHARTER COMMUNICATIONS	HQ, ST 5, ST2	100649 · TELEPHONE / INTERNET	203.05

Applegate Valley Fire District Disbursement Voucher

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Paid Amount</u>
10/21/2024	Ziply Fiber		100649 · TELEPHONE / INTERNET	178.58
10/21/2024	NAPA AUTO PARTS	Windshield Wiper Fluid	100660 · EQUIPMENT REPAIR & MAINTENANCE	76.68
10/21/2024	Mulhollen, Brian.	Chainsaw Parts, Repair	100660 · EQUIPMENT REPAIR & MAINTENANCE	58.86
10/21/2024	CASCADE FIRE EQUIPMENT CO	Hydrant Tool Bag	100636 · FIRE EQUIPMENT	110.00
10/21/2024	NAPA AUTO PARTS	Air Filters	100660 · E57 - 2003 Freightliner	42.00
10/21/2024	NAPA AUTO PARTS	Wiper Blades, Brake Cleaner	100660 · HB153 - 2005 FREIGHTLINER	57.64
10/21/2024	NAPA AUTO PARTS	Filter	100660 · B56 - 99 INTL	47.74
10/21/2024	Affordable Equipment	2 Frac Tanks	100711 · STATION CONSTRUCTION	20,000.00
10/21/2024	NAPA AUTO PARTS	Water Pump, Hoses, Thermostat, Brake Pads	100660 · C56 - 2011 Dodge	782.95
10/21/2024	NAPA AUTO PARTS	Filters	100660 · WT54 - 2002 FREIGHT	278.61
10/21/2024	WITMER PUBLIC SAFETY GROUP	Helmet, Leather Shield	100637 · PERSONAL PROTECTIVE EQUIPMENT	119.98
10/21/2024	NAPA AUTO PARTS	Light	100660 · E52 - 1991 Pierce	93.00
10/21/2024	NAPA AUTO PARTS	Filters	100660 · WT55 - Tender	101.85
10/21/2024	Local Government Law Group P.C.		100660 · District Attorney	399.00
10/23/2024	AMAZON	App Check Tools	100660 · EQUIPMENT REPAIR & MAINTENANCE	97.37
10/23/2024	AMAZON	Coupler	100660 · E53 - 1998 Pierce - Medford	44.50
10/24/2024	Casa Amiga	Working Lunch	100608 · ADMINISTRATIVE EXPENSE	64.75
10/24/2024	Apple App Store	Microsoft 360	100609 · FIRE PREVENTION	6.99
10/24/2024	ROARKE'S EARTHWORKS	Gravel Pad	100647 · GROUNDS MAINTENANCE	3,500.00
10/24/2024	AMAZON	Air Fittings	100660 · EQUIPMENT REPAIR & MAINTENANCE	12.99
10/24/2024	OREGON CAL. SUPPLY	Fuel Line	100660 · Menlo	383.84
10/25/2024	PERS	Account# 2664	100513 · PERS	22,439.46
10/25/2024	ARMY NAVY	Fuel Crew PPE	100637 · PERSONAL PROTECTIVE EQUIPMENT	224.77
10/26/2024	Fire Department Coffee	Coffee	100602 · MISC. SUPPLIES	125.98
10/27/2024	COSTCO	Candy	100609 · FIRE PREVENTION	79.96
10/28/2024	ROGUE COMMUNITY COLLEGE	Fire Instructor 1, S230	100610 · INSTRUCTION & TRAINING	500.00
10/28/2024	HOME DEPOT	Paint Sprayer, Accessories	100648 · BLDG REPAIR & MAINTENANCE	886.85
10/29/2024	ROGUE COMMUNITY COLLEGE	Fire Instructor 1	100610 · INSTRUCTION & TRAINING	300.00
10/30/2024	GROVER ELECTRIC & PLUMBING SUPPLY	Flood Light	100648 · BLDG REPAIR & MAINTENANCE	87.89
10/30/2024	OREGON CAL. SUPPLY	Hose	100660 · EQUIPMENT REPAIR & MAINTENANCE	55.00
10/31/2024	Bank Charges	Service Charge	100608 · ADMINISTRATIVE EXPENSE	0.15
10/31/2024	Western Fire Chief	Ignite Conference	100608 · ADMINISTRATIVE EXPENSE	450.00
10/31/2024	OREGON CAL. SUPPLY	Binders, Chains, Hose	100660 · Excavator	340.55
				205,636.11

Oct 24

Applegate Valley Fire District

Balance Sheet

	Oct 31, 24	Sep 30, 24	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
100103 · CASH WITH TREASURER			
103.1 · GOVERNMENT POOL	1,299,288.54	1,409,590.52	-110,301.98
103.2 · CAPITAL PROJECTS FUND	539,242.57	536,918.13	2,324.44
103.5 · ROGUE CREDIT UNION	32,521.38	92,255.10	-59,733.72
Total 100103 · CASH WITH TREASUR...	1,871,052.49	2,038,763.75	-167,711.26
Total Checking/Savings	1,871,052.49	2,038,763.75	-167,711.26
Other Current Assets			
100105 · PETTY CASH	273.91	271.68	2.23
Total Other Current Assets	273.91	271.68	2.23
Total Current Assets	1,871,326.40	2,039,035.43	-167,709.03
TOTAL ASSETS	1,871,326.40	2,039,035.43	-167,709.03
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Credit Cards			
100261 · AVFD Master Card	8,948.06	4,527.99	4,420.07
100262 · Rogue Credit Card	79.96		79.96
Total Credit Cards	9,028.02	4,527.99	4,500.03
Other Current Liabilities			
2102 · Payroll Liabilities	919.93	2,768.09	-1,848.16
2111 · Direct Deposit Liabilities	-38,026.63		-38,026.63
Total Other Current Liabilities	-37,106.70	2,768.09	-39,874.79
Total Current Liabilities	-28,078.68	7,296.08	-35,374.76
Total Liabilities	-28,078.68	7,296.08	-35,374.76
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	-696,509.52	-564,175.25	-132,334.27
Total Equity	1,899,405.08	2,031,739.35	-132,334.27
TOTAL LIABILITIES & EQUITY	1,871,326.40	2,039,035.43	-167,709.03

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

BALANCE SHEET
October 31, 2024

	ACCT.#	9/30/2024	DEPOSITS	WITHDRAWS	10/31/2024	
GENERAL POOL ACCOUNT	100103.1	1,409,590.52	9,698.17	120,000.15	1,299,288.54	
CAPITAL PROJECTS ACCOUNT	100103.2	536,918.13	2,324.44	0.00	539,242.57	
ROGUE CREDIT UNION	100103.4	92,255.10	181,277.00	241,010.72	32,521.38	
PETTY CASH	100105	271.68	1,002.23	1,000.00	273.91	
TOTAL CHECKING/SAVINGS		2,039,035.43	194,301.84	362,010.87	1,871,326.40	
TOTAL ASSETS						1,871,326.40
LIABILITIES						
CREDIT CARDS PAYABLE	100260				9,028.02	
PAYROLL WITHHOLDING	100315				0.00	
PAYROLL LIABILITIES					-37,106.70	
TOTAL LIABILITIES					-28,078.68	
EQUITY						
GENERAL FUND					2,023,702.23	
CAPITAL PROJECTS FUND					572,212.37	
Net Income					-696,509.52	
TOTAL EQUITY					1,899,405.08	
TOTAL LIABILITIES & EQUITY						1,871,326.40

