

# **AGENDA**

## **APPLEGATE FIRE DISTRICT**

### **BOARD OF DIRECTORS MEETING**

**February 18, 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

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Access Code: 922-157-053

- **CALL TO ORDER**
  
- **ROLL CALL**
  
- **PUBLIC MEETING LAW TRAINING 4pm to 6pm**
  
- **SPEAKERS AND GUESTS**
  
- **REVIEW THE MINUTES FROM PREVIOUS MEETINGS**
  - January 21, 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
  - Williams Executive Services
  - Strategic Plan
  - Captain, Lieutenant, Engineer Job Description – 2<sup>nd</sup> reading
  - Layoff Policy – 2<sup>nd</sup> reading
  
- **NEW BUSINESS**
  - Radio Donation
  - Union MOU
  - Policy to Advocate with Legislators

- **ANNOUNCEMENTS**

- Awards Banquet March 13<sup>th</sup>

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

- **ADJOURNMENT**

**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 2<sup>nd</sup> 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 – 1<sup>st</sup> 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 – 1<sup>st</sup> 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 Wolford 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 18<sup>th</sup>, 4:00pm
- Awards Banquet March 13<sup>th</sup>

## 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.

**DRAFT MINUTES**

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

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Minutes Submitted by Rachael Couch  
Administration Assistant

Approved By:

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Board Secretary / Treasurer

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Date

**Applegate Valley Fire District  
Disbursement Voucher**

<b>Date</b>	<b>Name</b>	<b>Memo</b>	<b>Account</b>	<b>Paid Amount</b>
Jan 26				
01/09/2026		Direct Deposit	100501 · FIRE CHIEF	4,673.76
01/23/2026		Direct Deposit	100501 · FIRE CHIEF	4,673.76
01/09/2026		Direct Deposit	100502 · OPERATIONS CHIEF	3,775.59
01/23/2026		Direct Deposit	100502 · OPERATIONS CHIEF	3,775.59
01/09/2026		Direct Deposit	100503 · LOGISTICS CHIEF	3,236.05
01/23/2026		Direct Deposit	100503 · LOGISTICS CHIEF	3,236.04
01/09/2026		Direct Deposit	100504 · ADMIN CHIEF	3,236.04
01/23/2026		Direct Deposit	100504 · ADMIN CHIEF	3,236.04
01/09/2026		Direct Deposit	100505 · SEASONAL FIREFIGHTER	864.00
01/09/2026		Direct Deposit	100505 · SEASONAL FIREFIGHTER	1,728.00
01/09/2026		Direct Deposit	100505 · SEASONAL FIREFIGHTER	2,160.00
01/09/2026		Direct Deposit	100505 · SEASONAL FIREFIGHTER	1,296.00
01/09/2026		Direct Deposit	100505 · SEASONAL FIREFIGHTER	1,296.00
01/09/2026		Direct Deposit	100505 · SEASONAL FIREFIGHTER	1,728.00
01/09/2026		Direct Deposit	100505 · SEASONAL FIREFIGHTER	1,296.00
01/23/2026		Direct Deposit	100506 · FLSA OT SHIFT SUP #1	318.36
01/09/2026		Direct Deposit	100506 · SHIFT SUPERVISOR #1	2,517.64
01/23/2026		Direct Deposit	100506 · SHIFT SUPERVISOR #1	2,517.64
01/23/2026		Direct Deposit	100507 · FLSA OT SHIFT SUP #2	50.52
01/09/2026		Direct Deposit	100507 · SHIFT SUPERVISOR #2	2,797.62
01/23/2026		Direct Deposit	100507 · SHIFT SUPERVISOR #2	2,797.62
01/23/2026		Direct Deposit	100508 · FLSA OT SHIFT SUP #3	49.56
01/09/2026		Direct Deposit	100508 · SHIFT SUPERVISOR #3	2,744.04
01/23/2026		Direct Deposit	100508 · SHIFT SUPERVISOR #3	2,744.04
01/23/2026		Direct Deposit	100509 · EXTRA STAFF/SHIFT COVERA	2,000.00
01/23/2026		Direct Deposit	100509 · EXTRA STAFF/SHIFT COVERA	80.00
01/23/2026		Direct Deposit	100509 · EXTRA STAFF/SHIFT COVERA	240.00
01/23/2026		Direct Deposit	100509 · EXTRA STAFF/SHIFT COVERA	80.00
01/23/2026		Direct Deposit	100509 · EXTRA STAFF/SHIFT COVERA	40.00
01/09/2026		Direct Deposit	100510 · Fuels Reduction Specialist	295.00
01/23/2026		Direct Deposit	100510 · Fuels Reduction Specialist	720.00
01/09/2026	HRA VEBA	Direct Deposit	100511 · HRA VEBA	2,167.75
01/23/2026	HRA VEBA	Direct Deposit	100511 · HRA VEBA	2,167.75

## Applegate Valley Fire District Disbursement Voucher

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Paid Amount</u>
01/13/2026	SPECIAL DISTRICTS INSURANCE SER	Monthly Payment	100512 · MEDICAL INSURANCE	29,343.00
01/27/2026	PERS	Account# 2664	100513 · PERS	20,677.59
01/12/2026	PERS	Account# 2664	100513 · PERS	11,484.69
01/09/2026		Direct Deposit	100514 · Vehicle Stipend	550.00
01/23/2026		Direct Deposit	100514 · Vehicle Stipend	550.00
01/06/2026	OREGON DEPT. OF REVENUE	WBF Qtr 4 2025	100515 · WORKERS COMP	227.21
01/28/2026	WITMER PUBLIC SAFETY GROUP	Belts	100517 · UNIFORM ALLOWANCE	566.87
01/28/2026	CASCADE FIRE EQUIPMENT CO	Boots, Pants	100517 · UNIFORM ALLOWANCE	1,430.18
01/09/2026		Direct Deposit	100518 · COVERAGE OVERTIME	731.52
01/09/2026		Direct Deposit	100518 · COVERAGE OVERTIME	30.34
01/09/2026		Direct Deposit	100518 · COVERAGE OVERTIME	63.75
01/09/2026		Direct Deposit	100518 · COVERAGE OVERTIME	91.02
01/23/2026		Direct Deposit	100518 · COVERAGE OVERTIME	130.06
01/23/2026		Direct Deposit	100518 · COVERAGE OVERTIME	94.73
01/09/2026	VARIOUS EMPLOYEES	Direct Deposit	100520 · FICA	1,007.04
01/23/2026	VARIOUS EMPLOYEES	Direct Deposit	100520 · FICA	559.76
07/12/1901	VARIOUS EMPLOYEES	Direct Deposit	100520 · MEDICARE	699.93
01/23/2026	VARIOUS EMPLOYEES	Direct Deposit	100520 · MEDICARE	642.75
01/09/2026	OREGON SAVINGS GROWTH PLAN	Direct Deposit	100522 · OREGON SAVINGS GROWTH P	796.03
01/23/2026	OREGON SAVINGS GROWTH PLAN	Direct Deposit	100522 · OREGON SAVINGS GROWTH P	761.44
01/09/2026		Direct Deposit	100528 · BENEFIT SELL BACK	248.59
01/09/2026		Direct Deposit	100531 · Shift Firefighter	2,250.39
01/09/2026		Direct Deposit	100531 · Shift Firefighter	2,250.39
01/23/2026		Direct Deposit	100531 · Shift Firefighter	2,534.87
01/23/2026		Direct Deposit	100531 · Shift Firefighter	2,291.03
01/09/2026		Direct Deposit	100532 · Fire Marshal	2,953.45
01/09/2026		Direct Deposit	100534 · EMS Grant Apprentice	1,883.08
01/09/2026		Direct Deposit	100534 · EMS Grant Apprentice	1,917.08
01/09/2026		Direct Deposit	100534 · EMS Grant Apprentice	1,883.08
01/09/2026		Direct Deposit	100534 · EMS Grant Apprentice	1,883.08
01/23/2026		Direct Deposit	100534 · EMS Grant Apprentice	1,917.08
01/23/2026		Direct Deposit	100534 · EMS Grant Apprentice	1,917.08
01/23/2026		Direct Deposit	100534 · EMS Grant Apprentice	1,917.08
01/23/2026		Direct Deposit	100534 · EMS Grant Apprentice	1,917.08
01/23/2026		Direct Deposit	100534 · EMS Grant Apprentice	2,121.08

