

APPLEGATE VALLEY RFPD #9
BOARD OF DIRECTORS MEETING MINUTES
September 21, 2022

BOARD MEETING CALLED TO ORDER

TIME: 4:00 PM

LOCATION: Training Building, 1095 Upper Applegate Rd. and Conference Call

ROLL CALL

Rob Underwood *President*
Doug Stewart *Vice President*
Gary DeSimone *Secretary / Treasurer*
Craig Hamm *Board Member*
Jeff Hoxsey *Board Member*

OTHERS PRESENT

Mike McLaughlin *Fire Chief*
Chris Wolfard *Operations Chief*
Tallie Jackson *Office Manager*
Cody Goodnough *Captain*

ABSENT

None

SPEAKERS AND GUESTS

Katherine Taylor - SDAO

Return to Work Policy

Katherine Taylor of SDAO presented the benefits of having a return to work policy. Some of the benefits include wage reimbursement and equipment purchasing. The draft policy is one that SDAO provided. Tallie Jackson will modify the policy to match current formatting. The first reading will be at the October Board meeting.

EXECUTIVE SESSION; ORS 192.660(2)(f) - To consider information or records that are exempt by law from public inspection.

The board went into executive session at 4:24 pm

The board meeting was reconvened at 5:48 pm

Rob Underwood moved to authorize Rob Underwood and Doug Stewart to manage initial employee related activities.

Gary DeSimone Seconded the motion

Motion carries as follows.

4
Ayes
(Underwood, Stewart, DeSimone, Hoxsey)

1
Nays
(Hamm)

REVIEW MINUTES FROM PREVIOUS MEETING

The minutes of the August 17, 2022 Board meeting were reviewed and approved the minutes as written.

Rob Underwood moved to approve the August , 2022 Board minutes as written.

Doug Stewart seconded the motion.

Motion carries as follows.

<u>5</u>	<u>0</u>
Ayes	Nays
(Underwood, Stewart, DeSimone, Hamm, Hoxsey)	

FISCAL REPORT

The Disbursement Voucher for August 2022 was presented: the following expenditures were discussed and clarified;

Local Government Law Group – Complain issues

Crossfit the Den – Fitness instruct still under contract

Doug Stewart moved to approve the August 2022 expenditures as presented in the amount of \$181,937.30.

Craig Hamm seconded the motion.

Motion carries as follows.

<u>5</u>	<u>0</u>
Ayes	Nays
(Underwood, Stewart, DeSimone, Hamm, Hoxsey)	

The Financial Report review:

The Board reviewed the miscellaneous income for FY 21/22.

Doug Stewart moved to approve the August 2022 financials.

Craig Hamm seconded the motion.

Motion carries as follows.

<u>5</u>	<u>0</u>
Ayes	Nays
(Underwood, Stewart, DeSimone, Hamm, Hoxsey)	

FIRE CHIEF’S REPORT

General: As presented via email

Chief McLaughlin highlighted the intranet system project is almost completed.

Operations:

Chief McLaughlin gave kudos to Chief Wolfard for taking on re numbering of apparatus project. The District purchased a machine and is capable of printing vinyl numbers saving the District thousands of dollars.

A new radio has been ordered to upgrade the station alerting.

New Permits – Chief McLaughlin conducted 9 fire safety inspections for the month of June, year to date 48 inspections.

AVFD #9 Board Meeting Minutes for September 21, 2022

Alarms - Lightning Storm – The district took several down strikes from a lightning storm that took place on August 17th. The district had over 8 reported fires, all on ODF protected lands. Applegate crews were busy assisting ODF and tracking down new reports of fires throughout the district. In all, no homes were lost and working with our partners made a huge difference in keeping fires small throughout the district.

Grants – None to report

OLD BUSINESS

Policy Manual Review

None to Report.

Alarm Response Data

Staff and volunteers conducted training on Image Trend in August. Chief McLaughlin presented the pros and cons of Image Trend and ER Reporting. After careful consideration Chief McLaughlin recommends staying with ER Reporting.

Meeting Transparency/Descriptive Agenda Items

Rob Underwood is continuing to work with SDAO for further information. Rob Underwood will be putting together a comparison of agendas to present at the next meeting.

Public Records Release

Table to October's meeting.

Email Security/Privacy

Table to October's meeting.

Seasonal firefighter hiring/volunteer campaign

Chief McLaughlin gave an update on the seasonal staffing, throughout the season the District hired 7 seasonal firefighters. Chief McLaughlin distributed a volunteer roster to the Board showing 31 volunteers. Currently there is 3 student firefighters. Chief McLaughlin is hopeful that the new leadership at RCC will assist in the recruiting of new student firefighters. Chief McLaughlin has also been talking with a local charter school that is focusing on trade development.

OSFM \$35,000 grants status

All funds have been used to cover the costs of seasonal staffing.

Sue Ross Recognition

Sue Ross and Sandy Johnson have resigned from the Friends. Both were a great asset to the startup of the Friends.

Rob Underwood moved to have a plaque made for Sue Ross and Sandy Johnson.

Gary DeSimone seconded the motion.

Motion carries as follows.

AVFD #9 Board Meeting Minutes for September 21, 2022

5
Ayes
(Underwood, Stewart, DeSimone, Hamm, Hoxsey)

0
Nays

Jan Wilt Recognition

A memorial brick has been made.

NEW BUSINESS

Fire Chief's Performance Review

Table to October's meeting.

Paid Leave Oregon

Chief McLaughlin presented material on the Paid Leave Oregon that goes into effect January 1st. Chief McLaughlin asked the Board if they would like to pick up the employees contribution (60% of 1% of gross wages) to the tax. The Board felt since it was voted on by the voters, the employee should be responsible for their portion of the tax.

SDAO Best Practices

Tallie Jackson reviewed the checklist with the Board. Tallie Jackson will email the trainings that need to be completed so the District will receive full credit.

Donation from Lighthouse Worldwide Solutions

Lighthouse Worldwide Solutions visited the fire station and donated \$6000 to be use for wildland equipment and tools. They have also would like to put a promotional video and brochures together for the District.

Rob Underwood moved to accept the \$6,000 donation from Lighthouse Worldwide Solutions. Gary DeSimone seconded the motion. Motion carries as follows.

5
Ayes
(Underwood, Stewart, DeSimone, Hamm, Hoxsey)

0
Nays

Al Chachere recognition

A memorial brick has been ordered

Craig Hamm Letter

Craig Hamm started to read a letter to the Board with concerns he had. Rob Underwood interrupted, as he felt some of the information was executive session material.