APPLEGATE VALLEY RURAL FIRE PROTECTION DISTRICT # 9
1095 UPPER APPLEGATE RD.
JACKSONVILLE, OR, 97530
STATEMENT OF REVENUE AND EXPENDITURES
BUDGET VERSUS ACTUAL COMPARISON
October 31, 2024
33% OF THE BUDGET YEAR IS OVER
13% OF THE BUDGETED REVENUE HAS BEEN RECEIVED
24% 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	0.00	0.00	0.00	1,737,890.00
Delinquent Tax Jackson Co.	100402	43,250.00	3,261.98	21,087.23	48.76	22,162.77
Current Tax Josephine Co.	100405	243,110.00	0.00	0.00	0.00	243,110.00
Delinquent Tax Josephine Co.	100406	8,750.00	425.34	4,035.80	46.12	4,714.20
Total Taxes		2,033,000.00	3,687.32	25,123.03	1.24	2,007,876.97
Net Working Capital		1,919,400.00		2,042,292.54	106.40	-122,892.54
Fire Suppression Fees	100421	5,000.00	58,302.53	130,351.86	2,607.04	-125,351.86
Response Billing	100422	0.00	0.00	0.00	0.00	0.00
Transfer from Capital	100440	0.00	0.00	0.00	0.00	0.00
Donations	100441	10,000.00	150.00	150.00	1.50	9,850.00
Grants	100445.1	300,000.00	0.00	126,894.77	42.30	173,105.23
Fuel Reduction Grants	100445.2	0.00	0.00	0.00	0.00	0.00
Landowner Contributions	100446	0.00	0.00	0.00	0.00	0.00
Interest Earned	100450	60,000.00	6,013.28	28,029.73	46.72	31,970.27
Misc. Income	100471	10,000.00	2,124.27	4,743.27	47.43	5,256.73
Rents	100471.2	8,400.00	700.00	3,300.00	39.29	5,100.00
Sale of Assets	100484	0.00	0.00	0.00	0.00	0.00
Total Other Resources		393,400.00	67,290.08	293,469.63	74.60	-22,962.17
TOTAL RESOURCES		2,426,400.00	70,977.40	318,592.66	13.13	1,984,914.80

APPLEGATE VALLEY RURAL FIRE PROTECTION DISTRICT # 9
1095 UPPER APPLEGATE RD.
JACKSONVILLE, OR, 97530
STATEMENT OF REVENUE AND EXPENDITURES
BUDGET VERSUS ACTUAL COMPARISON
October 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	35,952.00	30.73	81,048.00
Operations Chief	100502	92,500.00	4,046.68	24,541.60	26.53	67,958.40
Logistics Chief	100503	78,000.00	5,945.91	23,511.99	30.14	54,488.01
Administration Chief	100504	81,000.00	6,223.16	24,892.64	30.73	56,107.36
Seasonal Firefighters	100505	140,000.00	12,348.00	93,078.00	66.48	46,922.00
Shift Personnel #1	100506	64,000.00	4,500.74	18,571.92	29.02	45,428.08
Shift Personnel #2	100507	71,000.00	5,447.25	21,465.07	30.23	49,534.93
Shift Personnel #3	100508	69,000.00	5,302.14	20,896.28	30.28	48,103.72
Extra Staff/Shift Coverage	100509	20,000.00	1,960.00	5,420.00	27.10	14,580.00
Fuels Reduction Specialist	100510	0.00	3,648.00	3,648.00	3648.00	-3,648.00
Medical Insurance	100512	350,000.00	20,934.00	116,859.19	33.39	233,140.81
Health Reimbursement	100512.1	24,000.00	1,841.71	7,791.85	32.47	16,208.15
PERS	100513	275,000.00	20,547.81	102,256.07	37.18	172,743.93
Workers Comp. Insurance	100515	40,000.00	294.44	32,363.17	80.91	7,636.83
Unemployment	100516	8,000.00	0.00	962.60	12.03	7,037.40
Uniform Allowance	100517	20,000.00	1,572.87	4,135.32	20.68	15,864.68
Coverage Overtime	100518.1	30,000.00	5,099.65	16,669.87	55.57	13,330.13
Reimbursable Overtime	100518.2	30,000.00	1,033.00	74,755.56	249.19	-44,755.56
Payroll Taxes (FICA & Medicare)	100520	40,000.00	3,187.36	17,391.39	43.48	22,608.61
Oregon Growth Plan	100521.1	18,500.00	1,453.27	6,895.33	37.27	11,604.67
Length of Service	100525	8,500.00	500.00	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	8,871.88	34,809.36	29.50	83,190.64
OSFM Fire Marshal	100532	69,000.00	5,509.32	21,541.44	31.22	47,458.56
Recruitment & Retention Coord.	100533	25,000.00	1,680.00	8,736.00	34.94	16,264.00
EMS Grant Apprentice	100534	200,000.00	17,926.02	64,788.40	32.39	135,211.60
Medical Reimbursement	100599	5,000.00	155.00	1,996.00	39.92	3,004.00
TOTAL PERSONNEL SERVICES		1,997,500.00	149,016.21	788,601.25	39.48	1,208,898.75

