

AGENDA

APPLEGATE FIRE DISTRICT

BOARD OF DIRECTORS MEETING

August 19, 2026 – 4pm

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

You can join the meeting from your computer, tablet or smartphone.

<https://meet.goto.com/avfd9>

You can also dial in using your phone.

United States (Toll Free): 1 866 899 4679

United States: +1 (571) 317-3116

Access Code: 922-157-053

- **CALL TO ORDER**
- **ROLL CALL**
- **SPEAKERS AND GUESTS**
- **REVIEW THE MINUTES FROM PREVIOUS MEETINGS**
 - July 15, 2026 Regular Board Meeting
- **FISCAL REPORT**
 - Disbursement Voucher
 - Financial Reports
- **FIRE CHIEF'S REPORT**
 - Deputy Chief Report
 - Maintenance Officer Report
- **OLD BUSINESS**
 - Emergency Resource Protection Program
 - Strategic Plan
 - Proposals for Station 51 Project Manager
 - Surplus Staff Trucks
- **NEW BUSINESS**
 - Williams MOU Equipment Sharing
 - ORS 478.702 Annexation Process
- **ANNOUNCEMENTS**
 - Fire & Vine September 12th – Sold Out
 - Spaghetti Dinner October 22nd

- **ITEMS TO BE ON THE NEXT AGENDA**
- **ADJOURNMENT**

APPLEGATE VALLEY RFPD #9 BOARD OF DIRECTORS MEETING MINUTES July 15, 2026

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



1.0 CALL TO ORDER

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

2.0 ROLL CALL

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

ABSENT: Vice President Julie Barry, Director Jeff Hoxsey

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

3.0 SPEAKERS AND GUEST

4.0 ELECTION OF OFFICERS

MOTION: Larry Hunt moved to re-elect Rob Underwood as president, Julie Barry as Vice President and Mike Blaschka as Secretary/Treasurer. Rob Underwood seconded the motion.

Motion carries as follows.

AYES Underwood, Blaschka, Hunt

NAYS

5.0 REVIEW OF MINUTES FROM PREVIOUS MEETING

The minutes of the June 17, 2026 Board meeting were reviewed and approved as written.

→ **MOTION:** Rob Underwood moved to approve the June 17, 2026 Board minutes as written. Mike Blaschka seconded the motion.

Motion carries as follows.

AYES Underwood, Blaschka, Hunt

NAYS

6.0 FISCAL REPORT

Disbursement Voucher:

Goto Meeting – Will be looking into Teams for streaming meetings.

Chevron - Fuel for HB53 after fuel tank was repaired

- **MOTION:** Rob Underwood moved to approve the June 2026 expenditures as presented in the amount \$500,547.95. Larry Hunt seconded the motion.

Motion carries as follows.

AYES Underwood, Blaschka, Hunt

NAYS

The Financial Report review:

- **MOTION:** Rob Underwood moved to accept the June 2026 financials as presented. Larry Hunt seconded the motion.

Motion carries as follows.

AYES Underwood, Blaschka, Hunt

NAYS

7.0 FIRE CHIEF'S REPORT

Chief Wolfard highlighted that our Recruitment Retention Coordinator, Kirsten Arreguin is now employed by Applegate. She was previously employed by District 3 and working for us through an MOU.

Deputy Chief Report

Chief Blakely presented the incident statistics.

Maintenance Officer Report

The Maintenance Report was submitted.

8.0 OLD BUSINESS

Emergency Resource Protection Program

Chief Wolfard requested that he would like to send the unauthorized burning ordinance to legal counsel.

Strategic Plan

Tabled until fall.

Policy 3.21 Longevity Pay – 2nd Reading

The 2nd reading of the longevity pay policy was presented.

MOTION: Rob Underwood moved to approve the 2nd reading of Policy 3.21. Larry Hunt seconded the motion.

Motion carries as follows.

AYES Underwood, Blaschka, Hunt

NAYS

9.0 NEW BUSINESS

Proposals for Station 51 Project Manager

Chief Wolfard requested the Board delegate one board member to work with staff to score the proposals for the Station 51 project manager and give them authorization to review and sign the contract.

MOTION: Rob Underwood moved to authorize Jeff Hoxsey to score the proposals and to review and sign the contract, if Jeff is unable to then Mike Blaschka is to be the backup. Larry Hunt seconded the motion.

Motion carries as follows.

AYES Underwood, Blaschka, Hunt

NAYS

Resolution 2026/2027 – 01 Authorizing Fiscal Funds

The annual resolution to authorize fiscal funds was presented. The only change from last year is the language to give the Fire Chief the authority to manage the credit card users.

MOTION: Rob Underwood moved to approve Resolution 2026/2027-01 Authorizing Fiscal Funds as presented. Larry Hunt seconded the motion.

Motion carries as follows.

AYES Underwood, Blaschka, Hunt

NAYS

10.0 ANNOUNCEMENT

- John Stagg's memorial July 18th
- Fireside Chat July 28th, 5pm at Apple Outlaw
- Fire & Vine September 12th
- Spaghetti Dinner October 22nd
- Chief Wolfard presented the findings of one of the original fire trucks of Applegate Fire. Chief will be contacting the company to get more information.

11.0 ITEMS TO BE ON NEXT AGENDA

12.0 ADJOURNMENT

Rob Underwood adjourned the meeting at 5:30 pm.

The next scheduled regular Board meeting will be held Wednesday August 19 @ 4 pm. Training Building 1095 Upper Applegate Rd.

Minutes Submitted by Tallie Jackson
Administration Chief

Approved By:

DRAFT MINUTES

Board Secretary / Treasurer

Date

Applegate Valley Fire District

Balance Sheet

	Jul 31, 26	Jun 30, 26	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
100103 · CASH WITH TREASURER			
103.1 · GOVERNMENT POOL	1,486,337.37	1,693,572.00	-207,234.63
103.2 · CAPITAL PROJECTS FUND	500,472.96	498,778.48	1,694.48
103.5 · ROGUE CREDIT UNION	41,090.35	11,252.62	29,837.73
Total 100103 · CASH WITH TREASURER	2,027,900.68	2,203,603.10	-175,702.42
Total Checking/Savings	2,027,900.68	2,203,603.10	-175,702.42
Other Current Assets			
100105 · PETTY CASH	579.79	189.88	389.91
Total Other Current Assets	579.79	189.88	389.91
Total Current Assets	2,028,480.47	2,203,792.98	-175,312.51
TOTAL ASSETS	2,028,480.47	2,203,792.98	-175,312.51
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Credit Cards			
100261 · AVFD Master Card	10,346.23		10,346.23
Total Credit Cards	10,346.23		10,346.23
Other Current Liabilities			
100315 · PAYROLL WITHHOLDING			
315.0 · PERS 6% PAYABLE	1,635.80	-1,016.84	2,652.64
Total 100315 · PAYROLL WITHHOLDING	1,635.80	-1,016.84	2,652.64
2102 · Payroll Liabilities	-1,348.30	-273.30	-1,075.00
2111 · Direct Deposit Liabilities	-14.66	-14.66	
Total Other Current Liabilities	272.84	-1,304.80	1,577.64
Total Current Liabilities	10,619.07	-1,304.80	11,923.87
Total Liabilities	10,619.07	-1,304.80	11,923.87
Equity			
3000 · FUND BAL - GENERAL FUND	2,067,922.00	2,067,922.00	
3002 · FUND BAL -CAPITAL PROJECTS FU...	529,840.00	529,840.00	
3900 · RETAINED EARNINGS	-392,664.22	-111,109.15	-281,555.07
Net Income	-187,236.38	-281,555.07	94,318.69
Total Equity	2,017,861.40	2,205,097.78	-187,236.38
TOTAL LIABILITIES & EQUITY	2,028,480.47	2,203,792.98	-175,312.51