**Applegate Valley Fire District  
Disbursement Voucher**

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Paid Amount</u>
01/09/2026		Direct Deposit	100536 · Administrative Assistant	1,115.20
01/23/2026		Direct Deposit	100536 · Administrative Assistant	1,115.20
01/13/2026	ASANTE PHYSICIAN PARTNERS	New Hire Physicals	100599 · Medical Physicals	409.00
01/13/2026	EMERGENCY COMMUNICATIONS OF S	Radio Management	100601 · RADIO REPAIR	8,323.12
01/28/2026	Motorola Solutions	Radio Chargers, Batteries	100601 · RADIO REPAIR	4,480.40
01/06/2026	Cricut	Vinyl	100602 · MISC. SUPPLIES	51.99
01/28/2026	LOWE'S	Totes	100602 · MISC. SUPPLIES	89.82
01/19/2026	Fire Department Coffee	Coffee	100602 · MISC. SUPPLIES	125.98
01/28/2026	BOUND TREE MEDICAL	Medical Supplies	100603 · MEDICAL SUPPLIES	614.14
01/13/2026	OFFICE DEPOT	Office Supplies	100604 · OFFICE SUPPLIES	51.76
01/13/2026	AMAZON	Label Tape	100604 · OFFICE SUPPLIES	43.98
01/26/2026	OFFICE DEPOT	Office Supplies	100604 · OFFICE SUPPLIES	64.56
01/06/2026	INTUIT	Employment Posters	100604 · OFFICE SUPPLIES	87.99
01/02/2026	STAMPS	Stamps	100605 · POSTAGE & FREIGHT	70.99
01/06/2026	AppRiver	Microsoft 365	100606 · DUES & SUBSCRIPTIONS	219.60
01/21/2026	Gotomeeting.com	Teleconference	100606 · DUES & SUBSCRIPTIONS	5.00
01/15/2026	Open AI	ChatGPT	100606 · DUES & SUBSCRIPTIONS	60.00
01/03/2026	Mailchimp	Email Program	100606 · DUES & SUBSCRIPTIONS	13.00
01/13/2026	ROGUE DISPOSAL & RECYCLING INC	Sta. 53	100607 · LAUNDRY, CLEANING & TRAS	292.52
01/11/2026	AMAZON	Cleaning Supplies	100607 · LAUNDRY, CLEANING & TRAS	400.97
01/13/2026	Rogue Car Wash	Car Wash	100607 · LAUNDRY, CLEANING & TRAS	13.00
01/29/2026	Go Car Wash	Carwash	100607 · LAUNDRY, CLEANING & TRAS	10.00
01/14/2026	AMAZON	Trash Can	100607 · LAUNDRY, CLEANING & TRAS	30.16
01/30/2026	AMAZON	Cleaning Supplies	100607 · LAUNDRY, CLEANING & TRAS	330.76
01/13/2026	Corey & Stewart	Backgrounds	100608 · ADMINISTRATIVE EXPENSE	990.00
01/13/2026	STATE OF OREGON-GOVT ETHICS COM	ANNUAL BILLING	100608 · ADMINISTRATIVE EXPENSE	1,310.09
01/28/2026	Oregon Dept of Aviation	Drone Registration	100608 · ADMINISTRATIVE EXPENSE	25.00
01/20/2026	OREGON FIRE CHIEFS' ASSOCIATION	OFCA Roundtable	100608 · ADMINISTRATIVE EXPENSE	40.00
01/20/2026	OREGON FIRE CHIEFS' ASSOCIATION	OFCA Conference	100608 · ADMINISTRATIVE EXPENSE	350.00
01/26/2026	tax1099.com	1099 Filing	100608 · ADMINISTRATIVE EXPENSE	20.89
01/30/2026	Grand Hotel Salem	Roundtable	100608 · ADMINISTRATIVE EXPENSE	179.52
01/31/2026	Bank Charges	Service Charge	100608 · ADMINISTRATIVE EXPENSE	0.20
01/28/2026	WOLFARD, CHRIS	Roundtables	100608 · PERDIEM	116.00
01/13/2026	SPECIAL DISTRICTS INSURANCE SER	Liability Insurance	100619 · INSURANCE	53,825.00

**Applegate Valley Fire District  
Disbursement Voucher**

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Paid Amount</u>
01/28/2026	STANDARD INSURANCE	POLICY #00 619026 0001	100619 · INSURANCE	180.42
01/13/2026	CrossFit the Den	Quartly Payment Crossfit Instructor	100621 · Health & Wellness	3,375.00
01/28/2026	Bobbio's	Volunteer Meeting	100623 · Volunteer Recruitment & Retent.	145.35
01/30/2026	Bobbio's	Volunteer Meeting	100623 · Volunteer Recruitment & Retent.	130.45
01/27/2026	Bobbio's	Volunteer Meeting	100623 · Volunteer Recruitment & Retent.	93.40
01/13/2026	Longbow Computers and Data Analysis LLC	IT Support	100628 · Information Technology	784.99
01/06/2026	AMAZON	Knee Pads	100636 · FIRE EQUIPMENT	79.92
01/05/2026	FireHose Direct	Adapters	100636 · FIRE EQUIPMENT	2,058.69
01/15/2026	AMAZON	Batteries	100636 · FIRE EQUIPMENT	18.16
01/28/2026	HEIMAN FIRE EQUIPMENT INC	Caps	100636 · FIRE EQUIPMENT	853.70
01/13/2026	SEA WESTERN FIRE EQUIP	Gloves	100637 · PERSONAL PROTECTIVE EQUI	315.20
01/28/2026	CASCADE FIRE EQUIPMENT CO	Helmets, Gloves	100637 · PERSONAL PROTECTIVE EQUI	2,526.00
01/14/2026	Sign Dude	Helmet Stickers	100637 · PERSONAL PROTECTIVE EQUI	149.34
01/13/2026	Carson	180 Gal Sta.51	100644 · DIESEL	593.22
01/13/2026	Carson	145 Gal HQ	100644 · DIESEL	468.95
01/08/2026	CHEVRON	Fuel E52	100644 · DIESEL	50.04
01/28/2026	Carson	170 Gal HQ	100644 · DIESEL	537.92
01/28/2026	Carson	87 Gal Sta. 51	100644 · DIESEL	283.89
01/30/2026	Seven Feather T&T	C52 Fuel	100644 · DIESEL	90.00
01/13/2026	Carson	124 Gal HQ	100644 · GAS	384.21
01/28/2026	Carson	100 Gal HQ	100644 · GAS	309.19
01/13/2026	Carson	Oil	100644 · OIL	646.19
01/13/2026	STONEWISE	Bricks	100647 · GROUNDS MAINTENANCE	112.00
01/28/2026	All Systems Plumbing, LLC	Sewer Line Repair	100647 · GROUNDS MAINTENANCE	365.00
01/28/2026	Caveman Fence	Sta.54 Circuit Board	100647 · GROUNDS MAINTENANCE	925.00
01/13/2026	ACE HARDWARE	Dimmer, Salt	100648 · BLDG REPAIR & MAINTENANC	159.90
01/13/2026	Above All Air	Pressure Switch	100648 · BLDG REPAIR & MAINTENANC	895.00
01/13/2026	RUCH HARDWARE	Tape	100648 · BLDG REPAIR & MAINTENANC	7.99
01/17/2026	AMAZON	Decking Strips	100648 · BLDG REPAIR & MAINTENANC	39.00
01/21/2026	Above All Air	HVAC Maintenance	100648 · BLDG REPAIR & MAINTENANC	895.00
01/29/2026	Salty Peaks Solutions	Exhaust Retractor	100648 · BLDG REPAIR & MAINTENANC	646.00
01/13/2026	ZiPLY Fiber		100649 · TELEPHONE / INTERNET	210.18
01/09/2026		Direct Deposit	100649 · TELEPHONE / INTERNET	42.50
01/09/2026		Direct Deposit	100649 · TELEPHONE / INTERNET	42.50

## Applegate Valley Fire District Disbursement Voucher

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Paid Amount</u>
01/13/2026	CHARTER COMMUNICATIONS	HQ, ST 5, ST2	100649 · TELEPHONE / INTERNET	235.14
01/23/2026		Direct Deposit	100649 · TELEPHONE / INTERNET	42.50
01/23/2026		Direct Deposit	100649 · TELEPHONE / INTERNET	42.50
01/28/2026	AT&T Mobility	Cell Phones, Tablets	100649 · TELEPHONE / INTERNET	702.01
01/28/2026	Ziply Fiber		100649 · TELEPHONE / INTERNET	210.12
01/28/2026	Hunter Communications	Internet / Phone HQ, Sta.1	100649 · TELEPHONE / INTERNET	687.87
01/27/2026	Hulu	Sta.51	100649 · TELEPHONE / INTERNET	89.99
01/22/2026	Magnegrip	Tailpipe Assembly	100660 · 1998 Pierce - Medford	816.02
01/13/2026	NAPA AUTO PARTS	Filters	100660 · 1999 Freightliner	121.23
01/13/2026	NAPA AUTO PARTS	Thermostat, Oiler Cooler, Pads, Engine F	100660 · 2002 F450 Crew	888.98
01/21/2026	J & L Muffler	Replace Muffler	100660 · 2005 FREIGHTLINER	561.35
01/28/2026	CASCADE FIRE EQUIPMENT CO	Dump Valve	100660 · 2006 FREIGHTLINER	2,135.00
01/28/2026	Pomp's Tire Service, Inc	Tire	100660 · 2007 Pierce Menlo	828.83
01/13/2026	Gordon Truck Centers Inc.	Crankcase Repair, Pressure Sensor	100660 · 2009 HME	902.47
01/22/2026	Firecom	Charger Assembly	100660 · 2009 HME	95.20
01/13/2026	NAPA AUTO PARTS	Battery	100660 · 2015 DODGE	166.51
01/13/2026	NAPA AUTO PARTS	Oil	100660 · 2022 Brush Engine	114.02
01/28/2026	HUGHES FIRE EQUIPMENT, INC	Convex Assy	100660 · 1997 Pierce	331.17
01/13/2026	NAPA AUTO PARTS	Brake Cleaner, Carb Cleaner	100660 · EQUIPMENT REPAIR & MAINT	150.33
01/28/2026	TRUE NORTH	Pump Primer	100660 · EQUIPMENT REPAIR & MAINT	1,571.84
01/15/2026	AMAZON	Washers, Fastners	100660 · EQUIPMENT REPAIR & MAINT	85.68
01/26/2026	AMAZON	Steering Pump	100660 · SUPPORT UNIT	23.99
01/26/2026	Workhorse Parts	Power Steering Pump	100660 · SUPPORT UNIT	498.39
01/28/2026	Leonardo Truck & Equipment	Transmission	100660 · Tender 2007 Freight	21,575.66
01/13/2026	Gordon Truck Centers Inc.	Oil Leak Repair	100660 · Tender 2011 Freight	2,084.98
01/13/2026	TRUE NORTH	Flow Meter	100660 · TOOLS	3,802.00
01/15/2026	AMAZON	Washers, Tire Gauge	100660 · TOOLS	34.24
				<b>295,031.84</b>