APPLEGATE VALLEY RURAL FIRE PROTECTION DISTRICT # 9
1095 UPPER APPLEGATE RD.
JACKSONVILLE, OR, 97530
STATEMENT OF REVENUE AND EXPENDITURES
BUDGET VERSUS ACTUAL COMPARISON
October 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	0.00	0.00	0.00	5,100.00
Radio Repair & Maint.	100601	7,500.00	0.00	4,042.34	53.90	3,457.66
Miscellaneous Supplies	100602	9,500.00	1,352.43	2,586.89	27.23	6,913.11
Medical Supplies	100603	20,000.00	319.89	2,134.92	10.67	17,865.08
Office Supplies	100604	3,500.00	432.87	695.97	19.88	2,804.03
Postage & Freight	100605	4,000.00	72.03	232.00	5.80	3,768.00
Dues & Subscriptions	100606	7,500.00	171.78	984.91	13.13	6,515.09
Laundry, Cleaning & Trash	100607	12,000.00	875.74	5,080.87	42.34	6,919.13
Administrative Expenses	100608	20,000.00	1,163.27	3,738.47	18.69	16,261.53
Reimbursable Fire Expenses	100608.2	5,000.00	90.21	1,333.91	26.68	3,666.09
Fire Prevention	100609	10,000.00	273.84	2,083.33	20.83	7,916.67
Instruction & Training	100610	20,000.00	1,937.36	3,887.36	19.44	16,112.64
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	13,404.63	27,849.40	50.64	27,150.60
Professional Fees	100617	24,000.00	0.00	14,403.48	74.56	6,104.52
Board Attorney	100617		0.00	0.00		
District Attorney	100617		399.00	3,492.00		
Elections & Legal Publication	100618	2,500.00	0.00	0.00	0.00	2,500.00
District Insurance- General	100619	60,000.00	0.00	3,349.84	5.58	56,650.16
Health and Wellness	100621	16,500.00	0.00	6,750.00	40.91	9,750.00
Office Equipment/Furnishings	100622	10,000.00	359.76	1,211.63	12.12	8,788.37
Vol. Recruitment & Retention	100623	8,000.00	0.00	0.00	0.00	8,000.00
Board Training	100627	5,000.00	0.00	0.00	0.00	5,000.00
Information Technology	100628	30,000.00	0.00	14,186.33	47.29	15,813.67
Fire Equipment	100636	25,000.00	281.79	10,318.02	41.27	14,681.98
PPE	100637	28,000.00	1,293.03	2,177.53	7.78	25,822.47
Vehicle Gas & Oil	100644	50,000.00	2,513.62	12,899.28	25.80	37,100.72
Electricity	100645	38,000.00	0.00	10,016.90	26.36	27,983.10
Draft Site Const. & Repair	100646	5,000.00	81.15	81.15	1.62	4,918.85
Grounds Maintenance	100647	12,000.00	3,564.59	5,993.29	49.94	6,006.71
Building Repair & Maint.	100648	30,000.00	4,140.80	7,889.17	26.30	22,110.83
Telephone	100649	30,000.00	989.39	5,250.37	17.50	24,749.63
Equipment Rental	100651	1,000.00	0.00	0.00	0.00	1,000.00
Equipment Repair & Maint.	100660	50,000.00	2,902.62	22,219.10	44.44	27,780.90
Equipment Testing & Certification	100661	17,500.00	0.00	0.00	0.00	17,500.00
College/Student Program	100670	40,000.00	0.00	0.00	0.00	40,000.00
Grant Expenditures	100690	0.00	0.00	764.81	0.00	-764.81
TOTAL MATERIALS & SERVICES		703,800.00	36,619.80	174,411.27	24.78	529,388.73

APPLEGATE VALLEY RURAL FIRE PROTECTION DISTRICT # 9
1095 UPPER APPLEGATE RD.
JACKSONVILLE, OR, 97530
STATEMENT OF REVENUE AND EXPENDITURES
BUDGET VERSUS ACTUAL COMPARISON
October 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	20,000.00	20,000.00	0.00	0.00
Office Machines	100735	5,500.00	0.00	5,494.76	1.00	5.24
New Fire Equipment	100736	14,000.00	0.00	0.00	0.00	14,000.00
Equipment Acquisition	100738	100,000.00	0.00	44,750.00	44.75	55,250.00
Capital Grant Expenditures	100740	0.00	0.00	0.00	0.00	0.00
TOTAL CAPITAL OUTLAY		139,500.00	20,000.00	70,244.76	50.35	69,255.24
Contingency	100795	190,000.00	0.00	0.00	0.00	190,000.00
Transfers to Capital Projects Fun	100805	0.00	0.00	0.00	0.00	0.00
Unappropriated Ending Balance		1,315,000.00	0.00	0.00	0.00	1,315,000.00
TOTAL REQUIREMENTS		4,345,800.00	205,636.01	1,033,257.28	23.78	3,312,542.72
TOTAL RESOURCES			70,977.40	318,592.66		
TOTAL REQUIREMENTS			-205,636.01	-1,033,257.28		
ENDING FUND BALANCE			-134,658.61	-714,664.62		
Beginning Fund Balance		2,042,292.54	6/30/2024			
Excess Rev/Exp		-714,664.62				
Ending Fund Balance		1,327,627.92				

APPLEGATE VALLEY RURAL FIRE PROTECTION DISTRICT # 9
1095 UPPER APPLEGATE RD.
JACKSONVILLE, OR, 97530
STATEMENT OF REVENUE AND EXPENDITURES
BUDGET VERSUS ACTUAL COMPARISON
October 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	2,324.44	9,402.20	47.01	10,597.80
TOTAL RESOURCES		20,000.00	2,324.44	9,402.20	47.01	10,597.80
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	2,324.44	9,402.20		
TOTAL REQUIREMENTS		0.00	0.00	0.00		
RESERVE FOR FUTURE EXPENDITURES		20,000.00	2,324.44	9,402.20		
Beginning Fund Balance	3002	529,839.02	6/30/2024			
RESERVED FOR FUTURE EXP		9,402.20				
Ending Fund Balance		539,241.22				

APPLEGATE VALLEY RURAL FIRE PROTECTION DISTRICT # 9

2024 Fire Season

		Wages	Mileage	PerDiem	Fuel	Lodging	Apparatus	Total Billed
Chris Wolfard	Cow Creek Fire	\$ 12,298.20	\$ 779.88	\$ 164.00	\$ 330.23	\$ 119.92	\$ -	\$ 13,692.23
Dave Blakely	Darlene	\$ 5,984.16					\$ 4,263.75	\$ 10,247.91
Dave Blakely	Cow Creek Fire	\$ 6,289.92					\$ 4,095.00	\$ 10,384.92
Dave Blakely	Lone Rock Fire	\$ 15,859.83			\$ 45.75		\$ 10,416.15	\$ 26,321.73
Dave Blakely	Elk Lane Fire	\$ 8,492.64					\$ 5,703.75	\$ 14,196.39
Brian Mulhollen	Diamond Complex	\$ 10,581.12	\$ 821.42					\$ 11,402.54
Strike Team	Microwave Fire	\$ 8,110.57			\$ 47.00		\$ 6,022.50	\$ 14,180.07
Strike Team	Battle Creek	\$ 18,101.02			\$ 50.50		\$ 11,775.00	\$ 29,926.52
Training Building	Upper Applegate							\$ 9,600.00
Dave Blakely	Copperfield	\$ 6,564.48					\$ 4,545.00	\$ 11,109.48
		\$ 92,281.94	\$ 1,601.30	\$ 164.00	\$ 473.48	\$ 119.92	\$ 46,821.15	\$ 151,061.79



APPLEGATE VALLEY FIRE DISTRICT

1095 Upper Applegate Road – Jacksonville, OR 97530

541.899.1050 Fax: 541.899.9314

www.applegatefd.com

Fire Chief's Report

October 2024

- Annexation Project
- Williams Fire District
- Deputy Chief Hiring Process
- Radio Infrastructure Project
- Water Tender Project
- Frac Tank Project (21k Gallon Water Tanks) (Stations 52, 53, 57, & 55)