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

BALANCE SHEET
July 31, 2026

	ACCT.#	6/30/2026	DEPOSITS	WITHDRAWS	7/31/2026	
GENERAL POOL ACCOUNT	100103.1	1,693,572.00	17,765.52	225,000.15	1,486,337.37	
CAPITAL PROJECTS ACCOUNT	100103.2	498,778.48	1,694.48	0.00	500,472.96	
ROGUE CREDIT UNION	100103.4	11,252.62	251,547.88	221,710.15	41,090.35	
PETTY CASH	100105	189.88	389.91	0.00	579.79	
TOTAL CHECKING/SAVINGS		2,203,792.98	271,397.79	446,710.30	2,028,480.47	
TOTAL ASSETS						2,028,480.47
LIABILITIES						
CREDIT CARDS PAYABLE	100260				10,346.23	
PAYROLL WITHHOLDING	100315				1635.80	
PAYROLL LIABILITES					-1,362.96	
TOTAL LIABILITIES					10,619.07	
EQUITY						
GENERAL FUND					1,675,257.78	
CAPITAL PROJECTS FUND					529,840.00	
Net Income					-187,236.38	
TOTAL EQUITY					2,017,861.40	
TOTAL LIABILITIES & EQUITY						2,028,480.47

APPLEGATE VALLEY RURAL FIRE PROTECTION DISTRICT # 9
1095 UPPER APPLEGATE RD.
JACKSONVILLE, OR, 97530
STATEMENT OF REVENUE AND EXPENDITURES
BUDGET VERSUS ACTUAL COMPARISON
8% OF THE BUDGET YEAR IS OVER
2% OF THE BUDGETED REVENUE HAS BEEN RECEIVED
5% OF THE BUDGET HAS BEEN SPENT
July 31, 2026

	Account	Annual	Current	Year To	% of	Remaining
RESOURCES	Number	Budget	Month	Date	Budget	Balance
Current Tax Jackson Co.	100401	1,901,000.00		0.00	0.00	1,901,000.00
Delinquent Tax Jackson Co.	100402	43,250.00	10,679.82	10,679.82	24.69	32,570.18
Current Tax Josephine Co.	100405	259,000.00		0.00	0.00	259,000.00
Delinquent Tax Josephine Co.	100406	8,750.00	1,773.64	1,773.64	20.27	6,976.36
Total Taxes		2,212,000.00	12,453.46	12,453.46	0.56	2,199,546.54
Net Working Capital		1,695,000.00		1,706,319.23	100.67	-11,319.23
Fire Suppression Fees	100421	35,000.00	0.00	0.00	0.00	35,000.00
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	50,000.00	0.00	0.00	0.00	50,000.00
Fuels Grants	100447	0.00	0.00	0.00	0.00	0.00
Interest Earned	100450	55,000.00	5,315.20	5,315.20	9.66	49,684.80
Misc. Income	100471	10,000.00	1,039.91	1,039.91	10.40	8,960.09
Rents	100472	15,000.00	1,880.00	1,880.00	12.53	13,120.00
Intergovernmental Revenue	100473	96,000.00	24,000.00	24,000.00	25.00	72,000.00
Sale of Assets	100484	0.00	0.00	0.00	0.00	0.00
Total Other Resources		271,000.00	32,235.11	32,235.11	11.89	227,445.66
TOTAL RESOURCES		2,483,000.00	44,688.57	44,688.57	1.80	2,426,992.20

APPLEGATE VALLEY RURAL FIRE PROTECTION DISTRICT # 9
1095 UPPER APPLEGATE RD.
JACKSONVILLE, OR, 97530
STATEMENT OF REVENUE AND EXPENDITURES
BUDGET VERSUS ACTUAL COMPARISON
June 30, 2026

GENERAL FUND

	Account	Annual	Current	Year To	% Of	Remaining
	Number	Budget	Month	Date	Budget	Balance
Fire Chief	100501	129,000.00	9,908.38	9,908.38	7.68	119,091.62
Deputy Chief	100502	104,500.00	8,004.24	8,004.24	7.66	96,495.76
Division Chiefs	100503	178,500.00	13,720.80	13,720.80	7.69	164,779.20
Seasonal Firefighters	100505	160,000.00	31,666.50	31,666.50	19.79	128,333.50
Shift Officers	100506	218,000.00	16,327.40	16,327.40	7.49	201,672.60
Volunteer Shift Coverage	100509	15,000.00	1,441.93	1,441.93	9.61	13,558.07
Prevention & Fuels Coordinator	100510	65,000.00	1,605.00	1,605.00	2.47	63,395.00
HRA VEBA	100511	32,500.00	2,001.00	2,001.00	6.16	30,499.00
Medical Insurance	100512	275,000.00	14,620.75	14,620.75	5.32	260,379.25
PERS	100513	310,000.00	8,814.02	8,814.02	2.84	301,185.98
Vehicle Stipend	100514	13,200.00	1,100.00	1,100.00	8.33	12,100.00
Workers Comp. Insurance	100515	60,000.00	29,591.82	29,591.82	49.32	30,408.18
Unemployment	100516	8,000.00	177.09	177.09	2.21	7,822.91
Coverage Overtime	100518	30,000.00	3,087.61	3,087.61	10.29	26,912.39
Reimbursable Overtime	100519	30,000.00	9,156.10	9,156.10	30.52	20,843.90
Payroll Taxes	100520	50,000.00	5,067.99	5,067.99	10.14	44,932.01
Oregon Growth Plan	100522	20,000.00	1,462.43	1,462.43	7.31	18,537.57
Length of Service	100525	10,200.00	0.00	0.00	0.00	10,200.00
Benefit Sell Back	100528	10,000.00	0.00	0.00	0.00	10,000.00
OSFM Firefighters	100531	0.00	8,952.56	8,952.56	8952.56	-8,952.56
Recruitment & Retention Coord.	100533	25,500.00	900.00	900.00	3.53	24,600.00
Duty Officer	100535	30,000.00	13,028.88	13,028.88	43.43	16,971.12
Administrative Assistant	100536	36,500.00	2,364.80	2,364.80	6.48	34,135.20
Differential Pay	100537	27,000.00	2,250.00	2,250.00	8.33	24,750.00
Medical Physicals	100599	5,000.00	52.00	52.00	1.04	4,948.00
TOTAL PERSONNEL SERVICES		1,842,900.00	185,301.30	185,301.30	10.05	1,657,598.70