Jan 26

Applegate Valley Fire District

**Balance Sheet**

	Jan 31, 26	Dec 31, 25	\$ Change
<b>ASSETS</b>			
<b>Current Assets</b>			
<b>Checking/Savings</b>			
100103 · CASH WITH TREASURER			
103.1 · GOVERNMENT POOL	2,360,786.41	2,606,890.11	-246,103.70
103.2 · CAPITAL PROJECTS FUND	571,086.83	569,075.04	2,011.79
103.5 · ROGUE CREDIT UNION	9,377.34	29,868.86	-20,491.52
<b>Total 100103 · CASH WITH TREASURER</b>	<b>2,941,250.58</b>	<b>3,205,834.01</b>	<b>-264,583.43</b>
<b>Total Checking/Savings</b>	<b>2,941,250.58</b>	<b>3,205,834.01</b>	<b>-264,583.43</b>
<b>Other Current Assets</b>			
100105 · PETTY CASH	299.98	299.98	
<b>Total Other Current Assets</b>	<b>299.98</b>	<b>299.98</b>	
<b>Total Current Assets</b>	<b>2,941,550.56</b>	<b>3,206,133.99</b>	<b>-264,583.43</b>
<b>TOTAL ASSETS</b>	<b>2,941,550.56</b>	<b>3,206,133.99</b>	<b>-264,583.43</b>
<b>LIABILITIES &amp; EQUITY</b>			
<b>Liabilities</b>			
<b>Current Liabilities</b>			
<b>Credit Cards</b>			
100261 · AVFD Master Card	10,651.13	14,112.26	-3,461.13
100262 · Rogue Credit Card	328.76	353.76	-25.00
<b>Total Credit Cards</b>	<b>10,979.89</b>	<b>14,466.02</b>	<b>-3,486.13</b>
<b>Other Current Liabilities</b>			
100315 · PAYROLL WITHHOLDING			
315.0 · PERS 6% PAYABLE	-2,614.39	-526.10	-2,088.29
315.1 · PERS P&F PAYABLE	-1.36		-1.36
<b>Total 100315 · PAYROLL WITHHOLDING</b>	<b>-2,615.75</b>	<b>-526.10</b>	<b>-2,089.65</b>
2102 · Payroll Liabilities	-1,587.05	-87.71	-1,499.34
<b>Total Other Current Liabilities</b>	<b>-4,202.80</b>	<b>-613.81</b>	<b>-3,588.99</b>
<b>Total Current Liabilities</b>	<b>6,777.09</b>	<b>13,852.21</b>	<b>-7,075.12</b>
<b>Total Liabilities</b>	<b>6,777.09</b>	<b>13,852.21</b>	<b>-7,075.12</b>
<b>Equity</b>			
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	-111,109.15	-111,109.15	
Net Income	448,120.62	705,628.93	-257,508.31
<b>Total Equity</b>	<b>2,934,773.47</b>	<b>3,192,281.78</b>	<b>-257,508.31</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>2,941,550.56</b>	<b>3,206,133.99</b>	<b>-264,583.43</b>

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

**BALANCE SHEET**  
**January 31, 2026**

	ACCT.#	12/31/2025	DEPOSITS	WITHDRAWS	1/31/2026	
GENERAL POOL ACCOUNT	100103.1	2,606,890.11	33,896.50	280,000.20	2,360,786.41	
CAPITAL PROJECTS ACCOUNT	100103.2	569,075.04	2,011.79	0.00	571,086.83	
ROGUE CREDIT UNION	100103.4	29,868.86	281,615.24	302,106.76	9,377.34	
PETTY CASH	100105	299.98	0.00	0.00	299.98	
TOTAL CHECKING/SAVINGS		3,206,133.99	317,523.53	582,106.96	2,941,550.56	
<b>TOTAL ASSETS</b>						<b>2,941,550.56</b>
<b>LIABILITIES</b>						
CREDIT CARDS PAYABLE	100260				10,979.89	
PAYROLL WITHHOLDING	100315				-2615.75	
PAYROLL LIABILITIES					-1,587.05	
TOTAL LIABILITIES					6,777.09	
<b>EQUITY</b>						
GENERAL FUND					1,956,812.85	
CAPITAL PROJECTS FUND					529,840.00	
Net Income					448,120.62	
TOTAL EQUITY					2,934,773.47	
<b>TOTAL LIABILITIES &amp; EQUITY</b>						<b>2,941,550.56</b>

**APPLEGATE VALLEY RURAL FIRE PROTECTION DISTRICT # 9**  
**1095 UPPER APPLEGATE RD.**  
**JACKSONVILLE, OR, 97530**  
**STATEMENT OF REVENUE AND EXPENDITURES**  
**BUDGET VERSUS ACTUAL COMPARISON**  
**58% OF THE BUDGET YEAR IS OVER**  
**60% OF THE BUDGETED REVENUE HAS BEEN RECEIVED**  
**33% OF THE BUDGET HAS BEEN SPENT**  
**January 31, 2026**

	Account	Annual	Current	Year To	% of	Remaining
RESOURCES	Number	Budget	Month	Date	Budget	Balance
Current Tax Jackson Co.	100401	1,818,703.00	6,003.70	1,713,668.79	94.22	105,034.21
Delinquent Tax Jackson Co.	100402	43,250.00	4,005.16	35,203.43	81.40	8,046.57
Current Tax Josephine Co.	100405	251,297.00	14,085.13	232,352.87	92.46	18,944.13
Delinquent Tax Josephine Co.	100406	8,750.00	1,023.92	8,166.52	93.33	583.48
<b>Total Taxes</b>		<b>2,122,000.00</b>	<b>25,117.91</b>	<b>1,989,391.61</b>	<b>93.75</b>	<b>132,608.39</b>
Net Working Capital		1,800,000.00		1,888,207.03	104.90	-88,207.03
Fire Suppression Fees	100421	35,000.00	0.00	90,052.65	257.29	-55,052.65
Response Billing	100422	0.00	0.00	0.00	0.00	0.00
Transfer from Capital	100440	81,400.00	0.00	0.00	0.00	81,400.00
Donations	100441	10,000.00	0.00	27,955.00	279.55	-17,955.00
Grants	100445.1	916,905.00	0.00	190,652.65	20.79	726,252.35
Fuels Grants	100447	678,000.00	0.00	0.00	0.00	678,000.00
Interest Earned	100450	60,000.00	8,785.31	46,565.06	77.61	13,434.94
Misc. Income	100471	10,000.00	0.00	26,962.02	269.62	-16,962.02
Rents	100471.2	15,000.00	1,608.52	2,058.52	13.72	12,941.48
Intergovernmental Revenue	100473	21,000.00	0.00	1,124.26	5.35	19,875.74
Sale of Assets	100484	0.00	0.00	0.00	0.00	0.00
<b>Total Other Resources</b>		<b>1,827,305.00</b>	<b>10,393.83</b>	<b>385,370.16</b>	<b>21.09</b>	<b>1,353,727.81</b>
<b>TOTAL RESOURCES</b>		<b>3,949,305.00</b>	<b>35,511.74</b>	<b>2,374,761.77</b>	<b>60.13</b>	<b>1,486,336.20</b>

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

**GENERAL FUND**

	<b>Account Number</b>	<b>Annual Budget</b>	<b>Current Month</b>	<b>Year To Date</b>	<b>% Of Budget</b>	<b>Remaining Balance</b>
Fire Chief	100501	121,600.00	9,347.52	70,106.40	57.65	51,493.60
Operations Chief	100502	98,300.00	7,551.18	56,633.85	57.61	41,666.15
Logistics Chief	100503	83,500.00	6,472.09	47,861.06	57.32	35,638.94
Administration Chief	100504	84,300.00	6,472.08	48,540.60	57.58	35,759.40
Seasonal Firefighters	100505	145,000.00	10,368.00	123,979.50	85.50	21,020.50
Shift Personnel #1	100506	67,000.00	5,353.64	31,862.99	47.56	35,137.01
Shift Personnel #2	100507	76,000.00	5,645.76	43,479.90	57.21	32,520.10
Shift Personnel #3	100508	75,000.00	5,537.64	42,647.40	56.86	32,352.60
Volunteer Shift Coverage	100509	15,000.00	2,440.00	4,832.00	32.21	10,168.00
Fuels Reduction Specialist	100510	45,000.00	1,015.00	10,313.00	22.92	34,687.00
HRA VEBA	100511	56,100.00	4,335.50	32,016.00	57.07	24,084.00
Medical Insurance	100512	341,000.00	29,343.00	196,929.25	57.75	144,070.75
PERS	100513	350,000.00	32,162.28	212,335.55	60.67	137,664.45
Vehicle Stipend	100514	13,200.00	1,100.00	7,700.00	58.33	5,500.00
Workers Comp. Insurance	100515	45,000.00	227.21	66,667.38	148.15	-21,667.38
Unemployment	100516	8,000.00	0.00	242.87	3.04	7,757.13
Uniform Allowance	100517	23,000.00	1,997.05	20,957.75	91.12	2,042.25
Coverage Overtime	100518.1	40,000.00	1,141.42	29,427.07	73.57	10,572.93
Reimbursable Overtime	100518.2	30,000.00	0.00	29,607.36	98.69	392.64
Payroll Taxes (FICA & Medicare)	100520	50,000.00	2,909.48	24,382.51	48.77	25,617.49
Oregon Growth Plan	100521.1	21,000.00	1,557.47	13,477.39	64.18	7,522.61
Length of Service	100525	8,500.00	0.00	1,000.00	11.76	7,500.00
Benefit Sell Back	100528	10,000.00	248.59	14,624.99	146.25	-4,624.99
OSFM Firefighters	100531	124,000.00	9,326.68	70,193.94	56.61	53,806.06
OSFM Fire Marshal	100532	76,500.00	2,953.45	40,728.03	53.24	35,771.97
Recruitment & Retention Coord.	100533	26,000.00	0.00	6,375.00	24.52	19,625.00
EMS Grant Apprentice	100534	200,000.00	15,438.64	123,934.24	61.97	76,065.76
Duty Officer	100535	35,000.00	0.00	20,015.51	57.19	14,984.49
Administrative Assistant	100536	21,000.00	2,230.40	4,182.00	19.91	16,818.00
Medical Physicals	100599	5,000.00	409.00	2,407.00	48.14	2,593.00
<b>TOTAL PERSONNEL SERVICES</b>		<b>2,294,000.00</b>	<b>165,583.08</b>	<b>1,397,460.54</b>	<b>60.92</b>	<b>896,539.46</b>

