

APPLEGATE VALLEY RFPD #9
BOARD OF DIRECTORS MEETING MINUTES
January 21, 2026

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, Secretary/Treasurer Mike Blaschka, Director Jeff Hoxsey, Director Larry Hunt

ABSENT:

OTHER STAFF & INVITED SPEAKERS: Chris Wolfard (*Fire Chief*), Dave Blakely (*Deputy Chief*), Rachael Couch (*Admin Assistant*), Mitch Kuntz (*Firefighter*)

3.0 SPEAKERS AND GUESTS

4.0 REVIEW OF MINUTES FROM PREVIOUS MEETING

The minutes of the December 17, 2025 Board meeting were reviewed and approved as written.

➔ **MOTION:** Rob Underwood moved to approve the December 17, 2025 Board minutes as written. Julie Barry seconded the motion.

Motion carries as follows.

AYES Underwood, Barry, Blaschka, Hoxsey, Hunt

NAYS

5.0 FISCAL REPORT

Disbursement Voucher:

The following disbursements were discussed and clarified for December 2025;

GoToMeeting – Annual subscription

Rogue Transfer and Recycling – advised to compare pricing to Grants Pass

Starlink – Research putting into standby

Rogue Community College – Tuition for 6 students

➔ **MOTION:** Rob Underwood moved to approve the December 2025 expenditures as presented in the amount \$279,890.78. Jeff Hoxsey seconded the motion.

Motion carries as follows.

AYES Underwood, Barry, Blaschka, Hoxsey, Hunt

NAYS

The Financial Report review:

Quickbooks balance sheet was missing in the Board packet.

Chief Wolfard reported that Work Comp at 150% is based on obtaining a new policy after audit, unemployment alternatively only at 3% - hard to forecast for seasonal employee utilization

Professional fees are for legal review of the expansion of the district and the MOU's for Williams.

→ **MOTION:** Rob Underwood moved to accept the December 2025 financials as presented. Larry Hunt seconded the motion.

Motion carries as follows.

AYES Underwood, Barry, Blaschka, Hoxsey, Hunt

NAYS

6.0 FIRE CHIEF'S REPORT

Chief Wolfard shared the following updates:

- Williams Fire District Shared Services
 - Administrative Assistant
 - Executive Services – still on pause for 3 months
- District Expansion -meeting next week to discuss properties that surround the border of the resolution with GIS team
- Station 51 Project with PIER Grant: RFP process for a Project Manager
- Budget Reformatting Project: gathering examples from other districts for a future plan – goal to better align the budget reports to align with monthly reports. Pulling out larger grants and projects.
- Fireside Newsletter: list of article ideas, Rachael to format articles into newsletter including the following:
 - Draft of 4 ordinances letter, less canned/kids articles, Chief's message, Expansion area, HB 3940, co-op with Williams, Business Inspections, Communication avenues, Station 51 staffing, declining volunteerism, PIER grant, chipper program.
- Levy Best Practices Document: Started formatting our feedback for the document.
- Senate Bill 454 Committee: OSFM Advisory Committee involvement for rural district funding project. Meeting monthly in Salem for the next 8 months.

Deputy Chief Report

Chief Blakely shared a review of call statistics – 883 incidents for 2025, growth over 2024. 10 year average of call volume increase, incidents by zone are at a 60/40 split – identifies the need to staff station 51, Annual average busiest days: Sunday, Monday and Wednesday. Number of calls has almost doubled the number of calls in 10 years. Rob states that he personally experienced a change in the process when you call 911. It now has an IVR system with recorded prompts. Discussion regarding Fire District needs to grow to meet the needs of the community. Discussion of the benefits of medical calls can triage calls using Pro-QA system: might be useful to be added to Fireside of calls too. MOU proposal with the Union. Chiefs interviews completed for shift officer vacancies. Fuels Reduction –

PIER grant need to add federal elements to our RFP's, and Fuels Program in Environmental review. RFP process for Fuels Management side of the PIER grant is to be send out to awardees with amendments. Director Rob Underwood praised the AVFD team led by Mitch that responded to his neighbors house. Rob did 2-3 rounds of CPR before the fire team got there. Shared that the call was very well managed by the fire team, even in the face of a very difficult situation. This stems back to positive leadership from the Fire Chiefs that there was no anxiety.