APPLEGATE VALLEY RURAL FIRE PROTECTION DISTRICT # 9
1095 UPPER APPLGATE RD.
JACKSONVILLE, OR, 97530
STATEMENT OF REVENUE AND EXPENDITURES
BUDGET VERSUS ACTUAL COMPARISON
July 31, 2026

GENERAL FUND

	Account	Annual	Current	Year To	% Of	Remaining
	Number	Budget	Month	Date	Budget	Balance
MATERIAL & SERVICES						
Technical Rescue Equipment	100600	2,500.00	0.00	0.00	0.00	2,500.00
Radio Equipment & Maint.	100601	28,000.00	56.94	56.94	0.20	27,943.06
Miscellaneous Supplies	100602	8,000.00	427.36	427.36	5.34	7,572.64
Medical Supplies	100603	15,000.00	1,530.55	1,530.55	10.20	13,469.45
Office Supplies	100604	3,500.00	155.67	155.67	4.45	3,344.33
Postage & Freight	100605	2,000.00	70.99	70.99	3.55	1,929.01
Dues & Subscriptions	100606	10,000.00	619.60	619.60	6.20	9,380.40
Laundry, Cleaning & Trash	100607	13,500.00	588.98	588.98	4.36	12,911.02
Administrative Expenses	100608	20,000.00	768.73	768.73	3.84	19,231.27
Fire Prevention	100609	5,000.00	191.35	191.35	3.83	4,808.65
Instruction & Training	100610	20,000.00	0.00	0.00	0.00	20,000.00
Reimbursable Fire Expenses	100612	5,000.00	0.00	0.00	0.00	5,000.00
EMT Physician Advisor	100613	2,000.00	1,875.00	1,875.00	93.75	125.00
Dispatch Service - ECSO	100615	70,000.00	14,220.98	14,220.98	20.32	55,779.02
Professional Fees	100617	25,000.00		877.50	3.51	24,122.50
Board Attorney	100617		877.50	877.50		
District Attorney	100617			0.00		
Elections & Legal Publication	100618	2,500.00	0.00	0.00	0.00	2,500.00
District Insurance- General	100619	70,000.00	0.00	0.00	0.00	70,000.00
Health and Wellness	100621	16,500.00	3,375.00	3,375.00	20.45	13,125.00
Office Equipment/Furnishings	100622	10,000.00	965.21	965.21	9.65	9,034.79
Vol. Recruitment & Retention	100623	15,000.00	0.00	0.00	0.00	15,000.00
Fire & Emergency Services	100624	25,000.00	0.00	0.00	0.00	25,000.00
Board Training	100627	5,000.00	0.00	0.00	0.00	5,000.00
Information Technology	100628	45,000.00	312.50	312.50	0.69	44,687.50
Fire Equipment	100636	25,000.00	1,899.09	1,899.09	7.60	23,100.91
Personal Protection Equipment	100637	35,000.00	2,394.01	2,394.01	6.84	32,605.99
Uniforms	100638	25,000.00	522.00	522.00	2.09	24,478.00
Vehicle Gas, Diesel & Oil	100644	60,000.00	1,350.03	1,350.03	2.25	58,649.97
Electricity	100645	38,000.00	0.00	0.00	0.00	38,000.00
Draft Site Construction & Repair	100646	5,000.00	0.00	0.00	0.00	5,000.00
Grounds Maintenance	100647	15,000.00	775.00	775.00	5.17	14,225.00
Building Repair & Maintenance	100648	30,000.00	2,159.08	2,159.08	7.20	27,840.92
Telephone/Internet	100649	30,000.00	1,353.72	1,353.72	4.51	28,646.28
Equipment Rental	100651	1,000.00	0.00	0.00	0.00	1,000.00
Equipment Repair & Maintenance	100660	60,000.00	11,828.84	11,828.84	19.71	48,171.16
Equipment Testing & Certification	100661	20,000.00	0.00	0.00	0.00	20,000.00
Imaging & Signage	100662	15,000.00	0.00	0.00	0.00	15,000.00
College/Student Program	100670	50,000.00	0.00	0.00	0.00	50,000.00
Fuels Equipment & Repair	100683	5,000.00	0.00	0.00	0.00	5,000.00
Fuels Personal Protection Equipn	100684	3,000.00	0.00	0.00	0.00	3,000.00
Fuels Grants	100685	0.00	0.00	0.00	0.00	0.00
Grant Expenditures	100690	0.00	0.00	0.00	0.00	0.00
TOTAL MATERIALS & SERVICES		835,500.00	48,318.13	49,195.63	5.89	787,181.87

APPLEGATE VALLEY RURAL FIRE PROTECTION DISTRICT # 9
1095 UPPER APPLEGATE RD.
JACKSONVILLE, OR, 97530
STATEMENT OF REVENUE AND EXPENDITURES
BUDGET VERSUS ACTUAL COMPARISON
July 31, 2026

GENERAL FUND

	Account	Annual	Current	Year To	% Of	Remaining
	Number	Budget	Month	Date	Budget	Balance
CAPITAL OUTLAY						
New Fire Equipment	100736	10,000.00	0.00	0.00	0.00	10,000.00
Equipment Acquisition	100738	50,000.00	0.00	0.00	0.00	50,000.00
Training & Medical Equipment	100739	10,000.00	0.00	0.00	0.00	10,000.00
Communications Equipment	100742	20,000.00	0.00			
TOTAL CAPITAL OUTLAY		90,000.00	0.00	0.00	0.00	70,000.00
Contingency	100795	209,600.00	0.00	0.00	0.00	209,600.00
Transfers to Capital Projects Fund	100805	100,000.00	0.00	0.00	0.00	100,000.00
Unappropriated Ending Balance		1,100,000.00	0.00	0.00	0.00	1,100,000.00
TOTAL REQUIREMENTS		4,178,000.00	233,619.43	234,496.93	5.61	3,924,380.57
TOTAL RESOURCES			44,688.57	44,688.57		
TOTAL REQUIREMENTS			-233,619.43	-234,496.93		
ENDING FUND BALANCE			-188,930.86	-189,808.36		
Beginning Fund Balance		1,706,319.23	6/30/2026			
Excess Rev/Exp		-189,808.36				
Ending Fund Balance		1,516,510.87				