DATE	EMPLOYEE	NOTES	HOURS
9/30/2024	Tallie Jackson	Meeting with Jenny & Heather	2
9/30/2024	Chris Wolfard	Meeting with Jenny & Heather	2
10/1/2024	Tallie Jackson	Payroll with Jenny	4
10/1/2024	Chris Wolfard	Meeting with Nicco	2
10/2/2024	Chris Wolfard	Board Meeting	1
10/9/2024	Tallie Jackson	Bills, Payroll Liabilities, BIN Issue, Credit Card Reconcile, Osha 300 Info	7.5
10/10/2024	Tallie Jackson	Bank Account Meeting	1
10/10/2024	Chris Wolfard	Bank Account Meeting	1
10/15/2024	Tallie Jackson	Credit Card Reconcile, Deposit, Online Banking	3
10/18/2024	Tallie Jackson	State Pool Reconcile, Transfer, Fed Qtr Tax Report, Fixed State tax reporting problem	4.5
10/21/2024	Tallie Jackson	Paid Credit Card	0.5
10/23/2024	Tallie Jackson	Paid Bills, Nominals Payroll, Board Mtg, Staff Mtg	8.5
10/23/2024	Chris Wolfard	Board Meeting	1
10/24/2024	Tallie Jackson	State Qtr Report	0.5
11/1/2024	Tallie Jackson	Payroll, Reconciled Bank Statements, Credit Cards	7
11/7/2024	Tallie Jackson	Board Financial Reports, Bills, Credit Card Reconcile	4



APPLEGATE VALLEY FIRE DISTRICT

1095 Upper Applegate Road – Jacksonville, OR 97530

541.899.1050 Fax: 541.899.9314

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Maintenance Officer's Report

October 2024

- Equipment
 - Serviced S50
 - Serviced FB
 - Serviced C55
 - Changed water pump on FB, changed all belts hoses and thermostat.
 - Replaced all fuel lines on E53, was leaking diesel through rotted fuel line.
 - Repaired electrical problem with fuel pump station 51. Replaced fuel line to nozzle and installed new LED light for the fill station.
 - Repaired no start condition on B55. Replaced battery's and repaired shoreline.

- Facilities and Grounds
 - Arranged and help placed 20,000 gal frac tanks at Station 52, Station 53, Station 55, Station 57.
 - Continued station cleanup project. Ongoing project.
 - Replaced float sensor for Station 54 10,000-gal storage tank. Tank was found nearly empty. Found after restoration of WT54, did not affect fire operations.
 - Winterized sprinkler systems Station 53, Station 51



APPLEGATE VALLEY FIRE DISTRICT

1095 Upper Applegate Road – Jacksonville, OR 97530

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Fire Marshal's Report

October 2024

- Home Defensible Space Assessments – 3
- Construction Permit (Fire Safety) Inspections
 - October 2024 – 7
 - Initial Dwellings – 2
 - Replacement Dwellings – 2
 - Agricultural Buildings – 3
 - Shops/Garages – 0
 - Other – 0
 - Year to Date – 49
- Business Inspections - 0
- Pre-Incident Plans - 0
- Prevention & Public Education
 - 2024 Northwest Youth Corp
 - Firewise Community Planning
 - Fuels Reduction work underway throughout the District.



APPLEGATE VALLEY FIRE DISTRICT

1095 Upper Applegate Road – Jacksonville, OR 97530

541.899.1050 Fax: 541.899.9314

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Recruitment Retention Coordinator Report

October 2024

- Attended Grants Pass College and Career Fair Oct. 10th
- Scheduled interviews for open student positions/Onboarded one new student
- Designed Christmas cards for Chief Wolfard
- Attended Applegate Schools Halloween party night
- Created a flyer for Fire Family Pumpkin Carving Party
- Hosted the Fire Family Pumpkin Carving Night
- Arranged for an Engine to be at Sanctuary One's Farm Festival
- Posted on social media
- Communicated with current students regarding questions they had
- Returned phone calls for new people interested in volunteering

Applegate Valley RFPD #9
Board of Directors Agenda Item

Date: November 12, 2024

To: Board of Directors

From: Chief Wolfard

Agenda Subject: Alcohol on district property and facilities

Overview of Agenda Subject:

Staff would like the Board of Director to consider revising, when certain conditions are met, the board policy regarding alcohol on district grounds.

Agenda Subject Brief Background:

District Policy 10.5.7 c states “Alcoholic beverages and controlled substances are prohibited in and on all district properties.”

- Staff believes that we could mitigate legal and BOD concerns regarding alcohol at the training center. Examples/ideas:
 - Any alcohol consumed at the event must be provided by the event organizer. Attendees may not bring their own alcohol.
 - Alcohol must be served by an OLCC licensed server.
 - No distilled spirits. Beer, wine, and cider products only.
 - Insurance required.

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

Staff recommends adopting a revised policy that would allow alcohol if certain conditions are met.

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

- DRAFT District Policy 10.5.7 change
- DRAFT Alcohol Permission Request Form

10.5.7 GENERAL REGULATIONS

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

ALCOHOL PERMISSION REQUEST FORM

This form is intended for applicants requesting permission to serve and/or sell alcoholic beverages (beer, wine, or cider) at events held at facilities managed by the Applegate Valley Rural Fire Protection District #9. In addition to the Applegate Fire District Facilities Use Rules and Agreement, applicants must comply with the procedures outlined here and adhere to all relevant laws and regulations set forth by the State of Oregon, the Oregon Liquor Control Commission (OLCC), Jackson and Josephine Counties, and the Applegate Fire District.

Event Description

Please provide a detailed description of your planned event, including the type of gathering, anticipated number of attendees, and any additional details that may help the District evaluate your request.

Requirements and Responsibilities

1. Compliance: All local and state regulations pertaining to the use and consumption of alcohol apply.
 2. Age Requirement: All applicants must be at least 21 years of age. No one under 21 may consume alcoholic beverages on the premises.
 3. Alcohol Provision and Service: Only alcohol provided by the applicant and served by an OLCC-licensed server may be consumed on the premises. Attendees may not bring their own alcohol.
 4. Allowed Beverages: Only beer, wine, and cider are allowed. Distilled spirits (hard liquor) are prohibited.
 5. Food and Non-Alcoholic Beverages: Food must be served with alcoholic beverages, and non-alcoholic beverages must be available.
 6. Security: The presence of security personnel may be required at the applicant's expense, as designated by the Applegate Fire District.
 7. Responsibility for Guests: The applicant is responsible for the behavior and actions of all guests, including those who may become intoxicated.
 8. Facility Damages: The applicant will be held responsible for any damages to the facility incurred during the event.
-

Applicant’s Acknowledgement and Indemnification Agreement

- I understand and agree to the Requirements and Responsibilities listed on the opposite side of this page.
- I understand that serving and/or selling alcoholic beverages may incur significant liability under Oregon law.
- I agree to provide a \$1,000,000 Property Damage and Liability Insurance certificate naming Applegate Valley Rural Fire Protection District #9 as an additional insured party. This certificate must cover host liquor liability and should state that the applicant agrees to hold harmless Applegate Valley RFPD#9, its elected officials, officers, agents, and employees from any claims arising from the serving and/or sale of alcoholic beverages during the event on (date) at Applegate Valley RFPD#9. The certificate must be submitted to Applegate Valley RFPD#9 at least one week prior to the event date.
- I agree to review and comply with all applicable State, City, and County laws, as well as OLCC regulations, regarding the serving and/or sale of alcoholic beverages.
- I acknowledge that the Applegate Valley RFPD#9 reserves the right to accept or deny applications on a case-by-case basis.
- By signing below, the applicant agrees to indemnify and hold harmless Applegate Valley Rural Fire Protection District #9, its officers, employees, agents, and volunteers from any and all liability, claims, costs, expenses, injuries, and damages arising out of or in connection with the applicant’s use of the facility and the serving and/or sale of alcoholic beverages at the event. This indemnification includes, but is not limited to, liability or claims related to injury to persons or property occurring on or about the premises, including claims caused by the actions of the applicant or their guests, and those arising from alcohol consumption or related behavior.

