

**APPLEGATE VALLEY RFPD #9**  
**BOARD OF DIRECTORS MEETING MINUTES**  
**September 17, 2025**

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



**1.0 CALL TO ORDER**

Board Meeting called to order 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 Lary Hunt (arrived at 4:52)

**ABSENT:**

**OTHER STAFF & INVITED SPEAKERS:** Chris Wolfard (*Fire Chief*), Dave Blakely (Deputy Chief), Tallie Jackson (*Admin Chief*) Ethan Coates (*Shift Supervisor*)

**3.0 SPEAKERS AND GUESTS**

**4.0 REVIEW OF MINUTES FROM PREVIOUS MEETING**

The minutes of the August 20, 2025 Board meeting were reviewed and approved as written.

→ **MOTION:** Rob Underwood moved to approve the August 20, 2025 Board minutes as written. Julie Barry seconded the motion.

Motion carries as follows.

**AYES** Underwood, Barry, Blaschka Hoxsey

**NAYS**

The minutes of the August 6, 2025 Board Work Session were reviewed and approved as written.

→ **MOTION:** Rob Underwood moved to approve the August 26, 2025 Special Board Meeting minutes as written. Mike Blaschka seconded the motion.

Motion carries as follows.

**AYES** Underwood, Barry, Blaschka Hoxsey

**NAYS**

**5.0 FISCAL REPORT**

Disbursement Voucher:

The following disbursements were discussed and clarified for August 2025;  
Local Government Law Group – writ of review  
Station 54 Electric will now be paid by ECSO

→ **MOTION:** Rob Underwood moved to approve the August 2025 expenditures as presented in the amount \$305,140.15. Mike Blaschka seconded the motion.

Motion carries as follows.

**AYES** Underwood, Barry, Blaschka Hoxsey

**NAYS**

The Financial Report review:

Chief Jackson highlighted the purchase of the connex boxes and the annual work compensation.

→ **MOTION:** Rob Underwood moved to accept the August 2025 financials as presented. Julie Barry seconded the motion.

Motion carries as follows.

**AYES** Underwood, Barry, Blaschka Hoxsey

**NAYS**

## 6.0 FIRE CHIEF'S REPORT

Chief Wolfard informed the Board the priority is working on the ISO review.

Deputy Chief Report

Chief Blakely presented a dashboard on First Due that would allow Board Members to look at stats. Jeff Hoxsey requested to see stats on how active volunteers are.

Maintenance Officer Report

The Maintenance Report was presented. Chief Wolfard highlighted issues with the transmission on the Type 1 that the Friends purchased from District 5.

Fire Marshal Report

The Fire Marshal Report was presented. Chief informed the Board that Chief Mulhollen will be working with OSFM to complete assessments. Chief Mulhollen has been working with the Northwest Crew to have them back this fall.

## 7.0 OLD BUSINESS

Annexation –

Chief Wolfard found an error with the address in the expansion area that included address outside of 7 road miles. Chief Blakely is working with GIS to correct the issue.

Comprehensive Billing –

To be reviewed in November.

Station 51 Remodel

Chief Wolfard has been working through the application for the PIER Grant.

Life Without a Levy

Rob Underwood expressed the importance of letting the public know what the District is doing through social media and other media outlets. The information will help when going for a levy in the future.

**9.0 ANNOUNCEMENT**

- SDAO Trainings on September 26 at 1pm at Rogue River Fire District
- Pancake Breakfast October 18<sup>th</sup>
- Pumpkin Carving October 26<sup>th</sup>
- Christmas Party December 13<sup>th</sup> at 11am
- SDAO Conference February 5 -8

**10.0 ITEMS TO BE ON NEXT AGENDA**

**11.0 ADJOURNMENT**

Rob Underwood adjourned the meeting at 5:48 pm.

The next scheduled regular Board meeting will be held Wednesday October 15, 2025 @ 4 pm. Training Building 1095 Upper Applegate Rd.

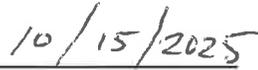
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Minutes Submitted by Tallie Jackson  
Administration Chief

Approved By:



Board Secretary / Treasurer



Date

Williams IAG and Cooperative Opportunities

The Administration Assistant IGA has been sent to legal counsel for their review. Chief Wolfard is continuing to draft the Fire Chief agreement.

Fire District 3 IGA for Recruitment & Retention Coordinator

Rob Underwood will come to the office to sign the agreement tomorrow.

Policy 4.23 Administrative Assistant – 2<sup>nd</sup> Reading

The second reading of the Administrative Assistant position was presented, representing the changes that were made last month.

- **MOTION:** Rob Underwood moved to approve the 2<sup>nd</sup> reading of Policy 4.23 as presented. Mike Blaschka seconded the motion.

Motion carries as follows.

**AYES** Underwood, Barry Blaschka, Hoxsey, Hunt

**NAYS**

## 8.0 NEW BUSINESS

Policy 4.21.1 Fire Marshal – 1<sup>st</sup> Reading

The first reading to change the Fire Marshal position from exempt to non-exempt was presented.

- **MOTION:** Rob Underwood moved to approve the 1<sup>st</sup> reading of Policy 4.21.1 as presented. Julie Barry seconded the motion.

Motion carries as follows.

**AYES** Underwood, Barry Blaschka, Hoxsey, Hunt

**NAYS**

Policy 3.22 Paid Leave Oregon – 1<sup>st</sup> Reading

Chief Wolfard presented the Paid Leave Oregon Policy. SDAO is requiring the adoption of this policy for best practice credit.

- **MOTION:** Rob Underwood moved to approve the 1<sup>st</sup> reading of Policy 3.22. Jeff Hoxsey seconded the motion.

Motion carries as follows.

**AYES** Underwood, Barry, Hoxsey, Hunt

**NAYS**

Strategic Plan

Rob Underwood inquired when the strategic planning process would begin. Chief Wolfard agreed to have a schedule of the process in January. Chief Wolfard expressed he would like to have a 2 to 3 year plan.