APPLEGATE VALLEY RURAL FIRE PROTECTION DISTRICT # 9
1095 UPPER APPLEGATE RD.
JACKSONVILLE, OR, 97530
STATEMENT OF REVENUE AND EXPENDITURES
BUDGET VERSUS ACTUAL COMPARISON
July 31, 2026

CAPITAL PROJECTS FUND

	Account Number	ANNUAL BUDGET	CURRENT MONTH	YEAR-TO DATE	%-OF BUDGET	REMAINING BALANCE
RESOURCES						
NET WORKING CAPITAL		498,000.00		498777.13		-777.13
TRANSFER FROM GENERAL	240441	100,000.00	0.00	0.00	0.00	100,000.00
INTEREST	200450	18,000.00	1,694.48	1,694.48	9.41	16,305.52
TOTAL RESOURCES		118,000.00	1,694.48	1,694.48	1.44	116,305.52
REQUIREMENTS						
TRANSFER TO GENERAL	100440	0.00	0.00	0.00	0.00	0.00
TOTAL REQUIREMENTS		0.00	0.00	0.00	0.00	0.00
TOTAL RESOURCES		118,000.00	1,694.48	1,694.48		
TOTAL REQUIREMENTS		0.00	0.00	0.00		
RESERVE FOR FUTURE EXPENDITURES		118,000.00	1,694.48	1,694.48		
Beginning Fund Balance	3002	498,777.13	6/30/2026			
RESERVED FOR FUTURE EXP		1,694.48				
Ending Fund Balance		500,471.61				

SPECIAL REVENUE FUND

	Account Number	ANNUAL BUDGET	CURRENT MONTH	YEAR-TO DATE	%-OF BUDGET	REMAINING BALANCE
RESOURCES						
Station 51 PIER Grant		613,000.00	0.00	0.00	0.00	613,000.00
Humbug Fuels Project PIER Grant		200,000.00	0.00	0.00	0.00	200,000.00
Title II Funds		200,000.00	0.00	0.00	0.00	200,000.00
TOTAL RESOURCES		1,013,000.00	0.00	0.00	0.00	400,000.00
REQUIREMENTS						
Station 51 Project Manager		100,000.00	0.00	0.00	0.00	100,000.00
Station 51 Construction		513,000.00	0.00	0.00	0.00	513,000.00
Humbug Fuels Contracts		200,000.00	0.00	0.00	0.00	200,000.00
Fuels Program		200,000.00	0.00	0.00	0.00	200,000.00
TOTAL REQUIREMENTS		400,000.00	0.00	0.00	0.00	400,000.00
TOTAL RESOURCES		1,013,000.00	0.00	0.00		
TOTAL REQUIREMENTS		400,000.00	0.00	0.00		
ENDING FUND BALANCE		613,000.00	0.00	0.00		
Beginning Fund Balance		0.00	6/30/2026			
RESERVED FOR FUTURE EXP		0.00				
Ending Fund Balance		0.00				

Applegate Valley Fire District Disbursement Voucher

Date	Name	Memo	Account	Paid Amount
07/10/2026		Direct Deposit	100501 · FIRE CHIEF	4,954.19
07/24/2026		Direct Deposit	100501 · FIRE CHIEF	4,954.19
07/10/2026		Direct Deposit	100502 · OPERATIONS CHIEF	4,002.12
07/24/2026		Direct Deposit	100502 · OPERATIONS CHIEF	4,002.12
07/10/2026		Direct Deposit	100503 · Division Chiefs	3,430.20
07/10/2026		Direct Deposit	100503 · Division Chiefs	3,430.20
07/24/2026		Direct Deposit	100503 · Division Chiefs	3,430.20
07/24/2026		Direct Deposit	100503 · Division Chiefs	3,430.20
07/10/2026		Direct Deposit	100505 · SEASONAL FIREFIGHTER	2,227.50
07/10/2026		Direct Deposit	100505 · SEASONAL FIREFIGHTER	1,728.00
07/10/2026		Direct Deposit	100505 · SEASONAL FIREFIGHTER	1,998.00
07/10/2026		Direct Deposit	100505 · SEASONAL FIREFIGHTER	571.50
07/10/2026		Direct Deposit	100505 · SEASONAL FIREFIGHTER	2,628.00
07/10/2026		Direct Deposit	100505 · SEASONAL FIREFIGHTER	2,628.00
07/10/2026		Direct Deposit	100505 · SEASONAL FIREFIGHTER	1,728.00
07/10/2026		Direct Deposit	100505 · SEASONAL FIREFIGHTER	1,728.00
07/24/2026		Direct Deposit	100505 · SEASONAL FIREFIGHTER	2,200.50
07/24/2026		Direct Deposit	100505 · SEASONAL FIREFIGHTER	2,187.00
07/24/2026		Direct Deposit	100505 · SEASONAL FIREFIGHTER	2,254.50
07/24/2026		Direct Deposit	100505 · SEASONAL FIREFIGHTER	1,890.00
07/24/2026		Direct Deposit	100505 · SEASONAL FIREFIGHTER	2,592.00
07/24/2026		Direct Deposit	100505 · SEASONAL FIREFIGHTER	2,173.50
07/24/2026		Direct Deposit	100505 · SEASONAL FIREFIGHTER	1,916.00
07/24/2026		Direct Deposit	100505 · SEASONAL FIREFIGHTER	216.00
07/10/2026		Direct Deposit	100506 · Shift Officers	3,469.66
07/10/2026		Direct Deposit	100506 · Shift Officers	2,665.59
07/10/2026		Direct Deposit	100506 · Shift Officers	2,369.35
07/24/2026		Direct Deposit	100506 · Shift Officers	2,369.35
07/24/2026		Direct Deposit	100506 · Shift Officers	2,369.35
07/24/2026		Direct Deposit	100506 · Shift Officers	3,084.10
07/10/2026		Direct Deposit	100509 · EXTRA STAFF/SHIFT COVER	240.00
07/10/2026		Direct Deposit	100509 · EXTRA STAFF/SHIFT COVER	40.00