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

**GENERAL FUND**

	<b>Account Number</b>	<b>Annual Budget</b>	<b>Current Month</b>	<b>Year To Date</b>	<b>% Of Budget</b>	<b>Remaining Balance</b>
<b>MATERIAL &amp; SERVICES</b>						
Technical Rescue Equipment	100600	2,500.00	0.00	0.00	0.00	2,500.00
Radio Equipment & Maint.	100601	45,000.00	12,803.52	51,504.86	114.46	-6,504.86
Miscellaneous Supplies	100602	8,000.00	267.79	2,374.87	29.69	5,625.13
Medical Supplies	100603	15,000.00	614.14	5,610.03	37.40	9,389.97
Office Supplies	100604	3,500.00	248.29	1,847.32	52.78	1,652.68
Postage & Freight	100605	2,000.00	70.99	403.01	20.15	1,596.99
Dues & Subscriptions	100606	7,500.00	297.60	7,408.23	98.78	91.77
Laundry, Cleaning & Trash	100607	13,500.00	1,077.41	5,650.05	41.85	7,849.95
Administrative Expenses	100608	20,000.00	2,915.70	14,127.75	70.64	5,872.25
Fire Prevention	100609	5,000.00	0.00	673.62	13.47	4,326.38
Instruction & Training	100610	28,875.00	116.00	13,116.10	45.42	15,758.90
Volunteer Programs	100611	10,000.00	0.00	1,534.81	15.35	8,465.19
Reimbursable Fire Expenses	100612	5,000.00	0.00	327.78	6.56	4,672.22
EMT Physician Advisor	100613	2,000.00	0.00	1,875.00	93.75	125.00
Dispatch Service - ECSO	100615	60,000.00	0.00	41,420.31	69.03	18,579.69
Professional Fees	100617	24,000.00	0.00	35,228.09	146.78	-11,228.09
Board Attorney	100617		0.00	0.00		
District Attorney	100617		0.00	18,636.84		
Elections & Legal Publication	100618	2,500.00	0.00	815.50	32.62	1,684.50
District Insurance- General	100619	60,000.00	54,005.42	57,910.30	96.52	2,089.70
Health and Wellness	100621	16,500.00	3,375.00	10,125.00	61.36	6,375.00
Office Equipment/Furnishings	100622	15,000.00	0.00	11,000.02	73.33	3,999.98
Vol. Recruitment & Retention	100623	5,000.00	369.20	891.70	17.83	4,108.30
Board Training	100627	5,000.00	0.00	590.00	11.80	4,410.00
Information Technology	100628	35,000.00	784.99	18,448.12	52.71	16,551.88
Fire Equipment	100636	25,000.00	3,010.47	17,745.14	70.98	7,254.86
PPE	100637	63,155.00	2,990.54	17,930.14	28.39	45,224.86
Vehicle Gas & Oil	100644	50,000.00	3,363.61	30,227.14	60.45	19,772.86
Electricity	100645	38,000.00	0.00	14,944.18	39.33	23,055.82
Draft Site Const. & Repair	100646	5,000.00	0.00	1,436.56	28.73	3,563.44
Grounds Maintenance	100647	15,000.00	1,402.00	4,672.57	31.15	10,327.43
Building Repair & Maint.	100648	30,000.00	2,642.89	32,512.60	108.38	-2,512.60
Telephone	100649	25,000.00	2,305.31	15,769.41	63.08	9,230.59
Equipment Rental	100651	1,000.00	0.00	0.00	0.00	1,000.00
Equipment Repair & Maint.	100660	60,000.00	36,787.89	36,787.89	61.31	23,212.11
Equipment Testing & Certification	100661	20,000.00	0.00	7,480.22	37.40	12,519.78
Imaging & Signage	100662	15,000.00	0.00	8,630.00	57.53	6,370.00
College/Student Program	100670	35,000.00	0.00	8,750.00	25.00	26,250.00
Fuels Equipment & Repair	100683	5,000.00	0.00	4,240.95	84.82	759.05
Fuels PPE	100684	3,000.00	0.00	69.97	2.33	2,930.03
Fuels Grants	100685	350,000.00	0.00	0.00	0.00	350,000.00
Grant Expenditures	100690	0.00	0.00	0.00	0.00	0.00
<b>TOTAL MATERIALS &amp; SERVICES</b>		<b>1,131,030.00</b>	<b>129,448.76</b>	<b>484,079.24</b>	<b>42.80</b>	<b>646,950.76</b>

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

**GENERAL FUND**

	Account Number	Annual Budget	Current Month	Year To Date	% Of Budget	Remaining Balance
<b>CAPITAL OUTLAY</b>						
Station Construction Projects	100711	600,000.00	0.00	0.00	0.00	600,000.00
New Fire Equipment	100736	5,000.00	0.00	0.00	0.00	5,000.00
Equipment Acquisition	100738	75,000.00	0.00	0.00	0.00	75,000.00
Training & Medical Equipment	100739	15,000.00	0.00	12,518.11	83.45	2,481.89
Capital Grant Expenditures	100740	0.00	0.00	0.00	0.00	0.00
Fuels Capital Equipment	100741	328,000.00	0.00	0.00	0.00	328,000.00
<b>TOTAL CAPITAL OUTLAY</b>		<b>1,023,000.00</b>	<b>0.00</b>	<b>12,518.11</b>	<b>1.22</b>	<b>1,010,481.89</b>
Contingency	100795	201,400.00	0.00	0.00	0.00	201,400.00
Transfers to Capital Projects Fun	100805	0.00	0.00	0.00	0.00	0.00
Unappropriated Ending Balance		1,100,000.00	0.00	0.00	0.00	1,100,000.00
<b>TOTAL REQUIREMENTS</b>		<b>5,749,430.00</b>	<b>295,031.84</b>	<b>1,894,057.89</b>	<b>32.94</b>	<b>3,855,372.11</b>
<b>TOTAL RESOURCES</b>			<b>35,511.74</b>	<b>2,374,761.77</b>		
<b>TOTAL REQUIREMENTS</b>			<b>-295,031.84</b>	<b>-1,894,057.89</b>		
<b>ENDING FUND BALANCE</b>			<b>-259,520.10</b>	<b>480,703.88</b>		
<b>Beginning Fund Balance</b>		<b>1,930,340.00</b>	<b>6/30/2025</b>			
<b>Excess Rev/Exp</b>		<b>480,703.88</b>				
<b>Ending Fund Balance</b>		<b>2,411,043.88</b>				

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

**CAPITAL PROJECTS FUND**

	Account	ANNUAL	CURRENT	YEAR-TO	%-OF	REMAINING
	Number	BUDGET	MONTH	DATE	BUDGET	BALANCE
<b>RESOURCES</b>						
NET WORKING CAPITAL		554,000.00				
TRANSFER FROM GENERAL	240441	0.00	0.00	0.00	0.00	0.00
INTEREST	200450	20,000.00	2011.79	14,774.05	73.87	5,225.95
<b>TOTAL RESOURCES</b>		<b>20,000.00</b>	<b>2,011.79</b>	<b>14,774.05</b>	<b>73.87</b>	<b>5,225.95</b>
<b>REQUIREMENTS</b>						
PROJECT PURCHASE	240760	0.00	0.00	0.00	0.00	0.00
TRANSFER TO GENERAL	100440	81,400.00	0.00	0.00	0.00	81,400.00
BANK SERVICE CHARGE	200201	0.00	0.00	0.00	0.00	0.00
<b>TOTAL REQUIREMENTS</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>TOTAL RESOURCES</b>		<b>20,000.00</b>	<b>2,011.79</b>	<b>14,774.05</b>		
<b>TOTAL REQUIREMENTS</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>		
<b>RESERVE FOR FUTURE EXPENDITURES</b>		<b>20,000.00</b>	<b>2,011.79</b>	<b>14,774.05</b>		
<b>Beginning Fund Balance</b>	3002	556,311.43	6/30/2025			
<b>RESERVED FOR FUTURE EXP</b>		14,774.05				
<b>Ending Fund Balance</b>		<b>571,085.48</b>				



## APPLEGATE FIRE DISTRICT

1095 UPPER APPLEGATE RD. JACKSONVILLE, OR 97530

PHONE: 541.899.1050 FAX: 541.899.9314

# Fire Chief's Report

January 2026

- Williams Fire District Shared Services
  - Administrative Assistant
  - Executive Services
- Station 51 Project
- Budget Reformatting Project
- Fireside Newsletter
- Levy Best Practices Document
- Senate Bill 454 Committee



**APPLEGATE FIRE DISTRICT**  
1095 UPPER APPLEGATE RD. JACKSONVILLE, OR 97530  
PHONE: 541.899.1050 FAX: 541.899.9314

# Deputy Chief's Report

January 2026

## Monthly Statistics

- 59 Incidents; increase of 20.41% over same period in 2025
- 5 Overlapping Incidents, 8.47% of total incidents
- 13 Mutual/Auto Aid Incidents (Given & Received); 22.03% of total incidents
- See attached report