ANNOUNCEMENTS / Good of the Order

- The Friends will be hosting a Spaghetti Feed October 13th.
- Christmas Party is scheduled for December 10th.

AVFD #9 Board Meeting Minutes for September 21, 2022

ITEMS TO BE ON THE NEXT AGENDA

No noted items

ADJOURNMENT 7:07 pm.

The next Board meeting will be held Wednesday, October 19, 2022 @ 4 pm. Training Building
1095 Upper Applegate Rd.

Minutes Submitted by Tallie Jackson
Office Manager

Approved By:

Board President

Date

DRAFT

Applegate Valley Fire District Disbursement Voucher

Date	Name	Memo	Account	Paid Amount
Sep 22				
09/01/2022	AMAZON	Charging Blocks	100602 · MISC. SUPPLIES	66.54
09/01/2022	AMAZON	Cleaning Supplies	100607 · LAUNDRY, CLEANING & TRASI	17.98
09/01/2022	JUSTHOST	Domain Registration	100608 · ADMINISTRATIVE EXPENSE	18.99
09/01/2022	RUCH HARDWARE	Dishwasher Line	100648 · BLDG REPAIR & MAINTENANC	29.99
09/01/2022	WEST COAST APPLIANCE	Dishwasher HQ	100648 · BLDG REPAIR & MAINTENANC	959.09
09/01/2022	AMAZON	Air Quality Monitors	100636 · MISC. FIRE EQUIPMENT	199.98
09/02/2022	STAMPS	STAMPS	100605 · POSTAGE & FREIGHT	17.99
09/07/2022	ALERT ALL CORP	Children Badges	100609 · FIRE PREVENTION	325.00
09/08/2022	AMAZON	Pellets	100602 · MISC. SUPPLIES	83.85
09/08/2022	AMAZON	Coffee Pot	100602 · MISC. SUPPLIES	310.00
09/08/2022	ROGUE DISPOSAL & RECYCLING INC	1.5 YD CONTAINER	100607 · LAUNDRY, CLEANING & TRASI	151.26
09/08/2022	SOUTHERN OREGON SANITATION, INC	Sta.1	100607 · LAUNDRY, CLEANING & TRASI	44.89
09/08/2022	ALSCO	ShopTowels	100607 · LAUNDRY, CLEANING & TRASI	108.90
09/08/2022	AMAZON	Cleaning Supplies	100607 · LAUNDRY, CLEANING & TRASI	217.92
09/08/2022	HAYS OIL COMPANY	182 Gal HQ	100644 · GAS	812.80
09/08/2022	HAYS OIL COMPANY	217 Gal HQ	100644 · GAS	953.93
09/08/2022	HAYS OIL COMPANY	62 Gal HQ	100644 · GAS	272.55
09/08/2022	HAYS OIL COMPANY	197 Gal HQ	100644 · DIESEL	980.28
09/08/2022	HAYS OIL COMPANY	100 Gal Sta.1	100644 · DIESEL	479.60
09/08/2022	HAYS OIL COMPANY	148 Gal Sta.1	100644 · DIESEL	709.81
09/08/2022	HAYS OIL COMPANY	119 Gal Sta.1	100644 · DIESEL	570.72
09/08/2022	PACIFIC POWER	STA.1	100645 · ELECTRICITY	245.85
09/08/2022	PACIFIC POWER	STA. 2	100645 · ELECTRICITY	141.98
09/08/2022	PACIFIC POWER	HQ /SHOP	100645 · ELECTRICITY	635.77
09/08/2022	PACIFIC POWER	STA 4	100645 · ELECTRICITY	48.44
09/08/2022	PACIFIC POWER	STA 5	100645 · ELECTRICITY	224.32
09/08/2022	PACIFIC POWER	STA 6	100645 · ELECTRICITY	39.76
09/08/2022	PACIFIC POWER	STA 7	100645 · ELECTRICITY	112.59
09/08/2022	PACIFIC POWER	TRAINING CTR	100645 · ELECTRICITY	170.80
09/08/2022	UNITED STATES CELLULAR	CHRIS, MIKE, TALLIE, MCKENZIE	100649 · TELEPHONE	315.73
09/08/2022	Starlink	Sta.7 Internet	100649 · TELEPHONE	500.00
09/08/2022	NAPA AUTO PARTS	Starting Fluid, Shop Towels	100660 · EQUIPMENT REPAIR & MAINTI	19.62
09/08/2022	TRUE NORTH	Switch Actuator	100660 · EQUIPMENT REPAIR & MAINTI	269.32
09/08/2022	McMASTER-CARR SUPPLY COMPANY	Butt Slices	100660 · EQUIPMENT REPAIR & MAINTI	89.61
09/08/2022	NAPA AUTO PARTS	Brake Cleaner, Silicone Spray	100660 · EQUIPMENT REPAIR & MAINTI	42.35
09/08/2022	QUICKBOOKS PAYROLL SERVICE	Direct Deposit Transmission Fee	100608 · Payroll Expenses	20.50