**Applegate Valley Fire District
Disbursement Voucher**

07/10/2026	Direct Deposit	100509 · EXTRA STAFF/SHIFT COVER	40.00
07/10/2026	Direct Deposit	100509 · EXTRA STAFF/SHIFT COVER	40.00
07/10/2026	Direct Deposit	100509 · EXTRA STAFF/SHIFT COVER	40.00
07/10/2026	Direct Deposit	100509 · EXTRA STAFF/SHIFT COVER	40.00
07/10/2026	Direct Deposit	100509 · EXTRA STAFF/SHIFT COVER	376.67
07/10/2026	Direct Deposit	100509 · EXTRA STAFF/SHIFT COVER	280.00
07/10/2026		100509 · EXTRA STAFF/SHIFT COVER	40.00
07/10/2026	Direct Deposit	100509 · EXTRA STAFF/SHIFT COVER	240.00
07/10/2026		100509 · EXTRA STAFF/SHIFT COVER	40.00
07/10/2026	Direct Deposit	100509 · EXTRA STAFF/SHIFT COVER	40.00
07/16/2026	Returned Check	100509 · EXTRA STAFF/SHIFT COVER	-14.74
07/10/2026	Direct Deposit	100510 · Fuels Reduction Specialist	975.00
07/24/2026	Direct Deposit	100510 · Fuels Reduction Specialist	630.00
07/10/2026 HRA Veba	Direct Deposit	100511 · HRA VEBA	2,001.00
07/09/2026 SPECIAL DISTRICTS INSURANCE SE	Medical Insurance	100512 · MEDICAL INSURANCE	14,620.75
07/10/2026 PERS	Account# 2664	100513 · PERS	8,814.02
07/10/2026	Direct Deposit	100514 · Vehicle Stipend	550.00
07/24/2026	Direct Deposit	100514 · Vehicle Stipend	550.00
07/09/2026 SAIF Corporation	Annual Work Comp	100515 · WORKERS COMP	29,591.82
07/15/2026 OREGON DEPT. OF REVENUE	WBF Qtr 2	100516 · UNEMPLOYMENT	177.09
07/10/2026	Direct Deposit	100518 · COVERAGE OVERTIME	192.96
07/10/2026	Direct Deposit	100518 · COVERAGE OVERTIME	595.15
07/10/2026	Direct Deposit	100518 · COVERAGE OVERTIME	353.76
07/10/2026	Direct Deposit	100518 · COVERAGE OVERTIME	166.58
07/24/2026	Direct Deposit	100518 · COVERAGE OVERTIME	158.65
07/24/2026	Direct Deposit	100518 · COVERAGE OVERTIME	32.16
07/24/2026	Direct Deposit	100518 · COVERAGE OVERTIME	337.99
07/10/2026	Direct Deposit	100518 · OVERTIME	103.28
07/10/2026	Direct Deposit	100518 · OVERTIME	230.04
07/24/2026	Direct Deposit	100518 · OVERTIME	349.03
07/24/2026	Direct Deposit	100518 · OVERTIME	568.01
07/24/2026	Direct Deposit	100519 · RE-IMBURSEABLE OVERTIME	9,156.10
07/10/2026 Various Employees	Direct Deposit	100520 · FICA	1,659.58

Applegate Valley Fire District Disbursement Voucher

07/24/2026 Various Employees	Direct Deposit	100520 · FICA	1,617.90
07/10/2026 Various Employees	Direct Deposit	100520 · MEDICARE	856.09
07/24/2026 Various Employees	Direct Deposit	100520 · MEDICARE	934.42
07/10/2026 Oregon Savings Growth Plan	Direct Deposit	100522 · OREGON SAVINGS GROWTH	669.68
07/24/2026 Oregon Savings Growth Plan	Direct Deposit	100522 · OREGON SAVINGS GROWTH	792.79
07/10/2026	Direct Deposit	100531 · Shift Firefighter	2,443.90
07/10/2026	Direct Deposit	100531 · Shift Firefighter	2,169.54
07/24/2026	Direct Deposit	100531 · Shift Firefighter	2,169.54
07/24/2026	Direct Deposit	100531 · Shift Firefighter	2,169.54
07/10/2026	Direct Deposit	100533 · Recruitment & Retent. Coord.	252.00
07/24/2026	Direct Deposit	100533 · Recruitment & Retent. Coord.	648.00
07/10/2026	Direct Deposit	100535 · Duty Officer	2,415.94
07/10/2026	Direct Deposit	100535 · Duty Officer	705.82
07/10/2026	Direct Deposit	100535 · Duty Officer	4,586.04
07/24/2026	Direct Deposit	100535 · Duty Officer	375.20
07/24/2026	Direct Deposit	100535 · Duty Officer	1,833.12
07/24/2026	Direct Deposit	100535 · Duty Officer	3,112.76
07/10/2026	Direct Deposit	100536 · Administrative Assistant	1,182.40
07/24/2026	Direct Deposit	100536 · Administrative Assistant	1,182.40
07/10/2026	Direct Deposit	100537 · Executive Service Differential	500.00
07/10/2026	Direct Deposit	100537 · Executive Service Differential	625.00
07/24/2026	Direct Deposit	100537 · Executive Service Differential	500.00
07/24/2026	Direct Deposit	100537 · Executive Service Differential	625.00
07/09/2026 ASANTE PHYSICIAN PARTNERS	New Hire Physicals	100599 · Medical Physicals	52.00
07/28/2026 AMAZON	Coax Stripper	100601 · RADIO REPAIR	11.99
07/29/2026 AMAZON	Radio Holder	100601 · RADIO REPAIR	44.95
07/13/2026 AMAZON	Batteries	100602 · MISC. SUPPLIES	73.38
07/18/2026 Fire Department Coffee	Coffee	100602 · MISC. SUPPLIES	125.98
07/21/2026 Crystal Fresh Bottled Water	Water	100602 · MISC. SUPPLIES	228.00
07/01/2026 ZOLL MEDICAL CORP	Medical Supplies	100603 · MEDICAL SUPPLIES	578.25
07/09/2026 BOUND TREE MEDICAL	Medical Supplies	100603 · MEDICAL SUPPLIES	133.99
07/21/2026 BOUND TREE MEDICAL	Medical Supplies	100603 · MEDICAL SUPPLIES	818.31
07/12/2026 AMAZON	Power Strip	100604 · OFFICE SUPPLIES	24.99