Printed Name of Applicant: _____

Physical Address of Applicant: _____

Mailing Address of Applicant: _____

Phone Number of Applicant: _____

Signature of Applicant: _____ Date: _____

4.4 ADMINISTRATION CHIEF (Adopted 11/23)

4.4.1 POSITION SUMMARY: Manage the fire district office and perform complex office administrative work. Provide administrative and clerical support to fire district staff, the Board of Directors, and act as confidential assistant to the Fire Chief. Perform regular accounting duties including accounts payable, accounts receivable, and processing payroll. Manage reporting of employee benefits in accordance with federal, state, and local regulations. This position anticipates professional interaction with residents of the district as well as daily communication and support for district career and volunteer personnel. This is a non-exempt position. This position has the rank of Division Chief.

4.4.2 SUPERVISION RECEIVED: This individual operates within the normal chain of command under the direct supervision of the Fire Chief.

4.4.3 SUPERVISION EXERCISED: This position supervises the Recruitment & Retention Coordinator.

4.4.2 PRINCIPAL DUTIES & RESPONSIBILITIES: Responsible for most aspects of the district's finance system including budget documentation, general ledger, accounts payable and accounts receivable functions. This position performs payroll processing and provides senior level support in the areas of personnel and administration. The position serves as primary support to the Board of Directors and performs other duties as required.

- A. Assists and makes recommendations in the preparation of the district's annual budget; monitors budget revenue and expenditures, prepares monthly Board and other various reports, and responds to questions and provides clarification for audits as required.
- B. Completes all accounts payable functions for the district including preparation of purchase orders, invoices for payment, maintain all records of accounts payable, preparation of checks, manages petty cash, and preparing and initiating fund transfers.
- C. Performs all account receivable functions for the district: including preparation of invoices for billing, prepare and make deposits, post property taxes, and maintain all records of account receivables.
- D. Track district fixed assets.
- E. Perform all payroll services for the district including the review of electronic timesheets, calculating, and posting various types of pay and leave accruals, prepare voluntary employee payroll deductions, distribute paychecks and maintain payroll records. Ensuing compliance with requirements of the Fair Labor Standard Act (FLSA) and Oregon wage and hour regulations.
- F. Create and maintain all personnel files.
- G. Acts as administrator for all employee benefit programs including health, dental, life and disability insurance, HRA VEBA, PERS retirement, and deferred compensation plans.
- H. Prepare and track worker compensation injury reports and related documentation, including maintaining the OSHA log.
- I. Attend and record district board meetings and serve as the board clerk. Prepare and distribute public notes, minutes, and resolutions as well as present the secretary treasurer report.
- J. Prepare and distribute the district's annual report.
- K. Maintain all documentation of district grants; applied for and received. File grant application copies, track expenditures, and prepare reports as required.
- L. Conduct assigned research projects and prepare related reports.
- M. Review, maintain, and prepare district procedures and manual.
- N. Assist with long range planning and policy preparation and participate in staff meetings as requested.
- O. Responsible for archiving records and destruction of archived documents in accordance with State retention schedule and laws.
- P. Provide support and assist with IT contract for the district's managed service agreements, assist the Chief in IT planning, web page management/maintenance, and assist with specs for

4.22 DISTRICT RECRUITMENT AND RETENTION COORDINATOR (adopted 7/23)

4.22.1 POSITION SUMMARY: The Recruitment and Retention Coordinator (RRC) is responsible for recruiting and retaining volunteers/students for the fire district.

4.22.2 SUPERVISION RECEIVED This individual operates within the normal chain of command under the direct supervision of the ~~Deputy Chief of Operations~~ Administration Chief.

4.22.3 SUPERVISION EXERCISED May be required to direct volunteers of any rank, student firefighters, interns and/or other support personnel as required as it relates to the recruitment and retention program, however the position is a non-supervisory position.

4.22.4 PRINCIPAL DUTIES & RESPONSIBILITIES:

The RRC has the primary task of volunteer/student recruitment and retention and associated program management.

- A. Performs administrative and technical work recruiting and retaining candidates for volunteer and student positions with the fire district, with an emphasis on firefighters.
- B. Develops and implements plans, projects, and programs designed to solicit new volunteers, retain current volunteers and to ensure the sustainability and growth of the fire districts' volunteer work force.
- C. Develops and provides informational programs at community job fairs, media outlets, web-based sources, social media, and school work programs.
- D. Acts as a point of contact for recruits, assisting them with the onboarding process.
- E. Develop and maintain a volunteer handbook which lays out the expectations and requirements of the various volunteer positions within the fire district.
- F. Assists with the development of policies and procedures related to the volunteer work force.
- G. Recruits and maintains a roster of net +5 volunteer firefighters each year.
- H. Works to maintain a full student roster.
- I. Pursues opportunities for external support of recruitment and retention programs, including grants and partnerships, and ensures compliance with requirements of grant awards and other support.
- J. Participates in the training committee to assure the training and education needs of the volunteers are being met.
- K. Prepares regular reports for the Board of Directors and grants programs.

4.22.5 SECONDARY DUTIES & RESPONSIBILITIES:

The RRC may be directed to perform other duties and responsibilities as situations arise. The RRC shall possess a working knowledge and understanding of the organization's procedures and policies, rules and regulations, and functional operation of the Fire District. Must have the ability to accurately follow instructions as issued and to complete tasks with a minimum amount of direction and/or supervision. Shall function in a courteous and cooperative manner with the general public and Fire District personnel; and have the ability to communicate calmly and effectively both verbally and in writing. He/she must possess the ability to adapt and master new skills and techniques as the job requires.

4.22.6 SKILLS

A. Minimum Required:

4.23 FUELS REDUCTION SPECIALIST (Pro re Nata or “Call When Needed”)

4.23.1 POSITION SUMMARY: The Fuels Reduction Specialist (FRS) assists with fuels reduction efforts, fire prevention, creation of defensible space around properties, and engages in post-wildfire scene monitoring and mop-up activities. This position involves operating equipment and tools to remove vegetation and mitigate wildfire risks, as well as performing landscape and building maintenance for district facilities as needed.

4.23.2 HOURS OF WORK: The FRS position is funded through various grant opportunities and available work is sporadic and inconsistent. Therefore, the FRS position is considered a Pro re Nata, or “Call When Needed” position. Individuals considering this position should understand that the work is seasonal and that there is no guarantee of available work hours.