Maintenance Officer Report

The Maintenance Officer Report was submitted. Repairs discussed noted below.
E51 engine light – bought new, in-frame rebuild needed to address problems cause by air filter and engine idling. About 10k bill.
WT53 water leak – taken out of service: fabricator in this week to address

Fire Marshal Report

Using James Davis interim to help with duties and continuation of programs.

7.0 OLD BUSINESS

Comprehensive Billing

Williams Executive Services

Strategic Plan

Contractor for regional study providing a quote.

Donation Policy

The 2nd reading of Donation Policy 5.17 was presented.

➔ **MOTION: Rob Underwood moved to approve the second reading of Policy 5.17 Donation Policy as presented. Jeff Hoxsey seconded the motion.**

Motion carries as follows.

AYES Underwood, Barry, Blaschka, Hoxsey, Hunt

NAYS

8.0 NEW BUSINESS

Captain, Lieutenant, Engineer Job Description – 1st Reading

New Captain, Lieutenant, and Engineer Job Descriptions were presented. Discussed the importance of a rank foundation and a succession plan. Rob Underwood expressed the importance of certification for captain rank. NFPA Fire Officer 1 is required within 18 months in draft. Chief Wolfard is using it to cast a larger net for applicants since our wage scale is lower. Note that the MOU and wage plan attached is premature and ask that it be struck from the packet

➔ **MOTION: Rob Underwood moved to approve the first reading of Captain, Lieutenant, Engineer Job Descriptions 4.6, 4.7, and 4.8 as presented. Mike Blaschka seconded the motion.**

Motion carries as follows.

AYES Barry, Blaschka, Hoxsey, Hunt

NAYS Underwood

Layoff Policy – 1st Reading

New Layoff Policy was presented in anticipation of laying off two grant-funded firefighters this summer. Discussion of 12-month recall list.

- **MOTION**: Rob Underwood moved to approve the first reading of Layoff Policy as proposed with the stipulation that policy numbering is corrected. Mike Blaschka seconded the motion.

Motion carries as follows.

AYES Underwood, Barry, Blaschka, Hoxsey, Hunt

NAYS

Surplus Staff Trucks

Chief Wolfard requested that 3 staff pickup trucks (2006, 2008 & 2011) to be put on surplus list to avoid future repair bills. Chief Wolfard and Blakely suggested amending the budget ask of replacing these three vehicles with 2 smaller capacity trucks rather than 1 larger pickup using the funding for Equipment Acquisition of \$75k.

- **MOTION**: Rob Underwood moved to approve the surplus of the three staff trucks plan as presented. Larry Hunt seconded the motion.

Motion carries as follows.

AYES Underwood, Barry, Blaschka, Hoxsey, Hunt

NAYS

Union Negotiation Team

Chief Blakely shares that we are currently waiting on the Union Intent to Bargain. Chief Wolfard conferred with legal rep Mark Wolf and was advised that future Union Negotiation Team should not include 2 board members. The Best practice recommendation was that administrative staff fills the Union Negotiation Team and then staff meets with the board as a whole in Executive Session. Director Underwood asks about the board possibly observing without participation, and states that since this change is from legal advice that it would qualify for a single reading before voting.

9.0 ANNOUNCEMENT

- SDAO Conference February 5 -8
- Public Meeting Law Training February 18th, 4:00pm
- Awards Banquet March 13th

10.0 ITEMS TO BE ON NEXT AGENDA

- SDAO Recommendation for Fire Chief to have permission to advocate with our legislators. SDAO has model policy.

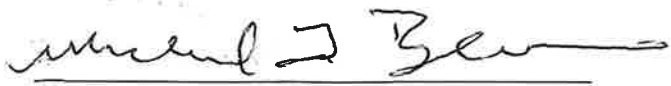
11.0 ADJOURNMENT

Rob Underwood adjourned the meeting at 5:38 pm.

The next scheduled regular Board meeting will be held Wednesday February 18th @ 4 pm. Training Building 1095 Upper Applegate Rd.

Minutes Submitted by Rachael Couch
Administration Assistant

Approved By:



Board Secretary / Treasurer

02/18/24

Date