Applegate Valley Fire District Disbursement Voucher

07/13/2026 AMAZON	Label Tape	100604 · OFFICE SUPPLIES	50.86
07/21/2026 OFFICE DEPOT	Office Supplies	100604 · OFFICE SUPPLIES	79.82
07/02/2026 STAMPS	Stamps	100605 · POSTAGE & FREIGHT	20.99
07/13/2026 STAMPS	Stamps	100605 · POSTAGE & FREIGHT	50.00
07/02/2026 OREGON FIRE CHIEFS' ASSOCIATION	OFCA Annual Dues	100606 · DUES & SUBSCRIPTIONS	240.00
07/03/2026 Mailchimp	Email Program	100606 · DUES & SUBSCRIPTIONS	13.00
07/06/2026 AppRiver	Microsoft 365	100606 · DUES & SUBSCRIPTIONS	222.60
07/07/2026 MICROSOFT	Windows Pro	100606 · DUES & SUBSCRIPTIONS	99.00
07/17/2026 Open AI	ChatGPT	100606 · DUES & SUBSCRIPTIONS	40.00
07/21/2026 Gotomeeting.com	Teleconference	100606 · DUES & SUBSCRIPTIONS	5.00
07/09/2026 ROGUE DISPOSAL & RECYCLING INC	Sta. 53	100607 · LAUNDRY, CLEANING & TR	235.99
07/10/2026 AMAZON	Cleaning Supplies	100607 · LAUNDRY, CLEANING & TR	352.99
07/01/2026 Rogue Shred	Shredding	100608 · ADMINISTRATIVE EXPENSE	111.10
07/06/2026 Bluehost	Domain Renewal	100608 · ADMINISTRATIVE EXPENSE	36.07
07/06/2026 SUBWAY	Oshala Fire	100608 · ADMINISTRATIVE EXPENSE	89.41
07/09/2026 Verified First	Background Checks	100608 · ADMINISTRATIVE EXPENSE	190.00
07/09/2026 DPSST	Certifications	100608 · ADMINISTRATIVE EXPENSE	270.00
07/17/2026 INTUIT	Quickbooks Direct Deposit	100608 · ADMINISTRATIVE EXPENSE	72.00
07/31/2026 Bank Charges	Service Charge	100608 · ADMINISTRATIVE EXPENSE	0.15
07/09/2026 ROGUE TRANSFER & RECYCLING	Yard Debris Disposal	100609 · FIRE PREVENTION	191.35
07/09/2026 ASANTE	Medical Directorship Services	100613 · EMT PHYSICIAN ADVISOR	1,875.00
07/09/2026 EMERGENCY COMMUNICATIONS OFFICE	2026 Qtr 3	100615 · DISPATCH SERVICE	14,220.98
07/21/2026 Local Government Law Group P.C.		100617 · District Attorney	877.50
07/09/2026 CrossFit the Den	Quarterly Payment Crossfit Instructor	100621 · Health & Wellness	3,375.00
07/09/2026 Longbow Computers and Data Analysis LLC	Laptop	100622 · Office Equipment/Furnishings	919.99
07/13/2026 AMAZON	Computer Mic	100622 · Office Equipment/Furnishings	45.22
07/09/2026 Longbow Computers and Data Analysis LLC	IT Support	100628 · Information Technology	312.50
07/07/2026 AMAZON	Carabiners	100636 · FIRE EQUIPMENT	7.59
07/21/2026 CASCADE FIRE EQUIPMENT CO	Foam, Gaskets	100636 · FIRE EQUIPMENT	1,161.60
07/29/2026 Fire Safety USA	SCBA Bracket	100636 · FIRE EQUIPMENT	729.90
07/07/2026 Sign Dude	Helmet Stickers	100637 · PERSONAL PROTECTIVE EQ	131.85
07/09/2026 CASCADE FIRE EQUIPMENT CO	Name Panels	100637 · PERSONAL PROTECTIVE EQ	105.00
07/13/2026 WITMER PUBLIC SAFETY GROUP	Extrication Gloves	100637 · PERSONAL PROTECTIVE EQ	71.16

Applegate Valley Fire District

Disbursement Voucher

07/21/2026 L N CURTIS & SONS	Facepiece Repair	100637 · PERSONAL PROTECTIVE EQ	2,086.00
07/08/2026 Ariat	Boots	100638 · UNIFORM ALLOWANCE	325.90
07/21/2026 LIGHTHOUSE UNIFORM	Class A Marks, Stripes	100638 · UNIFORM ALLOWANCE	53.65
07/27/2026 AMAZON	Shirts	100638 · UNIFORM ALLOWANCE	142.45
07/09/2026 Carson	203 Gal HQ	100644 · DIESEL	903.02
07/16/2026 CHEVRON	C56	100644 · DIESEL	103.00
07/09/2026 Carson	83 Gal HQ	100644 · GAS	344.01
07/09/2026 Caveman Fence	Sta. 57 Keypad Repair	100647 · GROUNDS MAINTENANCE	350.00
07/09/2026 Ken's Septic Solutions	Septic Maintenance	100647 · GROUNDS MAINTENANCE	425.00
07/01/2026 AMAZON	Shore Lines	100648 · BLDG REPAIR & MAINTENA	361.67
07/06/2026 AMAZON	Generator Oil Filter	100648 · BLDG REPAIR & MAINTENA	19.98
07/09/2026 AMAZON	Air Compressor Sta.55	100648 · BLDG REPAIR & MAINTENA	328.99
07/09/2026 AMAZON	Air Compressor Sta.51	100648 · BLDG REPAIR & MAINTENA	399.00
07/13/2026 AMAZON	Furnace Filters	100648 · BLDG REPAIR & MAINTENA	327.15
07/22/2026 AMAZON	Flag Pole Light	100648 · BLDG REPAIR & MAINTENA	93.98
07/27/2026 AMAZON	Dryer Vent, Furnance Filter	100648 · BLDG REPAIR & MAINTENA	50.36
07/30/2026 HOME DEPOT	Window & Door Trim	100648 · BLDG REPAIR & MAINTENA	577.95
07/02/2026 Starlink	Adapter	100649 · TELEPHONE / INTERNET	76.00
07/05/2026 Starlink	Internet	100649 · TELEPHONE / INTERNET	50.00
07/10/2026	Direct Deposit	100649 · TELEPHONE / INTERNET	42.50
07/10/2026	Direct Deposit	100649 · TELEPHONE / INTERNET	42.50
07/21/2026 CHARTER COMMUNICATIONS	HQ, ST 5, ST2	100649 · TELEPHONE / INTERNET	257.17
07/21/2026 AT&T Mobility	Cell Phones, Tablets	100649 · TELEPHONE / INTERNET	710.56
07/24/2026	Direct Deposit	100649 · TELEPHONE / INTERNET	42.50
07/24/2026	Direct Deposit	100649 · TELEPHONE / INTERNET	42.50
07/27/2026 Hulu	Sta.51	100649 · TELEPHONE / INTERNET	89.99
07/09/2026 Leonardo Truck & Equipment	Fuel Tank Repair	100660 · 2005 FREIGHTLINER	966.10
07/09/2026 J. W. Hurd Fabrication Inc	Shelves	100660 · 2005 FREIGHTLINER	1,280.00
07/01/2026 AMAZON	LED Lights	100660 · 2006 FREIGHTLINER	17.48
07/09/2026 Gordon Truck Centers Inc.	Valve, Batteries	100660 · 2006 FREIGHTLINER	589.19
07/09/2026 DB Electrical	Alternator	100660 · 2007 Pierce Menlo	3,947.83
07/16/2026 FLEET PRIDE	LED	100660 · 2007 Pierce Menlo	15.02
07/21/2026 Gordon Truck Centers Inc.	Filters	100660 · 2007 Pierce Menlo	301.58