4.23.3 BENEFITS: The FRS position is paid an hourly wage, is non-exempt, and receives no benefits beyond what is required by law.

4.23.4 SUPERVISION RECEIVED: This individual operates within the normal chain of command under the direct supervision of the Division Chief of Fire and Life Safety (Fire Marshal).

4.23.5 SUPERVISION EXERCISED: This individual does not have supervisory responsibilities.

4.23.6 PRINCIPAL DUTIES & RESPONSIBILITIES:

- Create defensible space around structures and along evacuation routes.
- Promote fire prevention and wildfire home hardening practices.
- Operate and maintain hand tools, chainsaws, wood chippers, and other equipment for fuels reduction and vegetation removal.
- May participate in post-fire mop-up in order to free up duty crews for additional emergency calls.
- Operate fire district vehicles, chippers, and fire engines (Type VI).
- Assist with district facilities, landscape, and building maintenance as needed.
- Respond to incidents and provide support as required based on training and certifications.
- Maintain accurate records of equipment use and inspections.
- Promote and practice safe work habits, reporting any unsafe conditions.

4.23.7 SECONDARY DUTIES & RESPONSIBILITIES: The Fuels Reduction Specialist may be directed to perform other duties and responsibilities as situations arise. The Fuels Reduction Specialist shall possess a working knowledge and understanding of the organization’s procedures and policies, rules and regulations, and functional operation of the Fire District. Must have the ability to accurately follow instructions as issued and to complete tasks with a minimum amount of

direction and/or supervision. Shall function in a courteous and cooperative manner with the general public and Fire District personnel; and have the ability to communicate calmly and effectively both verbally and in writing. He/she must possess the ability to adapt and master new skills and techniques as the job requires.

4.23.8 QUALIFICATIONS:

- Required
 - 18 years of age or older.
 - Valid driver's license with a satisfactory driving record.
 - Ability to pass a pre-employment drug screening and remain drug-free while employed.
 - Proficient in reading, writing, and oral communication in English.
- Desired
 - High school diploma or equivalent.
 - NWCG or DPSST Wildland Firefighter Type 2 certification.

3.12 VACATION BENEFITS (rev. 7/23)

Vacation benefits are intended to give eligible employees a period of paid rest and relaxation away from work. Accordingly, employees are encouraged to schedule vacations each year, and to use all earned vacation benefits. ~~Vacations benefits for probationary employees are approved-evaluated on a case by case basis by the Fire Chief, after the first year and only up to what has been accrued during that first year.~~

If a holiday falls during an employee's scheduled vacation, the employee will receive holiday credit for the day if eligible for such credit and will not be charged for vacation benefits for the day.

Vacation accruals are added to each employee's total at the end of each month. ~~Employees may not utilize vacation time during their first year of employment.~~ Accrued and unused vacation benefits shall be paid upon termination of employment. Vacation credits shall not accrue during any unpaid leave of absence.

Vacations must be scheduled and approved by the Fire Chief. Vacations for the year will be scheduled during the month of January, based upon seniority. Thereafter, vacations will be approved on a first-to-apply basis.

The District provides vacation benefits to its regular part-time and full-time employees. Vacation credits will accrue as follows for employees:

YEARLY VACATION ACCRUAL

Years of Service	20-hr./ week	40-hr./ week	Shift Personnel
1-3	40	80	192
4-7	60	120	240
8-15	80	160	336
16+	100	200	384

Vacations for Bargaining Unit Employees shall be according to Article VII of the agreement.

No employee may accrue a vacation balance in excess of double the maximum annual accrual. Any employee with the maximum accrued vacation will forfeit additional vacation accruals. Employees may donate up to forty (40) hours per year of Vacation Time to another employee and add it to the balance of accumulated time for that employee receiving the donated time.

5.18 MOBILE PHONE PROVISION OR STIPEND FOR CHIEF OFFICERS POLICY

5.18.1 PURPOSE

To establish guidelines for the provision of mobile phones or a mobile phone stipend to Chief Officers of [Fire District Name], ensuring reliable communication for operational and administrative responsibilities.

5.18.2 SCOPE

This policy applies to all Chief Officers, including the Fire Chief, Deputy Fire Chief, and Division Chiefs.

5.18.3 POLICY

Chief Officers are required to have reliable access to a mobile phone to fulfill their duties effectively. The District will offer Chief Officers the option to either:

1. Be provided with a district-issued mobile phone, or
2. Receive a mobile phone stipend of \$85 per month to cover the costs of maintaining a personal mobile phone for district-related business.

5.18.4 PROCEDURES

Selection of Option:

- Chief Officers will be given the choice to either receive a district-issued mobile phone or opt for the monthly stipend. This choice must be documented using the Mobile Phone Selection Form (see Appendix A).
- Changing from a monthly stipend to a district issued cell phone: Chief Officers will give the Administration Chief 30 days' notice of the requested change.
- Changing from a district issued cell phone to a monthly stipend: If a district issued cell phone is tied to a contract, the Officer is not eligible to switch their selection to the monthly stipend until the contract has concluded.

District-Issued Mobile Phone:

- Chief Officers who choose to receive a district-issued mobile phone will be provided with a device selected by the district. The device will remain the property of the district and must be used primarily for district-related communications.
- The Fire District will cover all costs associated with the device, including service charges, maintenance, and replacement as necessary.

Mobile Phone Stipend:

- Chief Officers who opt to receive the mobile phone stipend will receive \$85 per month added to their paycheck.
- Officers are responsible for ensuring their personal mobile phone is maintained in good working condition, has sufficient data and service coverage, and meets the communication needs required for district operations.
- The stipend is intended to cover both the cost of service and any associated costs with maintaining a mobile phone for district business.

Liability and Replacement:

- Chief Officers using district-issued phones are responsible for the device's security and appropriate use. Any damage or loss of the device must be reported immediately. The district may provide a replacement as necessary, in accordance with existing asset management policies.
- For Chief Officers receiving the stipend, the district is not responsible for the repair, maintenance, or replacement of personal phones.

Responsibilities:

- The Administration Chief is responsible for overseeing the implementation of this policy, ensuring compliance, administer the stipend payments, and track any changes in Chief Officer selections.

Applegate Valley Fire District

Personal Mobile Device Usage and Compliance Form

The District allows certain members that hold managerial and administrative positions the ability to use their personal mobile device to conduct District business in lieu of being issued a District owned mobile device. This is an optional benefit and not a requirement.

Chief Officer authorizing stipend eligibility: _____

I, _____ request to use my personal mobile device in lieu of being issued a District device.

I authorize my mobile number _____ to be used for District business and understand that my number will be published on District rosters and may be published externally with affiliated organizations. I understand that my personal mobile device could be subject to public records law.

I agree to maintain cellular service that provides adequate coverage to meet the expected accessibility.

In return for using my personal mobile device I will receive a monthly stipend of \$85.00
The stipend will be paid on the first payroll of the month and is considered taxable income per Internal Revenue Service.

If I decide to forgo using my personal mobile device for District business and choose to receive a District issued device instead, I shall give the District 30 day's written notice.