Applegate Valley Fire District Disbursement Voucher

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Paid Amount</u>
09/08/2022	McMASTER-CARR SUPPLY COMPANY	Valves, Rubber Tubing	100660 · TOOLS	326.74
09/08/2022	NAPA AUTO PARTS	Filter, Oil	100660 · B54	32.55
09/08/2022	NAPA AUTO PARTS	Filter	100660 · C52 - 2008 RAM PU	7.77
09/08/2022	NAPA AUTO PARTS	Pigtail, Lights	100660 · E55 HME	88.00
09/08/2022	Ferrellgas	Propane HQ	100644 · PROPANE	220.58
09/08/2022	NAPA AUTO PARTS	Filters, Oil	100660 · S53 - 2011 Dodge	105.62
09/08/2022	Madison Mini Mart	Fuel	100608 · REIMBURSABLE FIRE EXPENS	172.41
09/08/2022	NAPA AUTO PARTS	Filter, Oil, Rotor, Breaks, Sensor	100660 · C51- 2018	518.39
09/08/2022	NAPA AUTO PARTS	Def	100660 · B51 - 2020 Brush Eng	63.08
09/08/2022	Shane Croft Solutions, Inc	Sta. 1 Firewall, Wifi	100628 · Information Technology	2,460.00
09/08/2022	NAPA AUTO PARTS	Booster Cable	100660 · B53 - 2022 Brush Eng	54.99
09/09/2022		Direct Deposit	100501 · FIRE CHIEF	4,116.12
09/09/2022		Direct Deposit	100502 · OPERATIONS CHIEF	3,324.52
09/09/2022		Direct Deposit	100503 · LOGISTICS OFFICER	2,473.12
09/09/2022		Direct Deposit	100504 · OFFICE MANAGER	2,159.79
09/09/2022		Direct Deposit	100507 · SHIFT SUPERVISOR #2	2,222.88
09/09/2022	SPECIAL DISTRICTS INSURANCE SERVICE	BI-MONTHLY PAYMENT	100512 · MEDICAL INSURANCE	8,748.22
09/09/2022	PERS	Account# 2664	100513 · PERS	3,790.54
09/09/2022	MICROSOFT	Microsoft 360	100606 · DUES & SUBSCRIPTIONS	6.99
09/09/2022			100505 · SEASONAL FIREFIGHTER	1,687.50
09/09/2022			100505 · SEASONAL FIREFIGHTER	1,440.00
09/09/2022		Direct Deposit	100505 · SEASONAL FIREFIGHTER	210.77
09/09/2022			100505 · SEASONAL FIREFIGHTER	1,650.00
09/09/2022		Direct Deposit	100505 · SEASONAL FIREFIGHTER	1,830.00
09/09/2022		Direct Deposit	100505 · SEASONAL FIREFIGHTER	905.09
09/09/2022			100505 · SEASONAL FIREFIGHTER	420.00
09/09/2022		Direct Deposit	100505 · SEASONAL FIREFIGHTER	2,947.50
09/09/2022			100505 · SEASONAL FIREFIGHTER	1,440.00
09/09/2022		Direct Deposit	100505 · SEASONAL FIREFIGHTER	1,807.50
09/09/2022	VARIOUS EMPLOYEES		100520 · FICA	1,008.30
09/09/2022	VARIOUS EMPLOYEES		100520 · MEDICARE	492.78
09/09/2022		Direct Deposit	100506 · SHIFT SUPERVISOR #1	2,305.31
09/09/2022		Direct Deposit	100508 · SHIFT SUPERVISOR #3	2,143.00
09/09/2022		Direct Deposit	100518 · COVERAGE OVERTIME	445.00
09/09/2022	HRA VEBA	Direct Deposit	100512 · HRA VEBA	410.62
09/09/2022	OREGON SAVINGS GROWTH PLAN	Direct Deposit	100522 · OREGON SAVINGS GROWTH PI	417.36
09/09/2022		Direct Deposit	100506 · FLSA OT SHIFT SUP #1	291.48

Applegate Valley Fire District Disbursement Voucher

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Paid Amount</u>
09/09/2022		Direct Deposit	100508 · FLSA OT SHIFT SUP #3	271.04
09/10/2022	AMAZON	Batteries	100602 · MISC. SUPPLIES	46.95
09/10/2022	FRED MEYER	Fuel	100608 · REIMBURSABLE FIRE EXPENS	144.15
09/12/2022	PERS	Account# 2664	100513 · PERS	-2.93
09/12/2022	NATIONAL FIRE PROTECTION ASSOCIATION	NFPA 1001	100610 · INSTRUCTION & TRAINING	56.25
09/12/2022	GROVER ELECTRIC & PLUMBING SUPP	Wire Connectors	100660 · EQUIPMENT REPAIR & MAINTN	5.40
09/13/2022	USPS	Certified Letter	100605 · POSTAGE & FREIGHT	4.60
09/14/2022	AMAZON	Vinyl & Backing	100636 · MISC. FIRE EQUIPMENT	89.99
09/14/2022		SDAO Conference	100608 · PERDIEM	39.00
09/15/2022	The Grand Hotel	SDAO Summer Conference	100608 · ADMINISTRATIVE EXPENSE	572.43
09/15/2022	76	Fuel	100644 · GAS	77.08
09/16/2022	NOVUS WINDSHIELD REPAIR	Windshield Chip Repair	100660 · S55 - 2015 DODGE	60.00
09/19/2022	RUCH HARDWARE	Glue	100660 · E51 - 89 PIERCE	12.99
09/20/2022	WITMER PUBLIC SAFETY GROUP	Belt, Badge	100517 · UNIFORM ALLOWANCE	147.61
09/20/2022	ASANTE	Pre Employment Screening	100599 · MEDICAL REIMBURSEMENT	331.00
09/20/2022	NATIONAL FIRE PROTECTION ASSOCIATION	Annual Membership	100606 · DUES & SUBSCRIPTIONS	175.00
09/20/2022	CLIA LABORATORY PROGRAM	CERTIFICATE FEE (2023-2025)	100606 · DUES & SUBSCRIPTIONS	180.00
09/20/2022	Lexipol, LLC	Annual Operations Guidelines, Grant Finder	100608 · ADMINISTRATIVE EXPENSE	4,567.97
09/20/2022	TargetSolutions Learning, LLC	Vector Solutions - Annual	100608 · ADMINISTRATIVE EXPENSE	7,836.17
09/20/2022	ALBERTSON'S	RVFC Mtg	100608 · ADMINISTRATIVE EXPENSE	30.46
09/20/2022	Local Government Law Group P.C.		100617 · PROFESSIONAL FEES	4,758.00
09/20/2022	STANDARD INSURANCE	POLICY #00 619026 0001	100619 · INSURANCE	227.20
09/20/2022	STONEWISE	Brick	100647 · GROUNDS MAINTENANCE	28.00
09/20/2022	CHARTER COMMUNICATIONS	HQ, ST 5, ST2	100649 · TELEPHONE	293.60
09/20/2022	Ziply Fiber		100649 · TELEPHONE	162.09
09/20/2022	TRACE ANALYTICS	SHIPPING & ANALYSIS	100660 · EQUIPMENT REPAIR & MAINTN	89.00
09/21/2022	RUCH HARDWARE	Duct Tape	100602 · MISC. SUPPLIES	11.99
09/21/2022	MALWAREBYTES	Virus Protection	100606 · DUES & SUBSCRIPTIONS	69.98
09/21/2022	Gotomeeting.com	Conference Call Meeting Service	100606 · DUES & SUBSCRIPTIONS	24.00
09/22/2022	EBAY INC	Headset	100601 · RADIO REPAIR	165.00
09/22/2022	AMAZON	Headset Parts	100601 · RADIO REPAIR	34.98
09/22/2022	AMAZON	Vinyl	100602 · MISC. SUPPLIES	9.90
09/22/2022	WIDOFF, ANTONY	Mercy Flights	100611 · VOLUNTEER PROGRAMS	-68.00
09/22/2022	QUICKBOOKS PAYROLL SERVICE	Direct Deposit Transmission Fee	100608 · Payroll Expenses	20.50
09/22/2022	AMAZON	Vinyl	100636 · MISC. FIRE EQUIPMENT	9.90
09/23/2022		Direct Deposit	100501 · FIRE CHIEF	4,116.12
09/23/2022		Direct Deposit	100502 · OPERATIONS CHIEF	3,324.52