## Notable Events

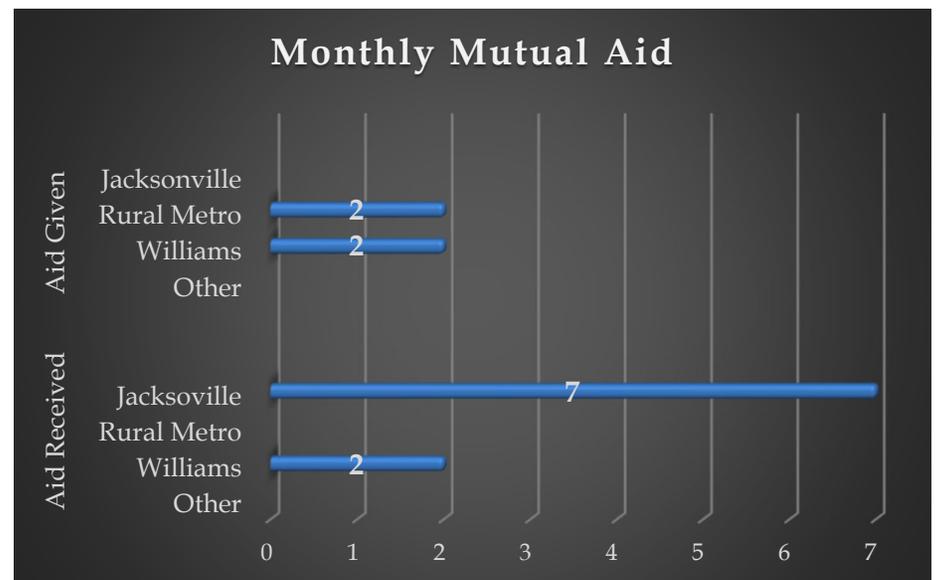
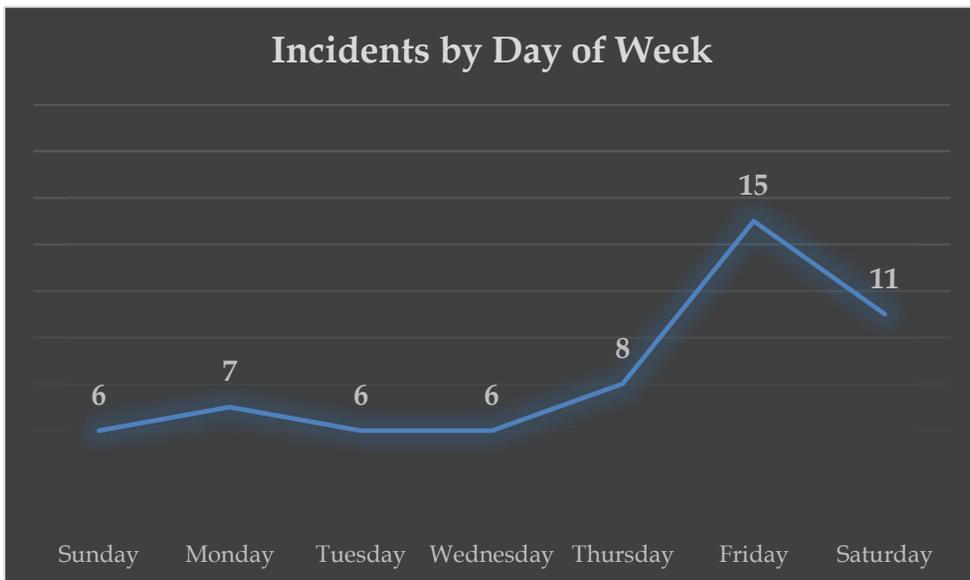
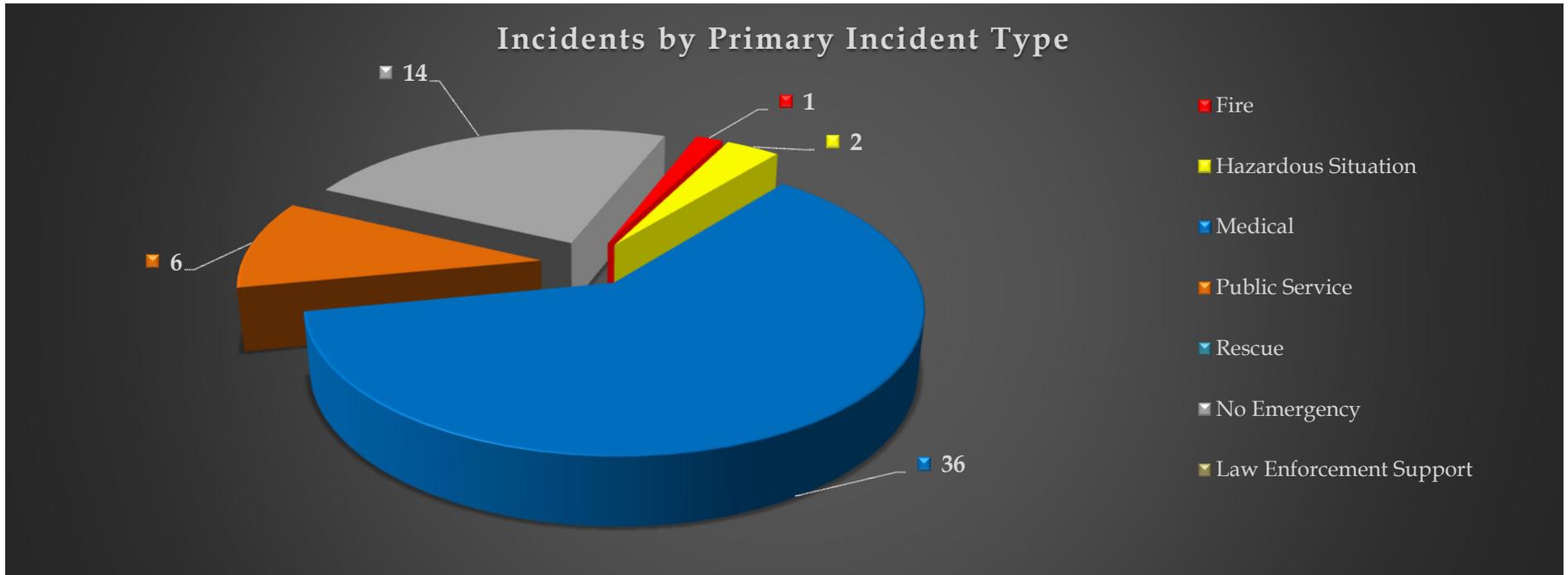
- Successful transition from NFIRS (National Fire Incident Reporting System) to NERIS (National Emergency Response Information System) on January 1, 2026.
- Hosted the RITA Firefighter 1 Academy in which the District has 10 Recruits attending.
- Conducted shift meetings for all three shifts to discuss the State of the District, provided insight into the use of technology, and provided opportunities for feedback from our members.

## Summary of Activities

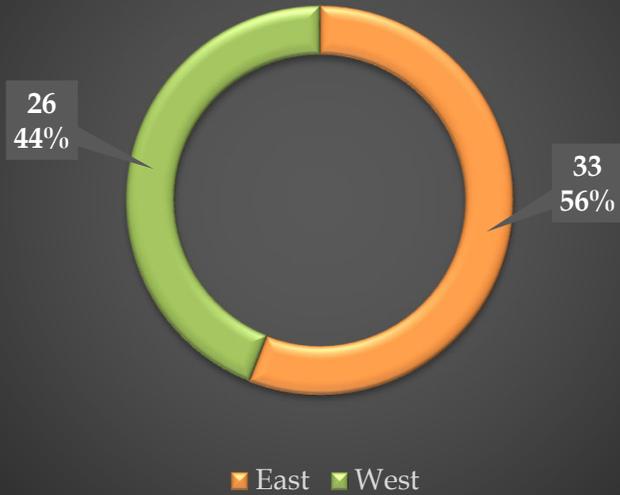
- Attended the OFCA Safety & Health Section Roundtable in Salem.
- Continued discussions with Mercy Flights and Fire District 3 on how to host and optimize Mercy Flights' Landing Zone map.

PROUDLY SERVING  
*The Applegate Valley*

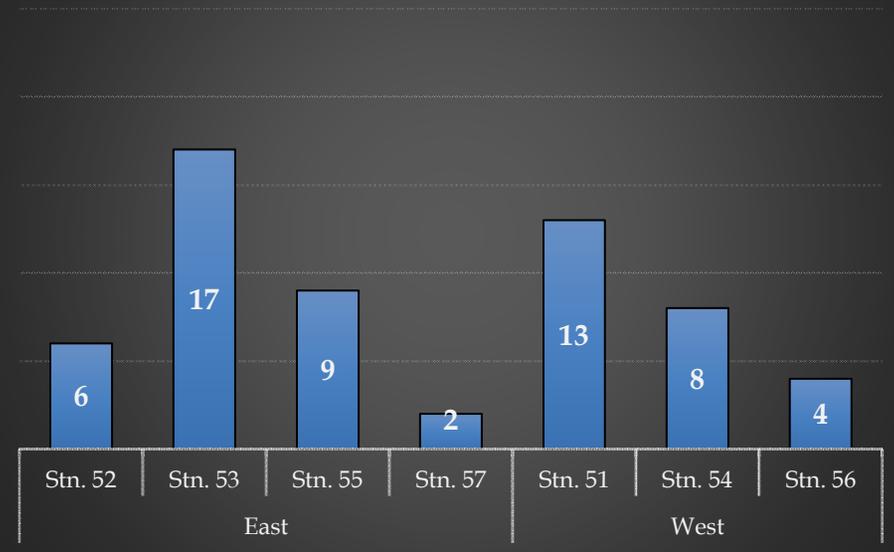
# Monthly Alarm Statistics - January 2026



### Incidents by Fire Zone



### Incidents by Station and Fire Zone



### Incidents by Shift



### Monthly Call Volume - 2025 vs 2026





## APPLEGATE FIRE DISTRICT

1095 UPPER APPLEGATE RD. JACKSONVILLE, OR 97530

PHONE: 541.899.1050 FAX: 541.899.9314

# Maintenance Report

January 2026

- Equipment
  - E51 received in frame (rebuilt by Leonard's Truck service.) Cylinders have scoring on cylinder walls. Believed to be caused by a combination of the engine not being able to break in and excessive idle time. This is common for fire apparatus, because drive time is lower than idle time.
  - Annual pump testing E52, E54, E51.
  - All other repairs are minor.
  
- Facilities and Grounds
  - Manufactured home at station 55, trenched new water line from station to manufactured home. Improving water pressure to home.
  - All other repairs are minor.

### **POSITION SUMMARY**

The Fire Captain provides supervision, direction, control, and guidance of assigned personnel of the shift. Duties include responding to emergency incidents and assuming command; scheduling, providing, and participating in training for paid and volunteer personnel; conducting fire inspections and public education activities; preparing reports and records, and conducting performance appraisals.

The Fire Captain is expected to have a thorough knowledge of all aspects of emergency response procedures and direct and control firefighting, emergency medical activities, and other emergency activities at the scene of emergencies. The Fire Captain functions in the capacity of a first-line supervisor and makes recommendations concerning improvements in fire protection and EMS services. All work is performed in accordance with District guidelines and policies.

### **SUPERVISION RECEIVED**

The Fire Captain functions within the normal chain of command under the direct supervision of either the Deputy Chief or the Fire Chief, depending on the present organizational structure. The Fire Captain is accountable to the District's designated physician supervisor when performing the duties of an EMT.

### **SUPERVISION EXERCISED**

The Fire Captain supervises and directs the activities of assigned shift personnel to include but not limited to Apprentices, Students, Residents, Seasonal Firefighters, Volunteer Firefighters, and other support personnel who have less experience in the presence or in the absence of a superior officer. Supervision is exercised in accordance with District policies, regulations, and guidelines. The highest licensed EMT directs patient care in emergency situations.

### **PRINCIPAL DUTIES & RESPONSIBILITIES**

The following list describes a majority of the principal duties and responsibilities of this position.