Employee

Date

Fire Chief

Date

Applegate Valley RFPD #9
Board of Directors Agenda Item

Date: November 4, 2024

To: Board of Directors

From: Chief Wolfard

Agenda Subject: Discussion on drafting an Ordinance to address False Alarms and Illegal Burning

Overview of Agenda Subject:

Staff would like to discuss with the Board of Directors the option of drafting and adopting a False Alarm Ordinance and/or Illegal Burning Ordinance, before staff spends time developing a proposal.

Agenda Subject Brief Background:

- False Alarms:
 - There are a few commercial buildings within the district that have and use Fire Alarm systems. While we greatly value these systems, if not properly installed and maintained, these systems can produce excessive false alarms that become a nuisance and place an undue burden on our response resources.
 - One common tool that fire departments use are fines levied against the property through an ordinance. Example:
 - In a given calendar year
 - 1st false alarm, no fine.
 - 2nd false alarm, \$100 fine.
 - 3rd false alarm, \$250 fine
 - 4th and subsequent false alarm, \$500 fine
- Illegal Burning:
 - Throughout the year, we get dispatched to intentional fires, usually burn piles, that are prohibited by regulatory agencies... ODF during fire season and DEQ outside of fire season.
 - We legally can, though we never have, pursue cost recovery through "ORS 478.965 Recovery by district of costs of suppressing unlawful fire; attorney fees."
 - Staff is looking forward to discussing this option.

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

Staff is simply seeking discussion at this point to determine whether or not to pursue full development of proposed Ordinance(s).

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

- ORS 478.965 & 478.960

ORS 478.965 & ORS 478.960

478.965 Recovery by district of costs of suppressing unlawful fire; attorney fees. (1) If the fire-fighting apparatus or personnel, or either of a district, are required to respond and be used actively or on a standby basis in connection with the extinguishment or control of a fire that has been started or allowed to spread in willful violation of ORS 478.960 (1) to (5), the person responsible therefor shall be liable to the district furnishing such apparatus or personnel, or both, for the actual costs incurred by the district in controlling, extinguishing or patrolling the fire. Such costs may be recovered in an action prosecuted in the name of the district. The court may award reasonable attorney fees to the district if the district prevails in an action under this section. The court may award reasonable attorney fees to a defendant who prevails in an action under this section if the court determines that the district had no objectively reasonable basis for asserting the claim or no reasonable basis for appealing an adverse decision of the trial court.

(2) An itemized statement of the actual costs incurred by the district, certified under oath by the treasurer of the district, shall be accepted as prima facie evidence of such costs in the action authorized by this section. [1967 c.420 §6; 1969 c.667 §58; 1981 c.897 §55; 1995 c.696 §24]

478.960 Burning of certain materials permitted only with permission of fire chief; damage or injury; burning schedules and restrictions. (1) No one, within the boundaries of a district, shall cause or permit to be initiated or maintained on one's own property, or cause to be initiated or maintained on the property of another, any open burning of commercial waste, demolition material, domestic waste, industrial waste, land clearing debris or field burning without first securing permission from the fire chief of the district and complying with the direction of the fire chief. A deputy of a fire chief has the power to perform any act or duty of the fire chief under this section.

(2) The fire chief shall prescribe conditions upon which permission is granted and which are necessary to be observed in setting the fire and preventing it from spreading and endangering life or property or endangering the air resources of this state. The Environmental Quality Commission shall notify the State Fire Marshal of the type of and time for burning to be allowed on each day under schedules adopted pursuant to ORS 468A.570 and ORS 468A.595. The State Fire Marshal shall cause all fire chiefs and their deputies in the affected area to be notified of the type and time for burning to be allowed on each day with updating messages each day as required. A fire chief or deputy shall grant permission only in accordance with the schedule of the Environmental Quality Commission but may reduce hours to be allowed for burning if necessary to prevent danger to life or property from fire. The State Fire Marshal may refuse, revoke or postpone permission when necessary in the judgment of the State Fire Marshal to prevent danger to life or property from fire, notwithstanding any determination by the fire chief.

(3) Nothing in this section relieves a person starting a fire from responsibility for providing adequate protection to prevent injury or damage to the person or property of another. If such burning results in

the escape of fire and injury or damage to the person or property of another, such escape and damage or injury constitutes prima facie evidence that the burning was not safe.

(4) Within a district, no person shall, during the fire season declared under ORS 477.505, operate any equipment in forest harvesting or agricultural operations powered by an internal combustion engine on or within one-eighth of one mile of forestland unless each piece of equipment is provided with a fire extinguisher of sufficient size and capacity and with such other tools and fire-fighting equipment as may be reasonably required by the fire chief of the district. The provisions of this subsection do not apply to machinery regulated by ORS chapter 477.

(5) No person shall dispose of any building or building wreckage within a district by fire without having first secured permission therefor from the fire chief. No person shall refuse to comply with any reasonable requirements of the fire chief as to the safeguarding of such fire from spreading.

(6) This section is not intended to limit the authority of a district to adopt a fire prevention code as provided in ORS 478.910 to 478.940 or to issue permits when the burning is done by mechanical burners fired by liquefied petroleum gas.

(7) The fire chief shall maintain records of all permits and the conditions thereof, if any, that are issued for field burning under this section and shall submit at such times, as the Environmental Quality Commission shall require such records or summaries thereof to the commission. The Environmental Quality Commission shall provide forms for the reports required under this subsection.

(8) Notwithstanding any other provision of this section:

(a) A permit is required for field burning authorized pursuant to ORS 468A.550 to 468A.620 and 468A.992.

(b) For a permit for the propane flaming of mint stubble, the fire chief may only prescribe conditions necessary to prevent the spread of fire or to prevent endangering life or property and may refuse, revoke or postpone permission to conduct the propane flaming only when necessary to prevent danger to life or property from fire. [1955 c.469 §§1,2; 1959 c.363 §16; 1967 c.420 §1; 1967 c.438 §1; 1969 c.613 §3; 1969 c.667 §57; 1971 c.563 §9; 1973 c.832 §7b; 1975 c.635 §4; 1979 c.321 §1; 1989 c.615 §2; 1991 c.920 §22; 1997 c.274 §40; 1997 c.473 §6; 2009 c.790 §2]

Applegate Valley RFPD #9
Board of Directors Agenda Item

Date: November 12, 2024

To: Board of Directors

From: Chief Wolfard

Agenda Subject: Proposed addendum to the Fire Chief's Contract for a Vehicle Stipend option

Overview of Agenda Subject:

Chief Wolfard is proposing an addendum to his personal services contract to provide for an option for a vehicle stipend in lieu of a district issued vehicle.

Agenda Subject Brief Background:

One of our current staff vehicles, a 2004 Trailblazer, has reached its 20-year target replacement age. Offering the Fire Chief a vehicle stipend allows the district to retire its oldest staff vehicle, reduce the fleet by one, and provide a benefit to the Fire Chief at no additional cost to the district.

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

Chief Wolfard would like the Board to consider approving this option.