Applegate Valley Fire District Disbursement Voucher

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Paid Amount</u>
09/23/2022		Direct Deposit	100503 · LOGISTICS OFFICER	2,473.12
09/23/2022		Direct Deposit	100504 · OFFICE MANAGER	2,159.79
09/23/2022		Direct Deposit	100507 · SHIFT SUPERVISOR #2	2,222.88
09/23/2022	SPECIAL DISTRICTS INSURANCE SER	BI-MONTHLY PAYMENT	100512 · MEDICAL INSURANCE	8,748.22
09/23/2022	PERS	Account# 2664	100513 · PERS	3,657.91
09/23/2022			100505 · SEASONAL FIREFIGHTER	1,200.00
09/23/2022			100505 · SEASONAL FIREFIGHTER	1,440.00
09/23/2022			100505 · SEASONAL FIREFIGHTER	2,250.00
09/23/2022			100505 · SEASONAL FIREFIGHTER	1,440.00
09/23/2022		Direct Deposit	100505 · SEASONAL FIREFIGHTER	2,295.00
09/23/2022		Direct Deposit	100505 · SEASONAL FIREFIGHTER	1,980.00
09/23/2022			100505 · SEASONAL FIREFIGHTER	105.00
09/23/2022		Direct Deposit	100505 · SEASONAL FIREFIGHTER	3,195.00
09/23/2022	VARIOUS EMPLOYEES		100520 · FICA	1,094.83
09/23/2022	VARIOUS EMPLOYEES		100520 · MEDICARE	509.82
09/23/2022		Direct Deposit	100506 · SHIFT SUPERVISOR #1	2,305.31
09/23/2022		Direct Deposit	100508 · SHIFT SUPERVISOR #3	2,143.00
09/23/2022		Direct Deposit	100525 · STAFF LENGTH OF SERVICE	500.00
09/23/2022		Direct Deposit	100518 · COVERAGE OVERTIME	749.04
09/23/2022		Direct Deposit	100518 · COVERAGE OVERTIME	903.30
09/23/2022		Direct Deposit	100518 · COVERAGE OVERTIME	464.48
09/23/2022	HRA VEBA	Direct Deposit	100512 · HRA VEBA	410.55
09/23/2022	OREGON SAVINGS GROWTH PLAN	Direct Deposit	100522 · OREGON SAVINGS GROWTH PI	427.23
09/24/2022	Apple App Store	iCloud Storage	100606 · DUES & SUBSCRIPTIONS	0.99
09/25/2022	AMAZON	Cleaning Supplies	100607 · LAUNDRY, CLEANING & TRASI	63.83
09/26/2022	AMAZON	Blankets, Curtains Sta.1	100602 · MISC. SUPPLIES	386.90
09/27/2022	OREGON DEPT OF TRANSPORTATION	Title/Plates B53	100608 · ADMINISTRATIVE EXPENSE	130.50
09/28/2022	BANNERS ON THE CHEAP	Banner	100608 · ADMINISTRATIVE EXPENSE	103.68
09/29/2022	Dropbox	Data Storage	100608 · ADMINISTRATIVE EXPENSE	26.14
09/30/2022	BANK CHARGES	Service Charge	100608 · ADMINISTRATIVE EXPENSE	18.15
				134,279.84

Sep 22

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

BALANCE SHEET
September 30, 2022

	ACCT.#	8/31/2022	DEPOSITS	WITHDRAWS	9/30/2022	
CASH IN POOL 4789	100103.1	1,133,266.77	5,665.24	80,000.15	1,058,931.86	
CASH IN POOL 4790	100103.2	448,140.48	678.35	0.00	448,818.83	
CASH IN U.S. BANK	100103.3	61,843.07	87,204.54	138,052.01	10,995.60	
PETTY CASH	100105	482.13	0.00	289.00	193.13	
TOTAL CHECKING/SAVINGS		1,643,732.45	93,548.13	218,341.16	1,518,939.42	
TOTAL ASSETS						1,518,939.42
LIABILITIES						
CREDIT CARDS PAYABLE	100260				5,613.19	
PAYROLL WITHHOLDING	100315				1081.94	
PAYROLL LIABILITES					3877.79	
TOTAL LIABILITIES					10,572.92	
EQUITY						
GENERAL FUND					1,515,241.46	
CAPITAL PROJECTS FUND					418,081.28	
Net Income					-424,956.24	
TOTAL EQUITY					1,508,366.50	
TOTAL LIABILITIES & EQUITY						1,518,939.42

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

September 30, 2022

GENERAL FUND
25% OF THE BUDGET YEAR IS OVER
48% OF THE BUDGETED REVENUE HAS BEEN RECEIVED
16% OF THE BUDGET HAS BEEN SPENT

RESOURCES	Account Number	Annual Budget	Current Month	Year To Date	% of Budget	Remaining Balance
Current Tax Jackson Co.	100401	1,486,554.00	0.00	0.00	0.00	1,486,554.00
Delinquent Tax Jackson Co.	100402	43,250.00	3,573.44	17,198.50	39.77	26,051.50
Current Tax Josephine Co.	100405	208,384.00	0.00	0.00	0.00	208,384.00
Delinquent Tax Josephine Co.	100406	8,750.00	506.15	3,005.30	34.35	5,744.70
Total Taxes		1,746,938.00	4,079.59	20,203.80	1.16	1,726,734.20
Net Working Capital		1,300,000.00	0.00	1,486,257.00	114.33	-186,257.00
Fire Suppression Fees	100421	5,000.00	0.00	0.00	0.00	5,000.00
Response Billing	100422	0.00	0.00	0.00	0.00	0.00
Transfer from Capital	100440	0.00	0.00	0.00	0.00	0.00
Donations	100441	10,000.00	0.00	0.00	0.00	10,000.00
Grants	100445.1	215,727.00	0.00	68,214.29	31.62	147,512.71
Fuel Reduction Grants	100445.2	0.00	0.00	0.00	0.00	0.00
Landowner Contributions	100446	0.00	0.00	0.00	0.00	0.00
Interest Earned	100450	7,000.00	1,667.24	4,831.34	69.02	2,168.66
Misc. Income	100471	10,000.00	5.62	51.24	0.51	9,948.76
Rents	100471.2	8,400.00	653.00	1,781.00	21.20	6,619.00
Sale of Assets	100484	3,500.00	0.00	0.00	0.00	3,500.00
Total Other Resources		1,559,627.00	2,325.86	74,877.87	100.10	184,749.13
TOTAL RESOURCES		3,306,565.00	6,405.45	95,081.67	47.82	1,911,483.33