- Coordinates and directs the activities of assigned company personnel and volunteer firefighters, deployment of apparatus, equipment, develops and implements strategy and tactics, and may conduct fire investigations. Commonly functions as the incident commander and may serve other general staff positions when needed.
- Functions as the first line supervisor for assigned personnel identified in "Supervision Exercised" above. Enforces District rules, regulations, and procedures. Conducts performance evaluations and is responsible for initial discipline, up to and including a documented verbal warning; may recommend further disciplinary steps to a chief officer.
- Coordinates, supervises, and/or directs maintenance activities, training events, fire inspections, public education events, administrative and collateral duties, and any other duties that may be assigned.
- Responsible for practicing and promoting a safe working environment, reporting unsafe working conditions to the supervisor and/or Safety Committee and documenting accidents with appropriate forms. Document within the District's RMS pre/post incident apparatus checks, incident reports, training, events, inspections, and pre-plans.
- Performs firefighter tasks that may require personnel to ascend and descend ladders and stairs, perform strenuous lifting and moving activities under routine and hazardous conditions such as bending, twisting, and/or carrying.
- Assist with routine and minor maintenance of District apparatus and fire stations, to include normal custodial duties, worksite inspections and recommendations for improvements.

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### **PRINCIPAL DUTIES & RESPONSIBILITIES CONTINUED**

- Attend training sessions, professional seminars, and other related career development opportunities related to the professional aspects of the position, which includes Emergency Medical Technician.
- Attend regularly scheduled monthly meetings, such as but not limited to staff and operations meetings.

### **KNOWLEDGE**

- District rules, regulations, procedures, and other regulations related to fire protection.
- Basic principles of fire inspection, investigation, and public education.
- Advanced fire suppression strategy, tactics, and incident command.
- Operational level hazardous materials response standards.
- Emergency medical scene control and management.
- Basic supervision and disciplinary skills.
- Operation of fire apparatus; applied fire ground strategy and tactics.
- District computer systems.

### **SKILLS AND ABILITIES**

- Direct activities and maintain control of complex emergency situations.
- Drive and operate fire and emergency vehicles.
- Read and understand written material and technical instructions.
- Follow oral and written directions.
- Meet and interact effectively with people of all ages and backgrounds.
- Lead and direct others; conduct performance appraisals.
- Function as a member of a team; maintain effective discipline and morale.
- Type and use computer systems and programs; prepare reports, forms, and records.
- Work in close harmony with other District personnel.

### **VALUES AND GUIDING PRINCIPLES**

All members of the District are required to demonstrate positive values to be an effective member of the organization. Members must be able to demonstrate the following:

**Honesty and Integrity:** Demonstrates fairness; is straightforward, sincere, truthful, ethical, and trustworthy.

**Teamwork:** Demonstrates a helpful and respectful demeanor with colleagues and subordinates; receptive to the sharing of differing ideas and opinions.

**Professionalism:** Displays confidence in self and encourages others; is open, loyal, trustworthy, and patient; holds a high degree of personal accountability and takes pride in work; committed to quality, growth, and learning.

**Health and Safety:** Displays and maintains physical and mental well-being and watches out for all members' safety.

### **WORK ENVIRONMENT**

Regular work schedule for full-time employees is a 56-hour workweek with 24-hour shifts. Work activities vary widely and will include general station, emergency scene, and indoor and outdoor activities. Work assignments and response to emergency incidents may occur at any time and under any climatic conditions. Work is highly physically demanding, requiring strength, agility, and aerobic and anaerobic endurance. Emergency work may be hazardous.

### **PHYSICAL AND MENTAL JOB REQUIREMENTS**

To perform the job successfully, an individual must be able to perform each of the Principal Duties and Responsibilities satisfactorily. This position requires the individual to sit and stand for long periods. While wearing a personal protective ensemble, the member must be able to repetitively push, pull, stand, walk, crouch, kneel, climb, crawl, reach, and grasp. This position requires above-average physical condition with the ability to lift 50 pounds frequently, exceedingly more than double on rare occasions. The sensory requirements for this position include vision, hearing, and touch.

The member in this position must frequently exercise use of good judgment and be able to work with minimal supervision; demonstrate the ability to understand and follow written and oral instructions, perform complex calculations, communicate both orally and written. Fire Captains must successfully complete the physical requirements in accordance with District standards.

Reasonable accommodation will be made to otherwise qualified individuals with disabilities and known limitations. Fire Captains must promote safe working practices and support an environment of mental and physical well-being.

### **MINIMUM QUALIFICATIONS**

All certifications and/or licenses must be valid

#### **From Engineer Job Description:**

- Driver's license (Oregon within 6 months of hire)
- NFPA Firefighter 1 or equivalent
- NFPA Fire Apparatus Driver/Operator
- NFPA Wildland Apparatus Operator or equivalent
- NFPA Mobile Water Supply Apparatus or equivalent
- NFPA Apparatus Equipped with a Fire Pump (Pumper Operator) or equivalent
- Licensed as an Oregon or National Registry Emergency Medical Technician in good standing

#### **From Lieutenant Job Description:**

- NFPA Firefighter 2 or equivalent
- NFPA Fire and Emergency Services Instructor 1 or equivalent
- NWCG Firefighter Type 1 or equivalent

#### **Captain Qualifications:**

- All minimum qualifications from Engineer and Lieutenant job descriptions
- Five (5) years in the fire service; three (3) years with Applegate Fire District
- NFPA Fire Officer 1 (within 18 months of hire or appointment)
- DPSST/NWCG Engine Boss

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**DESIRABLE QUALIFICATIONS**

- Associate degree in a related field
- Oregon Advanced EMT, EMT Intermediate, or Paramedic license
- DPSST/NWCG Strike Team Leader Engine (STEN)
- I-300, Intermediate Incident Command System
- NFA Leadership in Supervision series
- NFA Managing Officer Program

**DISCLAIMER**

This job description has been designed to indicate the general nature and level of work performed by members within this classification, which may change as business needs arise. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of members assigned to the job.

**CLASSIFICATION AND BARGAINING STATUS**

**VOLUNTEER**

FLSA STATUS: Not Applicable

BARGAINING UNIT: No

**CAREER (FULL-TIME)**

FLSA STATUS: Non-Exempt

BARGAINING UNIT: Yes

### **POSITION SUMMARY**

The Fire Lieutenant provides supervision, direction, control, and guidance of assigned personnel of the shift. Duties include responding to emergency incidents and assuming command; scheduling, providing, and participating in training for paid and volunteer personnel; conducting fire inspections and public education activities; preparing reports and records, and conducting performance appraisals.

The Fire Lieutenant is expected to have a thorough knowledge of all aspects of emergency response procedures and direct and control firefighting, emergency medical activities, and other emergency activities at the scene of emergencies. The Fire Lieutenant functions in the capacity of a first-line supervisor and makes recommendations concerning improvements in fire protection and EMS services. All work is performed in accordance with District guidelines and policies.

### **SUPERVISION RECEIVED**

The Fire Lieutenant functions within the normal chain of command under the direct supervision of either the Deputy Chief or the Fire Chief, depending on the present organizational structure. The Fire Lieutenant is accountable to the District's designated physician supervisor when performing the duties of an EMT.

### **SUPERVISION EXERCISED**

The Fire Lieutenant supervises and directs the activities of assigned shift personnel to include but not limited to Apprentices, Students, Residents, Seasonal Firefighters, Volunteer Firefighters, and other support personnel who have less experience in the presence or in the absence of a superior officer. Supervision is exercised in accordance with District policies, regulations, and guidelines. The highest licensed EMT directs patient care in emergency situations.

### **PRINCIPAL DUTIES & RESPONSIBILITIES**

The following list describes a majority of the principal duties and responsibilities of this position.

- Coordinates and directs the activities of assigned company personnel and volunteer firefighters, deployment of apparatus, equipment, develops and implements strategy and tactics, and may conduct fire investigations. Commonly functions as the incident commander and may serve other general staff positions when needed.
- Functions as the first line supervisor for assigned personnel identified in "Supervision Exercised" above. Enforces District rules, regulations, and procedures. Conducts performance evaluations and is responsible for initial discipline, up to and including a documented verbal warning; may recommend further disciplinary steps to a chief officer.
- Coordinates, supervises, and/or directs maintenance activities, training events, fire inspections, public education events, administrative and collateral duties, and any other duties that may be assigned.
- Responsible for practicing and promoting a safe working environment, reporting unsafe working conditions to the supervisor and/or Safety Committee and documenting accidents with appropriate forms. Document within the District's RMS pre/post incident apparatus checks, incident reports, training, events, inspections, and pre-plans.
- Performs firefighter tasks that may require personnel to ascend and descend ladders and stairs, perform strenuous lifting and moving activities under routine and hazardous conditions such as bending, twisting, and/or carrying.
- Assist with routine and minor maintenance of District apparatus and fire stations, to include normal custodial duties, worksite inspections and recommendations for improvements.

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### **PRINCIPAL DUTIES & RESPONSIBILITIES CONTINUED**

- Attend training sessions, professional seminars, and other related career development opportunities related to the professional aspects of the position, which includes Emergency Medical Technician.
- Attend regularly scheduled monthly meetings, such as but not limited to staff and operations meetings.

### **KNOWLEDGE**

- District rules, regulations, procedures, and other regulations related to fire protection.
- Basic principles of fire inspection, investigation, and public education.
- Advanced fire suppression strategy, tactics, and incident command.
- Operational level hazardous materials response standards.
- Emergency medical scene control and management.
- Basic supervision and disciplinary skills.
- Operation of fire apparatus; applied fire ground strategy and tactics.
- District computer systems.

### **SKILLS AND ABILITIES**

- Direct activities and maintain control of complex emergency situations.
- Drive and operate fire and emergency vehicles.
- Read and understand written material and technical instructions.
- Follow oral and written directions.
- Meet and interact effectively with people of all ages and backgrounds.
- Lead and direct others; conduct performance appraisals.
- Function as a member of a team; maintain effective discipline and morale.
- Type and use computer systems and programs; prepare reports, forms, and records.
- Work in close harmony with other District personnel.

### **VALUES AND GUIDING PRINCIPLES**

All members of the District are required to demonstrate positive values to be an effective member of the organization. Members must be able to demonstrate the following:

**Honesty and Integrity:** Demonstrates fairness; is straightforward, sincere, truthful, ethical, and trustworthy.

**Teamwork:** Demonstrates a helpful and respectful demeanor with colleagues and subordinates; receptive to the sharing of differing ideas and opinions.

**Professionalism:** Displays confidence in self and encourages others; is open, loyal, trustworthy, and patient; holds a high degree of personal accountability and takes pride in work; committed to quality, growth, and learning.