Applegate Valley Fire District Disbursement Voucher

07/21/2026 HUGHES FIRE EQUIPMENT, INC	Altenator	100660 · 2007 Pierce Menlo	1,273.31
07/21/2026 Pomp's Tire Service, Inc	Tires	100660 · 2007 Pierce Menlo	1,655.46
07/29/2026 Buy Immi	Valve	100660 · 2007 Pierce Menlo	96.94
07/21/2026 TRUE NORTH	Regulator	100660 · 2009 HME	1,154.68
07/28/2026 AMAZON	Light Bulb	100660 · 2009 HME	19.14
07/02/2026 AMAZON	Air Hose	100660 · EQUIPMENT REPAIR & MAINT	84.90
07/13/2026 AMAZON	Electrical Tape	100660 · EQUIPMENT REPAIR & MAINT	10.13
07/14/2026 Generac	Filter	100660 · EQUIPMENT REPAIR & MAINT	24.58
07/20/2026 AMAZON	Return	100660 · EQUIPMENT REPAIR & MAINT	-30.39
07/13/2026 AMAZON	Wire, Connectors	100660 · Tender	84.42
07/27/2026 AMAZON	Battery Charger	100660 · Tender	37.39
07/29/2026 AMAZON	Fittings, Valve, Regulator, Inlet Plug	100660 · Tender	160.22
07/13/2026 AMAZON	Tool Bags, Filters	100660 · TOOLS	71.27
07/27/2026 AMAZON	Wrenches, Sockets	100660 · TOOLS	69.59
			232,619.43



APPLEGATE FIRE DISTRICT

1095 UPPER APPLEGATE RD. JACKSONVILLE, OR 97530

PHONE: 541.899.1050 FAX: 541.899.9314

Fire Chief's Report

July 2026

- 7/8 Joint Staff Meeting with Williams
- 7/11 Fire District Picnic
- Williams Fire District Shared Services
 - 7/9 Staff Meeting (Benefits)
 - 7/9 Work Session (Levy Discussion)
 - 7/14 Board Meeting
 - 7/22 Food Bank
 - SEL 805 Ballot Title Filed
- 7/15 Board Meeting
- 7/16 Senate Bill 454 Committee
- 7/16, 23, & 31 OSFM FDBC Calls
- 7/18 John Stagg Memorial
- 7/24 OSHALA Farm AAR
- 7/28 Neighborhood Fireside Chat at Apple Outlaw
- 2026 Fire & Vine Fundraiser
 - Saturday September 12th, 2026, at Red Lily
- PIER Grant
 - Station 51 Project
 - Environmental Review Complete
 - Project Management Awarded
 - Fuels Project
 - Environmental Review
 - Masticators Received
 - New Opportunity
- Levy Best Practices Document
 - Liza Crosse
- 2 x New Staff Vehicles (Ford Rangers) Received
- Oregon Infrastructure Grant

**Applegate Fire District
Board of Directors Agenda Item**

Date: August 13, 2026

To: Board of Directors

From: Fire Chief Chris Wolfard

Agenda Subject: Equipment Sharing Memorandum of Understanding with Williams Rural Fire Protection District

Overview of Agenda Subject:

Consider approval of a Memorandum of Understanding between Applegate Fire District and Williams Rural Fire Protection District establishing a framework for sharing equipment, vehicles, tools, and other resources when available and needed by the other District.

Agenda Subject Brief Background:

The Williams Rural Fire Protection District Board of Directors has proposed and approved the attached Equipment Sharing MOU and is requesting approval by the Applegate Fire District Board of Directors. The MOU formalizes a process under which either District may request to borrow equipment from the other District, subject to approval by the Fire Chief or an authorized representative of the District that owns the equipment. Equipment sharing remains voluntary and subject to each District's operational needs. The MOU also establishes responsibilities for authorized use, care and return of equipment, damage or loss, insurance, repairs, and continued ownership by the lending District.

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

Approve the Equipment Sharing Memorandum of Understanding between Applegate Fire District and Williams Rural Fire Protection District and authorize the Fire Chief to sign the MOU on behalf of the District.

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

Equipment Sharing Memorandum of Understanding between Applegate Fire District and Williams Rural Fire Protection District.

MEMORANDUM OF UNDERSTANDING

Equipment Sharing Agreement

This Memorandum of Understanding (“MOU”) is entered into between **Applegate Valley Fire District** and **Williams Rural Fire Protection District**, collectively referred to as the “Districts.”

1. Purpose and Scope

The purpose of this MOU is to establish an agreement allowing the Districts to share equipment, vehicles, tools, and other resources when such resources are available and needed by the other District.

This MOU is intended to improve cooperation, operational readiness, and efficient use of resources between the Districts.

2. Background

Each District owns equipment, vehicles, tools, and other resources that may be beneficial to the other District from time to time.

Under this MOU, either District may request to borrow equipment from the other District. All requests are subject to the approval and discretion of the Fire Chief, or an authorized representative, of the District that owns the equipment.

Nothing in this MOU requires either District to provide equipment if the equipment is unavailable, needed for its own operations, unsafe to use, or otherwise unsuitable for lending.

3. Authorization and Responsibilities

The Fire Chief, or an authorized representative, of the lending District must approve the use of any equipment before it is transferred to the borrowing District.

The borrowing District agrees to:

1. Use the equipment only for authorized District purposes.
2. Ensure that the equipment is operated only by properly trained and qualified personnel.
3. Maintain reasonable care and control of the equipment while it is in the borrowing District’s possession.
4. Follow all manufacturer requirements, safety procedures, and applicable laws.
5. Return the equipment promptly, unless another return date is approved by the lending District.

6. Return the equipment in substantially the same condition in which it was received, excluding normal wear and tear.

4. Damage, Loss, Insurance, and Repairs

The borrowing District assumes responsibility for the equipment while it is in the borrowing District's possession, custody, or control.

If the equipment is damaged, lost, stolen, or involved in an accident while being used by the borrowing District, the borrowing District will promptly notify the lending District.

To the extent permitted by law, the borrowing District will be responsible for applicable insurance claims, deductibles, repairs, or replacement costs resulting from damage, loss, theft, misuse, negligence, or an accident occurring while the equipment is under its control.

The borrowing District will not be responsible for ordinary wear and tear, preexisting damage, or mechanical failure not caused by the borrowing District's actions or negligence.

No major repair or modification may be performed without prior approval from the lending District, except when immediate action is reasonably necessary to protect life, property, or the equipment from further damage.