APPLEGATE VALLEY RURAL FIRE PROTECTION DISTRICT # 9
1095 UPPER APPLEGATE RD.
JACKSONVILLE, OR, 97530
STATEMENT OF REVENUE AND EXPENDITURES
BUDGET VERSUS ACTUAL COMPARISON
September 30, 2022

GENERAL FUND

	Account Number	Annual Budget	Current Month	Year To Date	% Of Budget	Remaining Balance
Fire Chief	100501	107,020.00	8,232.24	24,696.84	23.08	82,323.16
Operations Chief	100502	86,438.00	6,649.04	20,046.64	23.19	66,391.36
Logistics/ Maintenance Officer	100503	65,678.00	4,946.24	14,838.84	22.59	50,839.16
Office Manager	100504	56,155.00	4,319.58	12,958.53	23.08	43,196.47
Seasonal Firefighters	100505	164,000.00	28,243.36	72,084.61	43.95	91,915.39
Shift Personnel #1	100506	63,150.00	4,902.10	14,415.13	22.83	48,734.87
Shift Personnel #2	100507	60,680.00	4,445.76	13,899.40	22.91	46,780.60
Shift Personnel #3	100508	69,520.00	4,557.04	28,468.01	40.95	41,051.99
Extra Staff/Shift Coverage	100509	20,000.00	0.00	245.00	1.23	19,755.00
Medical Insurance	100512	210,600.00	17,496.44	61,764.38	29.33	148,835.62
Health Reimbursement	100512.1	10,000.00	821.17	2,463.51	24.64	7,536.49
PERS	100513	125,000.00	7,445.52	27,802.84	22.24	97,197.16
Workers Comp. Insurance	100515	60,000.00	0.00	56,241.81	93.74	3,758.19
Unemployment	100516	8,000.00	0.00	0.00	0.00	8,000.00
Uniform Allowance	100517	12,500.00	147.61	261.36	2.09	12,238.64
Coverage Overtime	100518.1	51,500.00	2,561.82	7,051.35	13.69	44,448.65
Reimbursable Overtime	100518.2	30,000.00	0.00	0.00	0.00	30,000.00
Payroll Taxes (FICA & Medicare)	100520	20,000.00	3,105.73	9,573.03	47.87	10,426.97
Oregon Growth Plan	100521.1	12,000.00	844.59	3,139.50	26.16	8,860.50
Length of Service	100525	11,500.00	500.00	500.00	4.35	11,000.00
Separation Benefits	100528	4,000.00	0.00	0.00	0.00	4,000.00
Medical Reimbursement	100599	2,500.00	331.00	517.00	20.68	1,983.00
TOTAL PERSONAL SERVICES		1,250,241.00	99,549.24	370,967.78	29.67	879,273.22

APPLEGATE VALLEY RURAL FIRE PROTECTION DISTRICT # 9
1095 UPPER APPLEGATE RD.
JACKSONVILLE, OR, 97530
STATEMENT OF REVENUE AND EXPENDITURES
BUDGET VERSUS ACTUAL COMPARISON
September 30, 2022

GENERAL FUND

	Account Number	Annual Budget	Current Month	Year To Date	% Of Budget	Remaining Balance
MATERIAL & SERVICES						
Technical Rescue Equipment	100600	1,500.00	0.00	0.00	0.00	1,500.00
Radio Repair & Maint.	100601	11,957.00	199.98	1,486.75	12.43	10,470.25
Miscellaneous Supplies	100602	17,000.00	916.13	12,382.04	72.84	4,617.96
Medical Supplies	100603	20,000.00	0.00	700.10	3.50	19,299.90
Office Supplies	100604	3,000.00	0.00	340.69	11.36	2,659.31
Postage & Freight	100605	3,000.00	22.59	108.57	3.62	2,891.43
Dues & Subscriptions	100606	12,000.00	456.96	900.90	7.51	11,099.10
Laundry, Cleaning & Trash	100607	6,000.00	604.78	1,951.71	32.53	4,048.29
Administrative Expenses	100608	20,000.00	13,345.49	16,120.52	80.60	3,879.48
Reimbursable Fire Expenses	100608.2	5,000.00	316.56	316.56	6.33	4,683.44
Fire Prevention	100609	5,000.00	325.00	511.74	10.23	4,488.26
Instruction & Training	100610	12,000.00	95.25	548.35	4.57	11,451.65
Volunteer Programs	100611	54,000.00	-68.00	8,636.00	15.99	45,364.00
EMT Physician Advisor	100613	2,200.00	0.00	1,875.00	85.23	325.00
Strategic/Master Plan	100614	0.00	0.00	0.00	0.00	0.00
Dispatch Service - ECSO	100615	50,600.00	0.00	12,635.15	24.97	37,964.85
Professional Fees	100617	17,000.00	4,758.00	8,550.50	50.30	8,449.50
Elections & Legal Publication	100618	3,500.00	0.00	0.00	0.00	3,500.00
District Insurance- General	100619	45,600.00	227.20	3,851.60	8.45	41,748.40
Health and Wellness	100621	12,700.00	0.00	3,375.00	26.57	9,325.00
Office Equipment/Furnishings	100622	4,000.00	0.00	439.98	11.00	3,560.02
Vol. Recruitment & Rentention	100623	5,000.00	0.00	0.00	0.00	5,000.00
Board Training	100627	5,000.00	0.00	60.00	1.20	4,940.00
Information Technology	100628	5,000.00	2,460.00	2,460.00	49.20	2,540.00
Misc. Fire Equipment	100636	40,000.00	299.87	7,865.56	19.66	32,134.44
Vehicle Gas & Oil	100644	38,700.00	5,077.35	9,179.39	23.72	29,520.61
Electricity	100645	34,000.00	1,619.51	2,876.58	8.46	31,123.42
Draft Site Const. & Repair	100646	1,000.00	0.00	0.00	0.00	1,000.00
Grounds Maintenance	100647	12,000.00	28.00	760.00	6.33	11,240.00
Building Repair & Maint.	100648	36,500.00	989.08	4,814.24	13.19	31,685.76
Telephone	100649	15,500.00	1,271.42	3,170.77	20.46	12,329.23
Equipment Rental	100651	1,000.00	0.00	0.00	0.00	1,000.00
Equipment Repair & Maint.	100660	43,000.00	1,785.43	8,972.48	20.87	34,027.52
College/Student Program	100670	72,000.00	0.00	0.00	0.00	72,000.00
Fuel Reduction Costs	100680	0.00	0.00	0.00	0.00	0.00
Grant Expenditures	100690	158,727.00	0.00	33,420.90	21.06	125,306.10
TOTAL MATERIALS & SERVICES		773,484.00	34,730.60	148,311.08	19.17	625,172.92