**Health and Safety:** Displays and maintains physical and mental well-being and watches out for all members' safety.

### **WORK ENVIRONMENT**

Regular work schedule for full-time employees is a 56-hour workweek with 24-hour shifts. Work activities vary widely and will include general station, emergency scene, and indoor and outdoor activities. Work assignments and response to emergency incidents may occur at any time and under any climatic conditions. Work is highly physically demanding, requiring strength, agility, and aerobic and anaerobic endurance. Emergency work may be hazardous.

### **PHYSICAL AND MENTAL JOB REQUIREMENTS**

To perform the job successfully, an individual must be able to perform each of the Principal Duties and Responsibilities satisfactorily. This position requires the individual to sit and stand for long periods. While wearing a personal protective ensemble, the member must be able to repetitively push, pull, stand, walk, crouch, kneel, climb, crawl, reach, and grasp. This position requires above-average physical condition with the ability to lift 50 pounds frequently, exceedingly more than double on rare occasions. The sensory requirements for this position include vision, hearing, and touch.

The member in this position must frequently exercise use of good judgment and be able to work with minimal supervision; demonstrate the ability to understand and follow written and oral instructions, perform complex calculations, communicate both orally and written. Fire Lieutenants must successfully complete the physical requirements in accordance with District standards.

Reasonable accommodation will be made to otherwise qualified individuals with disabilities and known limitations. Fire Lieutenants must promote safe working practices and support an environment of mental and physical well-being.

### **MINIMUM QUALIFICATIONS**

All certifications and/or licenses must be valid

#### From Engineer Job Description:

- Driver's license (Oregon within 6 months of hire)
- NFPA Firefighter 1 or equivalent
- NFPA Fire Apparatus Driver/Operator
- NFPA Wildland Apparatus Operator or equivalent
- NFPA Mobile Water Supply Apparatus or equivalent
- NFPA Apparatus Equipped with a Fire Pump (Pumper Operator) or equivalent
- Licensed as an Oregon or National Registry Emergency Medical Technician in good standing

#### Lieutenant Qualifications:

- All minimum qualifications from Engineer job description
- Three (3) years in the fire service; two (2) years with Applegate Fire District
- NFPA Firefighter 2 or equivalent
- NFPA Fire and Emergency Services Instructor 1 or equivalent
- NWCG Firefighter Type 1 or equivalent

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**DESIRABLE QUALIFICATIONS**

- Associate degree in a related field
- Oregon Advanced EMT, EMT Intermediate, or Paramedic license
- NFPA Fire Officer 1
- DPSST/NWCG Engine Boss
- I-300, Intermediate Incident Command System
- NFA Leadership in Supervision series
- NFA Managing Officer Program

**DISCLAIMER**

This job description has been designed to indicate the general nature and level of work performed by members within this classification, which may change as business needs arise. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of members assigned to the job.

**CLASSIFICATION AND BARGAINING STATUS**

**VOLUNTEER**

FLSA STATUS: Not Applicable

BARGAINING UNIT: No

**CAREER (FULL-TIME)**

FLSA STATUS: Non-Exempt

BARGAINING UNIT: Yes

### **POSITION SUMMARY**

The Engineer drives, operates, and maintains fire apparatus during emergency and routine situations, operates fire pumps, and other specialized tools and equipment. The Engineer performs firefighting tasks, conducts code enforcement and public education activities, and performs station and apparatus maintenance.

The Engineer must be familiar with the geography, streets, and roadways of the District, water sites, fixed fire protection systems, and buildings within the District.

The Engineer is expected to have a basic knowledge of all aspects of emergency response procedures and direct and control firefighting, emergency medical activities, and other emergency activities at the scene of emergencies. The Engineer may function in the capacity of a first-line supervisor and makes recommendations concerning improvements in fire protection and EMS services. All work is performed in accordance with District guidelines and policies.

### **SUPERVISION RECEIVED**

The Engineer functions within the normal chain of command under the direct supervision of either a Fire Lieutenant, Fire Captain, Deputy Chief, or the Fire Chief, depending on the present organizational structure. The Engineer is accountable to the District's designated physician supervisor when performing the duties of an EMT.

### **SUPERVISION EXERCISED**

The Engineer may supervise and direct the activities of assigned shift personnel to include but not limited to Apprentices, Students, Residents, Seasonal Firefighters, Volunteer Firefighters, and other support personnel who have less experience in the presence or in the absence of a superior officer. Supervision is exercised in accordance with District policies, regulations, and guidelines. The highest licensed EMT directs patient care in emergency situations.

### **PRINCIPAL DUTIES & RESPONSIBILITIES**

The following list describes a majority of the principal duties and responsibilities of this position.

- Drives, operates, and responds all District vehicles to emergent and non-emergent calls for service including but not limited to fires, emergency medical assistance, rescues, hazardous material incidents, and a variety of other calls; operates and monitors pump operations and the use of specialized equipment.
- Checks and assures vehicles and equipment are ready for use and response; reports maintenance and mechanical problems as identified. May assist in the maintenance of firefighting equipment, medical equipment, station grounds, and any other special projects as assigned.
- Performs firefighter tasks that may require strenuous lifting and moving activities under routine and hazardous conditions; climbs ladders and stairs; performs bending, twisting, carrying, and/or other physically demanding activities.
- Coordinates and directs the activities of assigned company personnel and volunteer firefighters, deployment of apparatus, equipment, develops and implements strategy and tactics, and may conduct fire investigations. May function as the incident commander and may serve other general staff positions when needed.
- Functions as a first line supervisor for assigned personnel identified in "Supervision Exercised" above. Enforces District rules, regulations, and procedures. Conducts performance evaluations and is responsible for recommendations concerning discipline to their supervisor.

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**PRINCIPAL DUTIES & RESPONSIBILITIES CONTINUED**

- Responsible for practicing and promoting a safe working environment, reporting unsafe working conditions to the supervisor and/or Safety Committee and documenting accidents with appropriate forms. Document within the District's RMS pre/post incident apparatus checks, incident reports, training, events, inspections, and pre-plans.
- Participates in classroom and practical training, fire prevention inspections, fire investigation activities, public education, and assists in preparation of pre-fire plans.
- Completes incident reports, training forms, inspection notices, and accident forms as required.
- Coordinates, supervises, and/or directs maintenance activities, training events, fire inspections, public education events, administrative and collateral duties, and any other duties that may be assigned.
- Attend training sessions, professional seminars, and other related career development opportunities related to the professional aspects of the position, which includes Emergency Medical Technician.
- Attend regularly scheduled monthly meetings, such as but not limited to staff and operations meetings.

**KNOWLEDGE**

- District rules, regulations, procedures, and other regulations related to fire protection.
- Applied fire ground hydraulics, pump operation, and applied strategies and tactics.
- The proper use of fire equipment, fire pumps, and apparatus.
- The principles and practices of hydraulics and pump operation, design and maintenance of fire apparatus, pumps, and specialized equipment.
- Basic principles of fire inspection, investigation, and public education.
- Basic fire suppression strategy, tactics, and incident command.
- Operational level hazardous materials response standards.
- Emergency medical scene control and management.
- Basic supervision and disciplinary skills.
- District computer systems.

**SKILLS AND ABILITIES**

- Drive and operate fire and emergency vehicles.
- Direct activities and maintain control of emergency situations.
- Read and understand written material and technical instructions.
- Follow oral and written directions.
- Meet and interact effectively with people of all ages and backgrounds.
- Lead and direct others when not in the presence of a higher ranking officer.
- Function as a member of a team; maintain effective discipline and morale.
- Type and use computer systems and programs; prepare reports, forms, and records.
- Work in close harmony with other District personnel.

### **VALUES AND GUIDING PRINCIPLES**

All members of the District are required to demonstrate positive values to be an effective member of the organization. Members must be able to demonstrate the following:

**Honesty and Integrity:** Demonstrates fairness; is straightforward, sincere, truthful, ethical, and trustworthy.

**Teamwork:** Demonstrates a helpful and respectful demeanor with colleagues and subordinates; receptive to the sharing of differing ideas and opinions.

**Professionalism:** Displays confidence in self and encourages others; is open, loyal, trustworthy, and patient; holds a high degree of personal accountability and takes pride in work; committed to quality, growth, and learning.

**Health and Safety:** Displays and maintains physical and mental well-being and watches out for all members' safety.

### **WORK ENVIRONMENT**

Regular work schedule for full-time employees is a 56-hour workweek with 24-hour shifts. Work activities vary widely and will include general station, emergency scene, and indoor and outdoor activities. Work assignments and response to emergency incidents may occur at any time and under any climatic conditions. Work is highly physically demanding, requiring strength, agility, and aerobic and anaerobic endurance. Emergency work may be hazardous.

### **PHYSICAL AND MENTAL JOB REQUIREMENTS**

To perform the job successfully, an individual must be able to perform each of the Principal Duties and Responsibilities satisfactorily. This position requires the individual to sit and stand for long periods. While wearing a personal protective ensemble, the member must be able to repetitively push, pull, stand, walk, crouch, kneel, climb, crawl, reach, and grasp. This position requires above-average physical condition with the ability to lift 50 pounds frequently, exceedingly more than double on rare occasions. The sensory requirements for this position include vision, hearing, and touch.

The member in this position must frequently exercise use of good judgment and be able to work with minimal supervision; demonstrate the ability to understand and follow written and oral instructions, perform complex calculations, communicate both orally and written. Engineers must successfully complete the physical requirements in accordance with District standards.

Reasonable accommodation will be made to otherwise qualified individuals with disabilities and known limitations. Engineers must promote safe working practices and support an environment of mental and physical well-being.

**MINIMUM QUALIFICATIONS**

All certifications and/or licenses must be valid

- Two (2) years in the fire service; one (1) year with Applegate Fire District
- Driver's license (Oregon within 6 months of hire)
- NFPA Firefighter 1 or equivalent
- NFPA Fire Apparatus Driver/Operator
- NFPA Wildland Apparatus Operator or equivalent
- NFPA Mobile Water Supply Apparatus or equivalent
- NFPA Apparatus Equipped with a Fire Pump (Pumper Operator) or equivalent
- Licensed as an Oregon or National Registry Emergency Medical Technician in good standing

**DESIRABLE QUALIFICATIONS**

- Associate degree in a related field
- NFPA Firefighter 2 or equivalent
- NFPA Fire and Emergency Services Instructor 1 or equivalent
- Oregon Advanced EMT, EMT Intermediate, or Paramedic license
- NWCG Firefighter Type 1 or equivalent

**DISCLAIMER**

This job description has been designed to indicate the general nature and level of work performed by members within this classification, which may change as business needs arise. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of members assigned to the job.