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

- DRAFT Vehicle Stipend Addendum
- Pros and Cons of Vehicle Stipend

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

1. Vehicle Provision or Stipend:

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

1.1. District-Provided Staff Vehicle:

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

OR

1.2. Vehicle Stipend:

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

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

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

2. Requirements for Personal Vehicle:

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

2.1. Insurance:

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

2.2. Vehicle Age and Condition:

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

2.3. Outfitting of Vehicle:

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

- Emergency lights
- Siren
- Identifying Magnetic Logos/numbering

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

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

3. Election of Vehicle Option:

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

4. Term and Effect:

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

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

FIRE CHIEF
Chris Wolfard

Date:

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

Date:

Providing a fire chief with a vehicle stipend instead of a district-owned vehicle comes with several pros and cons for the fire district:

Pros

- **Cost Savings on Maintenance and Depreciation:** The district saves on the cost of purchasing, maintaining, insuring, and replacing a vehicle. These responsibilities and costs shift to the fire chief.
- **Budget Predictability:** A stipend is a fixed monthly expense, making it easier to predict and budget compared to the variable costs of vehicle maintenance, repairs, and fuel.
- **Flexibility for the Chief:** The fire chief has the flexibility to choose a vehicle that suits personal preferences, as long as it meets district standards. This can boost job satisfaction.
- **Reduced Administrative Burden:** The district doesn't need to manage vehicle-related logistics, such as scheduling maintenance or managing fleet records.
- **Asset Reduction:** By not adding another vehicle to the district's assets, the district simplifies its fleet management and can focus resources on critical equipment like engines and ambulances.

Cons

- **Lack of District Control Over Vehicle Condition:** The district has less direct oversight over the vehicle's condition, although it can impose standards. There is a risk that the vehicle may not always be in peak condition for emergency responses.
- **Liability and Insurance Requirements:** If the chief's personal vehicle is used for work, liability concerns could arise. The district might still be liable in certain situations, and it must ensure the chief carries adequate insurance.
- **Risk of Inadequate Outfitting:** Equipping a personal vehicle with specialized equipment (e.g., emergency lights, sirens, radios) might be challenging or limited compared to a district-owned vehicle designed for emergency response.
- **Perception Issues:** Some community members or district staff might perceive a personal vehicle as less professional or less well-equipped, potentially impacting the public image of the chief and the district.
- **Potential for Increased Wear and Tear:** The chief may experience faster depreciation and wear on a personal vehicle due to work-related use, which could lead to dissatisfaction if not adequately compensated.

In sum, a stipend can offer financial predictability and flexibility, but it may come at the cost of reduced control and potential risks for both the fire chief and the district.

For a fire chief, receiving a vehicle stipend instead of a district-provided vehicle comes with several advantages and disadvantages:

Pros

- **Personal Choice of Vehicle:** The fire chief has the freedom to choose a vehicle that fits personal preferences, as long as it meets district standards. This can increase comfort and satisfaction.
- **Increased Take-Home Compensation:** A stipend can boost the fire chief's overall compensation package, especially if they already own a vehicle that meets district standards.
- **Potential Tax Benefits:** Depending on the region and tax laws, the stipend might not be considered taxable income if used for business expenses, potentially reducing tax liability.
- **Flexible Use:** The vehicle can be used for both personal and professional purposes without needing to switch between vehicles, which could be convenient.
- **Possibility for Asset Building:** By owning the vehicle, the fire chief can retain any residual value of the vehicle and make decisions about its use or resale, which isn't possible with a district-owned car.

Cons

- **Personal Financial Responsibility for Vehicle Costs:** The fire chief is responsible for all costs associated with fuel, maintenance, insurance, and repairs, which may exceed the stipend if the vehicle is heavily used for work.
- **Liability and Insurance Requirements:** The chief is required to maintain a higher insurance policy (such as a \$1 million umbrella policy), which can be costly and increase personal liability.
- **Depreciation and Wear:** Frequent use for district duties could accelerate wear and depreciation on the chief's personal vehicle, potentially reducing its value faster than if it were used for personal purposes only.
- **Risk of High Out-of-Pocket Expenses:** If a major repair is needed or if the vehicle is damaged, the fire chief bears these costs, which can be significant.
- **Professional Equipment Compatibility:** Outfitting a personal vehicle with specialized equipment (like lights, sirens, radios) can be challenging or require special modifications, which may not be as effective or reliable as equipment in a district-owned vehicle.

In summary, a vehicle stipend provides flexibility and potential financial benefits but also increases personal responsibility, financial risk, and the need for careful maintenance of a personal vehicle used for professional purposes.

Applegate Valley RFPD #9
Board of Directors Agenda Item

Date: November 14, 2024

To: Board of Directors

From: Chief Wolfard

Agenda Subject: Fuel Reduction Grant Funds, Resolution 2024/2025-3

Overview of Agenda Subject:

The District has been awarded grant funding from the Oregon State Fire Marshal & Applegate Partnership & Watershed Council

Agenda Subject Brief Background:

- Oregon State Fire Marshal:
 - \$75,000 was awarded for the Community Wildfire Risk Reduction for Defensible Space Grant
 - \$10,000 to purchase a dump trailer
 - 65,000 Personnel cost to assist with defensible space
- Applegate Partnership & Watershed Council:
 - \$76,000 was awarded to assist with re-writing the CWPP, Chipping, Equipment Purchase and Equipment Repair & Maintenance
 - \$20,000 Equipment Purchase
 - \$8,000 Equipment Repair & Maintenance
 - \$48,000 Personnel cost to assist with the CWPP and chipping
 -

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

Staff recommends receiving the funds and allocating as stated in the resolution

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

- Resolution 2024/2025-3

Applegate Valley RFPD #9
Board of Directors Agenda Item

Date: November 14, 2024

To: Board of Directors

From: Rob Underwood

Agenda Subject: Improvements/Remodel to HQ Fire Station

Overview of Agenda Subject:

Should the board and fire chief work together to make improvements, expansion, to the current HQ station to account for current staffing and growth.

Agenda Subject Brief Background:

Current HQ station has been here since the 1980's and we have drastically outgrown the current footprint for effective operations and customer support.

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

Board and Fire Chief work together to hire a company to come up with a plan/options/design to increase the footprint and available space to bring the current facility up to workable/operational/livable standards to promote a healthier environment for many years to come.

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

Applegate Valley RFPD #9
Board of Directors Agenda Item

Date: November 14, 2024

To: Board of Directors

From: Rob Underwood

Agenda Subject: Change in Fees to Transient Public within the District

Overview of Agenda Subject:

Should the fire district change the pricing and effectiveness of the transient surcharges to non-taxpaying residents that require emergency services.

Agenda Subject Brief Background:

Currently there is a system in place to recoup costs when a non-taxpaying citizen requires emergency services within the district. Those charges are a fixed cost and don't really reflect inflation or actual costs.

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

Should the district:

- 1- Adopt language that reflects the current OSFM costs as deemed by conflagrations/etc.
- 2- Adopt language that provides a 50% discount to family members in visiting taxpayers
- 3- Require all transient individuals be billed and attempt recoup of costs incurred.

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

- Current policy Chp 10.4