APPLEGATE VALLEY RURAL FIRE PROTECTION DISTRICT # 9
1095 UPPER APPLEGATE RD.
JACKSONVILLE, OR, 97530
STATEMENT OF REVENUE AND EXPENDITURES
BUDGET VERSUS ACTUAL COMPARISON
September 30, 2022

GENERAL FUND

	Account Number	Annual Budget	Current Month	Year To Date	% Of Budget	Remaining Balance
CAPITAL OUTLAY						
Station Construction Projects	100711	8,500.00	0.00	7,370.00	86.71	1,130.00
New Fire Equipment	100736	0.00	0.00	0.00	0.00	0.00
Apparatus Upgrades	100737	40,000.00	0.00	0.00	0.00	40,000.00
Equipment Acquisition	100738	50,000.00	0.00	0.00	0.00	50,000.00
Shop Equipment	100760	0.00	0.00	0.00	0.00	0.00
Training & Medical Equipment	100739	10,000.00	0.00	0.00	0.00	0.00
Capital Grant Expenditures	100740	57,000.00	0.00	0.00	0.00	57,000.00
TOTAL CAPITAL OUTLAY		165,500.00	0.00	7,370.00	4.45	148,130.00
Contingency	100795	227,340.00	0.00	0.00	0.00	227,340.00
Transfers to Capital Projects Fun	100805	0.00	0.00	0.00	0.00	0.00
Unappropriated Ending Balance		800,000.00	0.00	0.00	0.00	800,000.00
TOTAL REQUIREMENTS		3,216,565.00	134,279.84	526,648.86	16.37	2,679,916.14
TOTAL RESOURCES			6,405.45	95,081.67		
TOTAL REQUIREMENTS			-134,279.84	-526,648.86		
ENDING FUND BALANCE			-127,874.39	-431,567.19		
TOTAL DISBURSEMENTS	163,471.45					
CAPITAL PROJECT FUND	0.00					
TOTAL REQUIREMENTS	163,471.45					
Beginning Fund Balance		1,486,257.00	6/30/2022			
Excess Rev/Exp		-431,567.19				
Ending Fund Balance		1,054,689.81				

APPLEGATE VALLEY RURAL FIRE PROTECTION DISTRICT # 9
1095 UPPER APPLGATE RD.
JACKSONVILLE, OR, 97530
STATEMENT OF REVENUE AND EXPENDITURES
BUDGET VERSUS ACTUAL COMPARISON
September 30, 2022

CAPITAL PROJECTS FUND

	Account Number	ANNUAL BUDGET	CURRENT MONTH	YEAR-TO DATE	%-OF BUDGET	REMAINING BALANCE
RESOURCES						
NET WORKING CAPITAL		446,828.00				
TRANSFER FROM GENERAL	240441	100,000.00	0.00	0.00	0.00	100,000.00
INTEREST	200450	2,100.00	678.35	1,751.33	83.40	348.67
TOTAL RESOURCES		548,928.00	678.35	1,751.33	81.72	100,348.67
REQUIREMENTS						
PROJECT PURCHASE	240760	0.00	0.00	0.00	0.00	0.00
TRANSFER TO GENERAL	100440	0.00	0.00	0.00	0.00	0.00
BANK SERVICE CHARGE	200201	120	0.00	0.00	0.00	120.00
TOTAL REQUIREMENTS		120.00	0.00	0.00	0.00	120.00
TOTAL RESOURCES		548,928.00	678.35	1,751.33		
TOTAL REQUIREMENTS		120.00	0.00	0.00		
RESERVE FOR FUTURE EXPENDITURES		548,808.00	678.35	1,751.33		
Beginning Fund Balance	3002	447,066.24	6/30/2022			
RESERVED FOR FUTURE EXP		1,751.33				
Ending Fund Balance		448,817.57				

~~APPLEGATE VALLEY RURAL FIRE PROTECTION DISTRICT # 9~~

Fire Chief's Report – September 2022

Training

Labor Day – No Drill

Monday Sept 12th – 3” Hose Testing

Monday Sept 19th – Annual Mask Fit Testing (SCBA & N95)

Monday Sept 26th – Basic FF Skills, TPE Preparation, 1-3/4” Attacks

Maintenance Turnbull

Serviced Units – S51

Placed the new E53 in service and moved the old one to station 51 as E51. Pulled 8501 out of service.

Facilities – Replaced dishwasher at Headquarters.

Other – McKenzie is working on NFPA Fire Officer I Certification

Alarms

September 2022 – 61 September 2021 - 49 **2022 YTD = 573** 2021 YTD= 485

YTD Diff. = **+18 %** increase in incidents this year.

General

1. Operations – Chief Wolfard

Projects –

- Station 55 Mobile Home – Various repairs and updates started. Staining decks, repairing water system(s), roof inspection, flooring and plumbing fixtures. Planning to complete by the end of November.
- Shane Croft Solutions has continued to build out our new computer system, including internet to the new Mobile Home at Station 1. There are still a few things to complete. We hope to wrap this project up in November.

Equipment Labeling – We have just a couple of vehicles left to label.