**CLASSIFICATION AND BARGAINING STATUS**

**VOLUNTEER**

FLSA STATUS: Not Applicable

BARGAINING UNIT: No

**CAREER (FULL-TIME)**

FLSA STATUS: Non-Exempt

BARGAINING UNIT: Yes

**2.11 LAYOFFS** ~~(proposed 01/26)~~

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Should a reduction in the District work force become necessary, the following procedures shall apply:

Layoffs may be implemented on a district-wide basis or by work groups, or by job classifications depending on the needs of the District. Once it is determined what the scope of the layoff will be, employees will be laid off in the following order:

- A. Temporary and on-call employees;
- B. Probationary employees;
- C. Part-time employees;
- D. Regular employees, according to Seniority (from least to greatest);

In lieu of a layoff, the District may reduce the hours of work of district personnel. The District will make available to personnel laid off; medical and dental insurance as required by COBRA.

**2.12.1 SENIORITY** is defined to mean the length of an employee's continuous service since his/her last date of hire within the District. If two or more employees start on the same date, the entrance test score shall determine the order of seniority.

**2.12.2 GROUPS** shall be defined as the following; Shift Personnel, and Administrative Staff.

**2.12.3 THE FOLLOWING RECALL PROVISIONS SHALL APPLY:**

- A. Employees who are laid off shall be placed on a recall list for a ~~twenty-four (24)~~ twelve (12) month period immediately following the effective date of the layoff. The ~~eligibility~~ District may extend the recall list for recall may be extended anup to an additional six (6) months at the discretion of the District.
- B. Recall applies only to vacancies in the same group and job classification from which the employee was laid off, and only to positions with substantially similar duties, minimum qualifications, and work schedule. Employees on the recall list shall be recalled as needed to vacant and available positions meeting this definition.
- C. If a classification is covered by a collective bargaining agreement (CBA), layoff and recall rights for that classification are governed by the applicable CBA. This policy does not expand or reduce contract rights for represented employees.
- ~~C~~D. Notice of recall shall be by phone call and certified mail, return receipt requested, to the employee's last address provided by the employee to the District. The employee must accept recall in writing within ~~thirty-seven (307)~~ calendar days from the mailing of such notice of recall, or forfeit all recall and seniority rights. The employee shall be responsible for keeping the ~~employer-District~~ informed, in writing, of his/her current mailing address and phone number.
- E. The time limit for returning to duty status shall be within thirty (30) calendar days of the date the ~~employee-recalled individual accepts recall, unless otherwise agreed in writing by the District, replies to the District's notice of recall.~~ Failure of the ~~employee-recalled individual~~ to do so within the time specified shall terminate such ~~employee's-recalled individual's~~ right to recall.
- ~~D~~F. A recalled individual will also be removed from the recall list if they decline a written offer of recall to a substantially similar position.

## **Applegate Fire District**

### **Board of Directors Agenda Item**

Date: 2-13-2026

To: Board of Directors

From: Chris Wolfard, Fire Chief

Agenda Subject: Donating Surplus Portable Radios

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#### **Overview of Agenda Subject:**

Staff is seeking permission to donate portable radios, that are surplus to our needs, to local fire districts that have a need.

#### **Agenda Subject Brief Background:**

The fire district received 60+ portable radios in 2009 through a regional AFG grant. These portables are no longer serviced by the manufacturer (obsolete). Additionally, we have received all new portable radios through the Jackson County Radio System Upgrade project that is funded by Jackson County taxpayers.

Fire Districts throughout our region can still use our old radios to bolster their operational capabilities and responder safety.

#### **Recommendation:**

Staff is requesting permission to donate our surplus (old) radios to regional districts in need.

#### **Attached Documentation:**

N/A

**President**  
*Marty Adamo*  
**Vice President**  
*Bracken Sharp*  
**Secretary**  
*Aaron Thompson*  
**Treasurer**  
*Justin Miller*



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**MEMORANDUM OF UNDERSTANDING**  
**Between Applegate Fire District and IAFF Local 3564**

**Subject:** Temporary Assignment of Shift Supervisor Positions

This Memorandum of Understanding is entered into between Applegate Fire District (District) and IAFF Local 3564 (Union) regarding the temporary assignment of two vacant Shift Supervisor positions.

**Purpose**

The purpose of this MOU is to outline the terms and conditions under which the District will temporarily fill two vacant Shift Supervisor positions in order to maintain operational readiness while the permanent hiring process is ongoing.

**Terms of Agreement**

1. The District may temporarily fill two vacant Shift Supervisor positions beginning February 20, 2026 for C Shift and February 24, 2026 for B Shift.
2. These temporary assignments shall conclude no later than June 30, 2026, unless otherwise mutually agreed in writing by the District and the Union.
3. Temporary employees assigned under this MOU shall be compensated at Step 1 of the Shift Supervisor pay scale in accordance with the Collective Bargaining Agreement.
4. Temporary employees who are not current full-time bargaining unit members shall not receive full-time benefits, including but not limited to insurance, vacation accrual, or sick leave accrual.
5. If a current full-time bargaining unit member is temporarily assigned, that employee shall retain their existing benefits with no additional benefit accrual.

beyond what they would otherwise receive in their regular position.

6. These temporary assignments shall not replace, supplant, or diminish permanently filled bargaining unit positions, nor shall they delay or substitute for the permanent hiring process.

**Non Precedent and Reservation of Rights**

This MOU is non precedent setting and shall not be cited as past practice or used as justification for future staffing decisions, temporary assignments, or deviations from the Collective Bargaining Agreement. The Union reserves all rights under the CBA, including but not limited to rights related to seniority, promotions, compensation, benefits, overtime, and staffing.

**Duration**

This MOU shall be effective upon execution and shall expire on June 30, 2026, unless extended by mutual written agreement of the parties.

**Signatures**

For Applegate Fire District

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Name

Title

Date

For IAFF Local 3564

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Marty Adamo

President

Date

## Applegate Fire District

### Board of Directors Agenda Item

Date: 2-13-2026

To: Board of Directors

From: Chris Wolfard, Fire Chief

Agenda Subject: Fire Chief Advocating Authority Policy

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#### **Overview of Agenda Subject:**

Consider adoption of a policy formally authorizing the Fire Chief to represent and advocate for the District on legislative and governmental matters at the local, state, and federal levels consistent with Board direction and District priorities.

#### **Agenda Subject Brief Background:**

Legislative and regulatory decisions regularly affect the District's ability to deliver emergency services, obtain funding, maintain operational flexibility, and implement public safety programs. These matters often develop quickly during legislative sessions and require timely engagement from subject-matter experts.

Currently, the District has no formal policy clearly defining who may speak on behalf of the District or the extent of authority to engage in legislative advocacy. The absence of a defined policy creates potential uncertainty regarding representation, response timelines, and messaging consistency.

The proposed policy establishes a governance structure in which the Board sets priorities while delegating authority to the Fire Chief to act within those parameters. The policy affirms the Chief's responsibility to act in the best interest of District residents, allows timely engagement, and maintains nonpartisan guardrails and Board notification.

#### **Recommendation:**

Adopt the "Fire Chief Advocating Authority Policy" as presented.

#### **Attached Documentation:**

"DRAFT Fire Chief Advocating Authority Policy"

## **Government Relations & Legislative Advocacy Authority Policy**

### **DRAFT Fire Chief Advocating Authority**

Policy Title: Government Relations & Legislative Advocacy Authority

Policy Number: [Insert]

Effective Date: [Insert Date]

#### **1. Purpose**

The purpose of this policy is to authorize the Fire Chief to represent and advocate for the District and its residents in matters of public policy at the local, state, and federal levels, while ensuring advocacy efforts remain aligned with Board-adopted priorities and the District's mission.

#### **2. Policy Statement**

The Board of Directors recognizes that legislative and regulatory actions can directly and immediately affect the District's ability to provide fire protection, emergency medical response, community risk reduction, and public safety services.

The Board further recognizes that legislative processes frequently require timely engagement and informed professional input.

Accordingly, the Board delegates executive authority to the Fire Chief to act and advocate on behalf of the District without prior Board approval when, in the Chief's professional judgment, such action is necessary to:

- Protect or improve services to District residents;
- Secure, preserve, or enhance funding and operational resources;
- Address regulatory or legislative impacts affecting District operations;
- Advance public safety and fire service interests consistent with the District's mission and adopted priorities.

The Board affirms its trust in the Fire Chief's professional expertise and judgment in exercising this authority and recognizes the Chief's responsibility to act in the best interest of the community served.

#### **3. Alignment with Board Priorities**

Advocacy positions taken under this policy shall be consistent with the District's Strategic Plan, approved budget and operational objectives, prior Board resolutions and policy direction, and any Advocacy Priorities adopted by the Board.

If a legislative matter arises outside established priorities and represents a significant policy shift, the Fire Chief shall seek Board direction when practical. Time-sensitive matters may be addressed immediately with subsequent Board notification.

#### **4. Scope of Authority**

The Fire Chief may meet with officials, provide testimony, submit letters or position statements, communicate positions, participate in committees, and coordinate with professional associations.

Position classifications may include Support, Support if Amended, Oppose, Oppose Unless Amended, or Concern/Monitor.

#### **5. One Voice Doctrine**

Official advocacy communications shall be coordinated through the Fire Chief unless the Board designates another representative. Individual Board members may express personal views but shall not represent those views as official District positions unless authorized.

#### **6. Limitations**

The Fire Chief shall not endorse political candidates, engage in partisan campaign activity, or advocate on matters unrelated to District services or public safety functions.

This authority does not expand or modify the Fire Chief's existing financial, budgetary, or contractual authority as otherwise established by Board policy or applicable law.

#### **7. Reporting**

The Fire Chief shall keep the Board informed of significant advocacy efforts. Positions adopted outside a regular Board meeting shall be communicated at the next meeting.

#### **8. Nonpartisan Compliance**

All advocacy shall be nonpartisan and consistent with applicable Oregon law and federal regulations governing public agency legislative engagement.