

APPLEGATE VALLEY RFPD #9

BOARD OF DIRECTORS MEETING MINUTES

December 17, 2025

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



1.0 CALL TO ORDER

Board Meeting called to order Rob Underwood.
TIME: 3:59 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*), Tallie Jackson (*Admin Chief*) Rachael Couch (*Admin Assistant*)

3.0 SPEAKERS AND GUESTS

4.0 REVIEW OF MINUTES FROM PREVIOUS MEETING

The minutes of the November 19, 2025 Board meeting were reviewed and approved as written.

→ **MOTION:** Rob Underwood moved to approve the November 19, 2025 Board minutes as written. Larry Hunt 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 November 2025;
National Hose Testing Specialties, Inc – Annual hose and ladder testing
Longbow Computers – New firewall for HQ & Station 51
Home Depot – Christmas Tree for Station 51

→ **MOTION:** Rob Underwood moved to approve the November 2025 expenditures as presented in the amount \$179,010.28. Julie Barry seconded the motion.

Motion carries as follows.

AYES Underwood, Barry, Blaschka, Hoxsey, Hunt

NAYS

The Financial Report review:

Chief Jackson highlighted that property tax income has started to come in. it is anticipated that we will need a resolution for professional fees in the future as invoices come in for the expansion area.

→ **MOTION:** Rob Underwood moved to accept the November 2025 financials as presented. Mike Blaschka seconded the motion.

Motion carries as follows.

AYES Underwood, Barry, Blaschka, Hoxsey, Hunt

NAYS

6.0 FIRE CHIEF'S REPORT

Chief Wolfard has met with the PIER Committee for environmental review. We have received clearance to hire a project manager for Station 51.

Station 55 now has a rental living in the manufactured homes. There were several plumbing fixes made installing a UV water filtration system.

The contract with AlSCO ended as of December.

Chief Wolfard anticipates having a newsletter in February. Rob Underwood requested to have a Board highlight.

Chief has completed the framework for his levy document.

Deputy Chief Report

Chief Blakely announced they have received the new radios.

7 volunteers will be starting academy in January.

Chief Wolfard and Chief Blakely are working with GIS for the expansion boundaries. They will be reaching out to Rural Metro and Mid Rogue to discuss some of the details.

Maintenance Officer Report

The Maintenance Officer Report was submitted. No major repairs noted.

Fire Marshal Report

Chief Mulhollen will be resigning January 6th. The District is looking at revising the job description.

7.0 OLD BUSINESS

Comprehensive Billing –

The Board inquired about the ticketing process and sending unpaid claims to collections. Chief Wolfard would be tasked to determine if it will be a chargeable offense and would determine if unpaid claims will be sent to collections. Chief highlighted that the ordinances would be a tool for having people comply not to create a revenue stream. Chief Wolfard will request public input for at least 30 days after publicly announcing in the newsletter.

Williams Executive Services

Chief Wolfard requested to postpone the Executive Services contract with Williams for 3 months.

Strategic Plan

The kickoff meeting for the regional plan is December 18th. Chief Wolfard will be contacting the same company to inquiring about assist with our strategic plan.

Shift Supervisor Job Description – 2nd Reading

Chief Blakely met with the union and has decided to discard the changes to the job description and will be coming back to the Board with different job descriptions for Engineer, Lieutenant, and Captain.

8.0 NEW BUSINESS

Donation Policy 5.17 – 1st Reading

Donation Policy 5.17 was presented to strike the Board to approve donation over \$5000.

- **MOTION:** Rob Underwood moved to approve the first reading of Policy 5.17 Donation Policy as presented. Larry Hunt seconded the motion.

Motion carries as follows.

AYES Underwood, Barry, Blaschka, Hoxsey, Hunt

NAYS

Vicky Beyer Donation

Vicky Beyer has donated \$15,000 to the District on behalf of their family members Yvonne & Donny Spencer.

- **MOTION:** Rob Underwood moved to accept the donation from Vicky Beyer. Larry Hunt seconded the motion.

Motion carries as follows.

AYES Underwood, Barry, Blaschka, Hoxsey, Hunt

NAYS

Jacksonville Fire Truck

Chief Wolfard requested Board approval to offer \$15,000 to purchase a Type I fire truck from Jacksonville. Chief Turnbull has completed an inspection and found no major issues.

- **MOTION:** Rob Underwood moved to approve \$15,000 to purchase the fire truck from Jacksonville. Mike Blaschka seconded the motion.

Motion carries as follows.

AYES Underwood, Barry, Blaschka, Hoxsey, Hunt

NAYS

9.0 ANNOUNCEMENT

- SDAO Conference February 5 -8
- Rob Underwood declared a potential conflict of interest. His business Code 3 Coffee is selling coffee products to a known donor of the Fire District, Courtney Disroll.

10.0 ITEMS TO BE ON NEXT AGENDA

11.0 ADJOURNMENT

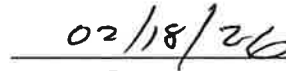
Rob Underwood adjourned the meeting at 5:12 pm.

The next scheduled regular Board meeting will be held Wednesday January 21 @ 4 pm. Training Building 1095 Upper Applegate Rd.

Minutes Submitted by Tallie Jackson
Administration Chief

Approved By:


Board Secretary / Treasurer


Date