Alarm Notification System – We are currently waiting on a new base radio that will help improve reliability, audio quality and customization of audio alerts. This system will integrate with our radio upgrades that are slated over the next few years through the bond measure that was passed by the Jackson County voters.

2. New Permits – (4) new resident inspection, (1) Ag additions, (1) shops/garages (1) Solar Array for a total of 7 inspections. **YTD 2022 = 55**

3. Alarm's worth mentioning – Van Meter fire near Klamath Falls – We sent a crew of 3 on a Type 1 Engine September 7 through September 10.

4. Priorities next 30 days: Recruiting and on-boarding new volunteer firefighters and students. Follow up on completion of intranet. Submitting several grant applications. Completing Mobile home repairs and updates at Station 55. Removing 8501 and 8561

from our inventory. Reaching out to the Labor Union to schedule negotiations (CBA expires June 30th, 2023).

5. Grants –

- 2021 Assistance to Firefighters Grant (AFG) (FEMA) – **Awaiting Decision** - \$1M Regional project for radios involving Applegate, Jacksonville, and Williams.
- 2021 Staffing For Adequate Fire and Emergency Response (SAFER) (FEMA) – **Awaiting Decision** - \$500k project for Recruitment & Retention of Volunteer Firefighters and Student Firefighters.
- 2022 Safety and Security Grant (SDAO) – **Applying** - Application Deadline November 16th, 2022. We will be applying for a \$1k Fire and Water Resistant Safe to secure Backup Computer Drives and Board Records.
- 2022 Wildfire Season Staffing Grant (OSFM) – **Completed** - \$35k for Upstaffing during the 2022 fire season.
- 2022 Engine Program (OSFM) – **Awaiting Decision** – We have applied for a brand-new Type 3 “Loaner” Engine. 3-year commitment to keep it in service and available for deployments.
- 2022 Wildland Training Grant (OSFM) – **Applying** – We will be applying for up to \$10k for wildland training classes and/or equipment. First come first served (no deadline).
- 2022 Oregon Fire Service Capacity Program (OSFM) – **Applying** – We will be applying for up to 2 full-time firefighters and 2 full-time prevention personnel.
- 2022 AFG – Should be opening soon. We are waiting on the disposition of our 2021 application to determine what we should apply for.
- 2022 SAFER – Should be opening soon. We are waiting on the disposition of our 2021 application to determine what we should apply for.

2.16 Return-To-Work: Draft Policy

Note: This document is not designed as a substitute for reasonable accommodation under any applicable federal or state laws, such as Americans with Disabilities Act, The Rehabilitation Act of 1973, or other applicable laws.

To preserve the ability to meet department needs under changing conditions, the fire district reserves the right to revoke, change, or supplement guidelines at any time with written notice. The policies and procedures in this return-to-work program are not intended to be contractual commitments and they shall not be construed as such by our employees. This policy is not intended as a guarantee of continuity of benefits or rights. No permanent employment for any term is intended or can be implied by this policy.

2.16.1 Objectives

The District has developed a return-to-work policy. Its purpose is to return workers to employment at the earliest date following any injury or illness. We desire to speed recovery from injury or illness and reduce insurance costs. This policy applies to all workers and will be followed whenever appropriate.

The District defines “transitional” work as temporary modified work assignments within the worker’s physical abilities, knowledge, and skills.

Where feasible, transitional positions will be made available to injured employees in order to minimize or eliminate time loss.

For any business reason, at any time, we may elect to change the working shift of any employee based on the business needs of the district.

The physical requirements of transitional/temporary work will be provided to the attending physician. Transitional/temporary positions are then developed with consideration of the worker’s physical abilities, the business needs of the District, and the availability of transitional work.

2.16.2 In case of an on-the-job accident

If you have a work-related injury and are missing time from work, contact the fire chief or designee.

2.16.3 Transitional temporary work assignment

The District will determine appropriate work hours, shifts, duration, and locations of all work assignments. Applegate Valley Fire District reserves the right to determine the availability, appropriateness, and continuation of all transitional assignments and job offers.

2.16.4 Communication

It is the responsibility of the worker and/or supervisor to immediately notify the fire chief or his/her designee of any changes concerning a transitional/temporary work assignment. The fire chief or designee will then communicate with the insurance carrier and attending physician as applicable.

Employee responsibilities

2.16.5 Accident reporting

- An accident is any unplanned event that disrupts normal work activities and may or may not result in injury or property damage. All work-related accidents, injuries, and near misses must be reported immediately to the fire chief or designee.
- If an accident occurs, but does not require professional medical treatment, the supervisor should immediately be informed so that an accident analysis can be completed. If first-aid treatment is needed, it should be sought on-site.
- If an accident occurs which requires professional medical treatment, the worker must fill out a workers' compensation 801 form as soon as possible.

2.16.6 Worker's physical condition

- If professional medical treatment is sought, the worker should inform the attending physician that the District has a return-to-work program with light duty/modified assignments available.
- The worker should obtain a Release to Return-to-Work form and completed job description from the fire chief or designee. This should be provided to the treating physician and should be returned to the fire chief or designee following the initial medical treatment.

2.16.7 Worker able to return to work

- If the attending physician releases the worker to return to work, as evidenced by completion of a Release to Return-to-Work form and job description, the form(s) must be returned to the fire chief or designee within 24 hours for assignment of light duty/modified work. The worker must report for work at the designated time.
- The worker cannot return to work without a release from the attending physician.
- If the worker returns to a transitional/temporary job, the worker must make sure that he or she does not go beyond either the duties of the job or the physician's restrictions. If the worker's restrictions change at any time, he or she must notify his or her supervisor at once and give the supervisor a copy of the new medical release.

2.16.8 Worker unable to return to work

- If the worker is unable to report for any kind of work, the worker must call in at least weekly to report medical status.
- While off work, it is the responsibility of the worker to supply the fire chief or designee with a current telephone number (listed or unlisted) and an address where the worker can be reached.
- The worker will notify the fire chief or designee within 24 hours of all changes in medical condition.

Employer responsibilities

2.16.9 Accident reporting

- The supervisor will conduct an accident analysis on all accidents, regardless of whether an injury occurs.
- When an accident occurs which results in injury requiring professional medical treatment, the fire chief or designee will forward a completed workers' compensation 801 form to the insurance carrier within five (5) calendar days of knowledge of the injury or illness.
- Other information will be forwarded as soon as developed, including:
 - Name of worker's attending physician
 - Completed Release to Return-to-Work Form from attending physician and medical documentation, if appropriate
 - Completed transitional/modified or regular job description
 - Job offer letter and responses
- The supervisor will notify the insurance carrier of any changes in the worker's medical or work status as soon as possible.

