

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

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



**1.0 CALL TO ORDER**

Board Meeting called to order Rob Underwood.  
TIME: 4:03 PM

**2.0 ROLL CALL**

**PRESENT:** President Rob Underwood, Secretary/Treasurer Mike Blaschka, Director Jeff Hoxsey, Director Larry Hunt

**ABSENT:** Vice President Julie Barry

**OTHER STAFF & INVITED SPEAKERS:** Chris Wolfard (*Fire Chief*), Dave Blakely (Deputy Chief), Tallie Jackson (*Admin Chief*) Brian Mulhollen (*Fire Marshal*)

**3.0 SPEAKERS AND GUESTS**

Rick Brewster, CPA , Brian Barton, Heather Glass, Bill Ertel, Claudia Pratt

**4.0 AUDIT PRESENTATION**

Rick Brewster, CPA –Presented the annual audit report. There were no concerns or significant findings.

**5.0 REVIEW OF MINUTES FROM PREVIOUS MEETING**

The minutes of the October 15, 2025 Board meeting were reviewed and corrected the resolution motion.

➔ **MOTION:** Rob Underwood moved to approve the October 15, 2025 Board minutes as corrected. Larry Hunt seconded the motion.

Motion carries as follows.

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

**NAYS**

**5.0 FISCAL REPORT**

Disbursement Voucher:

The Board reviewed the disbursements for October 2025. The Board requested the report be sorted by account.

➔ **MOTION:** Rob Underwood moved to approve the October 2025 expenditures as presented in the amount \$258,553.55. Jeff Hoxsey seconded the motion.

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**Motion carries as follows.**

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

**NAYS**

The Financial Report review:

Rob Underwood inquired about work comp rates and Chief Wolfard explained the reasons for the increase this fiscal year.

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

**Motion carries as follows.**

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

**NAYS**

## **6.0 FIRE CHIEF'S REPORT**

Chief Wolfard highlighted that Chief Blakely has been working with GIS on the expansion area. Chief Wolfard attend the kick off meeting for the PIER Grant, Station 51 is going through environmental review. The district is having ZCS complete a seismic grant application for Station 51. Rob Underwood wrote a letter of support on behalf of the Board to support the seismic grant. Chief Wolfard hired Expert Properties and do the property management for Station 55 mobile.

Deputy Chief Report

Chief Blakely highlighted the launch of Regional Tuesday Night Training with District 3 and District 5. The drills have had successful attendance.

Maintenance Officer Report

The Maintenance Report was provided. Chief Wolfard highlighted replacing the injectors in HB51.

Fire Marshal Report

Chief Mulhollen reported participating in the CWPP meetings. Firebrand will be assisting with Firewise Communities and OSFM will be helping with defensible space assessments.

## **7.0 OLD BUSINESS**

Comprehensive Billing –

Chief Wolfard presented 4 draft ordinances: Unauthorized or Illegal Burning, False Alarm, Misuse of Emergency Services, Emergency Response Cost Recovery. Chief advised the Board to read carefully through the ordinances and compile their questions or concerns.

Williams Executive Services

Chief Wolfard presented a draft for Executive Services to Williams Fire. The Board agreed to have the agreement sent to legal counsel for their review and sign the Service Agreement Waiver.

→ **MOTION:** Rob Underwood moved to send the executive service agreement to legal counsel and sign the waiver. Larry Hunt seconded the motion.

**Motion carries as follows.**

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

**NAYS**

Strategic Plan

Tabled until January

Life Without a Levy

Rob Underwood expressed the importance of continuing messaging of how important the levy is to the Fire District.

## **8.0 NEW BUSINESS**

Resolution 2025/2026 – 4, A Resolution to Receive Funds from Williams Rural Fire Protection District and Create a Budget Line Item for a Part-Time Administrative Assistant

Chief Jackson presented Resolution 2025/2026-4. The resolution will create a line item for income and expense of the Administrative Assistant.

- **MOTION:** Rob Underwood moved to approve Resolution 2025/2026-4 as presented. Mike Blaschka seconded the motion.

**Motion carries as follows.**

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

**NAYS**

Administrative Assistant Wage Plan

The wage plan was presented for the Administrative Assistant position. The wage plan shows seven steps.

- **MOTION:** Rob Underwood moved to approve the wage plan for the Administrative Assistant. Larry Hunt seconded the motion.

**Motion carries as follows.**

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

**NAYS**

Shift Supervisor Job Description – 1<sup>st</sup> Reading

Chief Blakely presented the new job description, changing from Shift Officer to Shift Supervisor. Changes reflect current duties, responsibilities and job qualifications. Rob Underwood expressed his concerns with changing the job description and could open up concerns with the Union.

- **MOTION:** Rob Underwood moved to approve the first reading of Policy 4.6 Shift Supervisor job description as presented. Mike Blaschka seconded the motion.

**Motion carries as follows.**

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

**NAYS**

Barnes Family Foundation

The District received a \$10,000 from the Barnes Family Foundation and requested that the Board accept the donation. The Barnes Foundation has contributed to the District annually. The Board requested staff to revise the donation policy so the District can accept donations and advise the Board of such donations.

➔ **MOTION:** Rob Underwood moved to accept the donation from the Barnes Family Foundation. Larry Hunt seconded the motion.

Motion carries as follows.

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

**NAYS**

Compensation Package Discussion

Rob Underwood requested staff to complete a complete compensation package for employees. Chief Wolfard advised that it is completed every three years following negotiations.

**9.0 ANNOUNCEMENT**

- Christmas Party December 13<sup>th</sup> 11:00am to 1:00pm
- SDAO Conference February 5 -8

**10.0 ITEMS TO BE ON NEXT AGENDA**

**11.0 ADJOURNMENT**

Rob Underwood adjourned the meeting at 6:39 pm.

The next scheduled regular Board meeting will be held Wednesday December 17, 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

12/17/2025  
Date