5. Ownership

All equipment provided under this MOU remains the sole property of the lending District.

This MOU does not transfer ownership or create any permanent right to use another District's equipment.

6. No Guarantee of Availability

Equipment sharing is voluntary and subject to operational needs. The lending District may deny a request or recall its equipment at any time if the equipment is needed for emergency response, training, maintenance, or other District purposes.

7. Term and Termination

This MOU becomes effective on the date of the final signature below and will remain in effect until terminated.

Either District may terminate this MOU by providing thirty days' written notice to the other District. Termination does not eliminate any responsibility arising from equipment borrowed before the termination date.

8. Modification

This MOU may be modified only through a written agreement signed by authorized representatives of both Districts

9. Signatures

By signing below, the authorized representatives acknowledge that they have reviewed and agreed to the terms of this MOU.

APPLEGATE VALLEY FIRE DISTRICT

By: _____

Name: _____

Title: _____

Date: _____

WILLIAMS RURAL FIRE PROTECTION DISTRICT

By: _____

Name: _____

Title: _____

Date: _____

M

**Applegate Fire District
Board of Directors Agenda Item**

Date: August 13, 2026

To: Board of Directors

From: Fire Chief Chris Wolfard

Agenda Subject: Draft ORS 478.702 Annexation Process and Order of Annexation

Overview of Agenda Subject:

Introduce the Board to the administrative process being developed for annexation of properties within the District's established coverage area when a qualifying event under ORS 478.702 occurs. The draft process includes a standardized annexation checklist and an Order of Annexation for use when individual properties are brought before the Board.

Agenda Subject Brief Background:

Applegate Fire District established its coverage area by Resolution No. 2024/2025-2. Under ORS 478.702, when the District becomes aware that a qualifying event has occurred on property within that coverage area that is not already included in the District, the Board is required to annex the property after confirming that it is within the coverage area.

Staff is developing a standardized process to ensure these annexations are handled consistently. The process begins with identification of a qualifying event and verification of the property and County information. An Order of Annexation is then prepared for Board action. Following issuance of the Order, staff completes the required boundary documentation and filings with the appropriate state and county agencies, confirms inclusion on the District tax roll, and notifies the property owner.

The draft Order of Annexation is also intended to provide a consistent procedure for presenting each annexation to the Board and to make clear that, once the statutory conditions are confirmed, the Board's action is procedural rather than a discretionary decision whether to annex the property.

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

Review and discuss the draft ORS 478.702 annexation process and Order of Annexation. No formal Board action is requested at this time. Staff will incorporate Board input as the process is finalized.

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

- DRAFT_Applegate_Annexation_Checklist_478_702
- DRAFT_Applegate_Order_of_Annexation_478_702

APPLEGATE FIRE DISTRICT
ORS 478.702 ANNEXATION CHECKLIST

Property Owner(s): _____
Phone Number(s): _____
Email(s): _____
Mailing Address: _____

Property Address: _____
Assessor Account No.: _____
Map / Tax Lot: _____
Date Process Started: _____

1. ANNEXATION TRIGGER

Qualifying event under ORS 478.702(8):

- ☐ Property ownership transferred
- ☐ New structure subject to damage by fire was built
- ☐ Building permit was issued
- ☐ Qualifying land use, partition, or subdivision action occurred

Date of Event: _____

Documentation/Notes: _____

Verified By (Initials): _____ Date: _____

2. PROPERTY VERIFICATION & COUNTY INFORMATION

Applegate Fire District

- ☐ Confirm property is within the coverage area established by District resolution

Josephine County Assessor

- ☐ Obtain current owner information
- ☐ Obtain legal description
- ☐ Obtain assessor map / tax lot information

Date Requested: _____ Date Received: _____

Verified By (Initials): _____ Date: _____

3. BOARD ACTION

- ☐ Prepare Order of Annexation
- ☐ Board issues Order of Annexation

Board Meeting/Annexation Date: _____ Order No.: _____
Verified By (Initials): _____ Date: _____

4. DOR / BOUNDARY DOCUMENTS

- ☐ Prepare boundary change submission using County legal description and map
- ☐ Submit legal description and map to DOR/CISU
- ☐ DOR/CISU approval received

Date Submitted: _____ Date Approved: _____
Verified By (Initials): _____ Date: _____

5. REQUIRED FILINGS

- ☐ Oregon Department of Revenue Date Filed: _____ Initials: _____
 - ☐ Oregon Secretary of State Date Filed: _____ Initials: _____
 - ☐ Josephine County Clerk Date Filed: _____ Initials: _____
 - ☐ Josephine County Assessor Date Filed: _____ Initials: _____
-

6. TAX ROLL & PROPERTY OWNER

Tax Roll Effective Date: July 1, _____
☐ Confirm property added to District tax roll
☐ Notify property owner that annexation is complete

Date Owner Notified: _____
Verified By (Initials): _____ Date: _____

COMPLETE

I certify that the annexation process identified above has been completed and the required documentation has been placed in the District's records.

Completed By: _____ Date: _____
Signature: _____
Notes: _____

APPLEGATE FIRE DISTRICT
ORDER NO. 2026-__
ORDER OF ANNEXATION — ORS 478.702

Property Owner(s): _____
Property Address: _____
Assessor Account No.: _____
Map / Tax Lot: _____

President:

“The next item is Order No. 2026-__, annexation of the property identified above pursuant to ORS 478.702.”

“Under ORS 478.702(11), once the Board confirms that the property is within the established coverage area and that a qualifying event under ORS 478.702(8) has occurred, annexation is required. The Board's action on this Order is procedural and is not a discretionary decision whether to annex the property.”

“Staff, have we confirmed that the property is within the coverage area established by Applegate Fire District Resolution No. 2024/2025-2, and that a qualifying event under ORS 478.702(8) has occurred?”

Staff: “Yes. The qualifying event or events are (check all that apply):”

- ☐ Property ownership transferred
- ☐ New structure subject to damage by fire was built
- ☐ Building permit was issued
- ☐ Qualifying land use, partition, or subdivision action occurred

President: “Is there a motion to approve Order No. 2026-__?”

Board Member: “So moved.”

Motion by: _____

President: “Is there a second?”

Second by: _____

President: “Any further discussion?”

President: “All those in favor, raise your hand. Any opposed? Any abstentions?”

President: “The motion carries.”

Vote: ____ In Favor ____ Opposed ____ Abstained

The Board hereby attests that the property identified above is within the coverage area established by Applegate Fire District Resolution No. 2024/2025-2, and that the qualifying event or events identified above occurred and, pursuant to ORS 478.702, orders the property annexed into Applegate Fire District.

The Fire Chief or designee is directed to complete the required filings and administrative actions.

ISSUED this ____ day of _____, 20__.

Board Member

Board Member