2.16.10 Medical treatment and temporary/transitional duty physical condition

- A Release to Return-to-Work form and a completed job description form (if available) will be provided to the worker to take to the attending physician for completion and/or approval.
- At the time of first medical treatment the Release to Return-to-Work form must be completed and returned to the fire chief or designee. If one is not, the fire chief or designee will request one from the attending physician.
- The completed Release to Return-to-Work form will be reviewed by the fire chief or designee. A temporary/transitional job description form will be prepared from information obtained from the attending physician for review and approval.

2.16.11 Job Offer letter

- Upon receipt of a signed temporary/transitional job description form from the attending physician, a written Job Offer letter will be prepared by the fire chief. It will be mailed by both regular and certified mail to the worker's last known address or presented to the worker.
- The letter will note the doctor's approval and will explain the job duties, report date, wage, hours, report time duration of transitional work assignment, phone number, and location of the transitional assignment.
- The worker will be asked to sign the bottom of the job offer letter indicating acceptance or refusal of the offered work assignment.
- Copies of the job description, work releases, and job offer letters will be forwarded to the insurance carrier.

2.16.12 Supervisor

- The supervisor will monitor the worker’s performance to ensure the worker does not exceed the worker’s physician release.
- The supervisor will monitor the worker’s recovery progress through regular contact to assess when and how often duties may be changed. The supervisor will assess the district’s ability to adjust work assignments upon receipt of changes in physical capacities.

Worker acknowledgment

- The return-to-work policy and procedures have been explained to me.
- I have read and fully understand all procedures and responsibilities.
- I agree to observe and follow these procedures.
- I have received a copy of this policy and procedure.
- I understand failure to follow these procedures may affect my re-employment, reinstatement, and vocational assistance rights.

Worker signature

Date

Applegate Valley RFPD #9
Board of Directors Agenda Item

Date: October 5, 2022

To: Board of Directors

From: Operations Chief Chris Wolfard

Agenda Subject: Surplus of "Old 8561"

Overview of Agenda Subject:

Staff is requesting permission to surplus and sell "Old 8561".

Agenda Subject Brief Background:

"Old 8561" is a 1987 GMC Type 5 Brush Engine that was purchased used from the Oregon Department of Forestry over 20 years ago. This engine was taken out of service prior to the current fire season and is no longer needed to meet our mission.

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

It is Staff's recommendation to surplus and sell "Old 8561". Staff recommends running a "Sealed Bid" process with a \$5k Minimum bid.

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



Board of Directors Agenda Item

Date: October 6, 2022

To: Board of Directors

From: Operations Chief Chris Wolfard

Agenda Subject: Station 55 Mobile Home Repairs and Rental Agreement

Overview of Agenda Subject:

Staff is giving an update on the status of repairs and updates being done to the rental mobile home at Station 55, as well as seeking direction to sign a rental agreement with a new tenant.

Agenda Subject Brief Background:

The mobile home at Station 55 is a 3-bedroom, 2-bath, 1056 square foot, 2002, Fleetwood doublewide. The district purchased and installed it in the summer of 2003.

The purpose of the mobile has always been to rent it to an Applegate Volunteer Firefighter at a reduced rate in exchange for assistance in cleaning and maintenance at the fire station. Having a resident at that location has also reduced, if not eliminated, any theft or vandalism at the station. It has also improved responses out of that station. While it was never the intent to make money on the unit, over the past 19 years, it is estimated that the District has taken in approximately \$100k in rent.

Other than having the carpet replaced and interior walls painted 2 years ago, there have been no other repairs or updates done to the house in the past 19 years. It is currently vacant and we have a tenant lined up to move in December 1st of this year. While it is vacant, we are making many repairs and updates. (Vinyl Flooring, Skirting, Decks being Stained/Sealed, Water Systems repaired, New Dish Washer, Roof Inspection, New Toilets and Faucets. We have the money in the current budget to handle all of these repairs/updates, and everything should be completed by December 1st.

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

Staff is seeking direction from the board to sign a rental agreement with a new tenant.

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

Station 55 Rental Agreement

Applegate Valley RFPD #9
Board Of Directors Agenda Item

Date: 10-6-22

To: Board of Directors-Chris Wolfard-Tallie Jackson

From: Rob Underwood

Agenda Subject: Line-Item Separation of Attorney Fees

Overview of Agenda Subject:

Should the Board/District agree to create separate line items specifically for Attorney fees incurred (or as suitably easy for the Office Manager)? 1 line item being the Districts incurred attorney fees and the other Board Incurred attorney fees.

The thought is an A and B under the main line item. Believe this is a sub-category?

Agenda Subject Brief Background:

It has been brought up at several meetings the cost of attorney fees that appear on our Financial Statements. It has also been stated by a Board Member that they feel the President is not justifying the costs incurred by the Board for board actions.

Currently there is no provided breakdown of where/what the fees are for, thus it's just a bill. Providing detailed records potentially creates undue work for the Office Manager and possibly the release of attorney-client information.

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

Office Manager to modify line items to create Sub-Line/Sub-Category Item for Districts attorney fees and Board attorney Fees. That way it wraps into the overall report, but is easily distinguished for accounting purposes. This would be retroactive to July 1, 2022 to start the financial year off correct.

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

Monthly Financial Reports as seen at Board Meetings

Letter supplied from Director Hamm referencing the Board President not informing the Board of incurred costs.

Applegate Valley RFPD #9

Board Of Directors Agenda Item

Date: 10-17-22

To: Board of Directors

From: Rob Underwood

Agenda Subject: Oath of Office-Policy Violations-Course of Action

Overview of Agenda Subject:

Should the Board research the actual law or ORS statute in regards to Board Member Policy Violations and/or Oath of Office

Agenda Subject Brief Background:

Board Members are expected to follow the Policies as set forth and approved by the Board of Directors. This is trained by SDAO and by our own Members. What actions or processes should be followed in the event a Board Member violates policy or Oath of Office.

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

Research with SDAO, Local Government Law Group, Ethics Commission, District Attorney office, or other entity into the law or best practices supporting Board Member violations of Oath of Office and Policy Violations. Bring findings and or recommendations back to the Board for discussion at the November 2022 meeting if applicable. Information may be sent out in advance for educational information prior to meeting.

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