

# **AGENDA**

## **APPLEGATE FIRE DISTRICT**

### **BOARD OF DIRECTORS MEETING**

**June 17, 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**
  - May 20, 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
  - Union Contract
  - Prevention & Fuels Coordinator – Job Description Correction
  
- **NEW BUSINESS**
  - 2026/2027 Wage Plan
  - Policy 3.21 Longevity Pay – 1<sup>st</sup> reading
  
- **BUDGET HEARING**
  - Resolution 2025/2026—07; Adopting the FY 2026/2027 Budget

- **ANNOUNCEMENTS**

- Firefighter Picnic July 11<sup>th</sup>
- Fire & Vine September 12<sup>th</sup>

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

- **ADJOURNMENT**

## APPLEGATE VALLEY RFPD #9 BOARD OF DIRECTORS MEETING MINUTES May 20, 2026

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



### 1.0 CALL TO ORDER

Board Meeting called to order by Rob Underwood.  
TIME: 4:23 PM

### 2.0 ROLL CALL

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

**ABSENT:**

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

### 3.0 BUDGET COMMITTEE MEETING

The Board meeting was recessed at 4:25 pm to enter into the Budget Committee meeting. The Board meeting reconvened at 5:44 pm

### 4.0 SPEAKERS AND GUEST

none

### 5.0 REVIEW OF MINUTES FROM PREVIOUS MEETING

The minutes of the April 15, 2026 Board meeting were reviewed and approved as written.

→ **MOTION:** Rob Underwood moved to approve the April 15, 2026 Board minutes as written. Jeff Hoxsey seconded the motion.

Motion carries as follows.

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

**NAYS**

### 6.0 FISCAL REPORT

Disbursement Voucher:  
No noted concern

→ **MOTION:** Larry Hunt moved to approve the April 2026 expenditures as presented in the amount \$162,924.11. Julie Barry seconded the motion.

Motion carries as follows.

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

**NAYS**

The Financial Report review:

The financial report was distributed and will review next month.

**7.0 FIRE CHIEF'S REPORT**

Chief Wolfard highlighted the 2026 Fire & Vine tickets will be available beginning on June. The RFP for a project manager has been open and holding a pre-proposal meeting on May 20<sup>th</sup>. The Title II funds have finally been awarded will be working with BLM to revise the budget. Levy Best Practices is up to 55 pages.

Deputy Chief Report

Chief Blakely highlighted the incident stats. The labor negotiation team has a tentative agreement and will be scheduling an executive session with the Board to ratify the contract. ECSO is implementing Fire ProQA on June 28<sup>th</sup>.

Maintenance Officer Report

No maintenance report for May.

**8.0 OLD BUSINESS**

Emergency Resource Protection Program

The Board has concern for the cost of the attorney to adopt the ordinances compared to how much money they will bring in. Chief Blakely will email an expanded billing ordinance that has been adopted by other agencies to the next meeting.

Strategic Plan

Waiting on regional plan to be completed.

Policy 4.25 – Prevention & Fuels Coordinator Job Description – 2<sup>nd</sup> Reading

The second reading of the Prevention & Fuels Coordinator was presented.

**MOTION: Rob Underwood moved to approve the 2<sup>nd</sup> reading of Policy 4.25. Mike Blaschka seconded the motion.**

**Motion carries as follows.**

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

**NAYS**

**9.0 NEW BUSINESS**

Resolution 2025/2026-06 – Transfer from Contingency

Resolution 2025/2026-06 was presented transferring money from contingency to create a line item for differential pay.

**MOTION:** Rob Underwood moved to approve Resolution 2025/2026-06. Julie Barry seconded the motion.

**Motion carries as follows.**

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

**NAYS**

Apparatus Coloring/Imaging

Rob Underwood inquired if the District had a policy or guidelines for imaging the vehicles. The District does not have a policy, the main color for new fleet has been white.

HB53 Potential Replacement

Rob Underwood inquired on the replacement of HB53. Chief Wolfard plans to address apparatus replacement in the strategic plan.

Chief Staffing Levels

Rob Underwood expressed concern of duty officer coverage when chief officers are out of town. Chief Wolfard informed the Board that duty officer is being communicated and covered when out of town.

**10.0 ANNOUNCEMENT**

- Firefighter Picnic July 11<sup>th</sup>
- Fireside Chat July TBD
- Fire & Vine September 12<sup>th</sup>

**11.0 ITEMS TO BE ON NEXT AGENDA**

**12.0 ADJOURNMENT**

Rob Underwood adjourned the meeting at 6:56 pm.

The next scheduled regular Board meeting will be held Wednesday June 17th @ 4 pm. Training Building 1095 Upper Applegate Rd.

---

Minutes Submitted by Tallie Jackson  
Administration Chief

Approved By:

---

Board Secretary / Treasurer

---

Date

**Applegate Valley Fire District  
Disbursement Voucher**

<b>Date</b>	<b>Name</b>	<b>Memo</b>	<b>Account</b>	<b>Paid Amount</b>
May 26				
05/01/2026		Direct Deposit	100501 · FIRE CHIEF	4,673.76
05/15/2026		Direct Deposit	100501 · FIRE CHIEF	4,673.76
05/29/2026		Direct Deposit	100501 · FIRE CHIEF	4,673.76
05/01/2026		Direct Deposit	100502 · OPERATIONS CHIEF	3,775.59
05/15/2026		Direct Deposit	100502 · OPERATIONS CHIEF	3,775.59
05/29/2026		Direct Deposit	100502 · OPERATIONS CHIEF	3,775.59
05/01/2026		Direct Deposit	100503 · LOGISTICS CHIEF	3,236.04
05/15/2026		Direct Deposit	100503 · LOGISTICS CHIEF	3,236.04
05/29/2026		Direct Deposit	100503 · LOGISTICS CHIEF	3,236.04
05/01/2026		Direct Deposit	100504 · ADMIN CHIEF	3,236.04
05/15/2026		Direct Deposit	100504 · ADMIN CHIEF	3,236.04
05/29/2026		Direct Deposit	100504 · ADMIN CHIEF	3,236.04
05/15/2026		Direct Deposit	100506 · FLSA OT SHIFT SUP #1	295.96
05/01/2026		Direct Deposit	100506 · SHIFT SUPERVISOR #1	2,340.39
05/15/2026		Direct Deposit	100506 · SHIFT SUPERVISOR #1	2,340.39
05/29/2026		Direct Deposit	100506 · SHIFT SUPERVISOR #1	2,340.39
05/01/2026		Direct Deposit	100507 · SHIFT SUPERVISOR #2	2,340.39
05/15/2026		Direct Deposit	100507 · SHIFT SUPERVISOR #2	2,340.39
05/29/2026		Direct Deposit	100507 · SHIFT SUPERVISOR #2	2,340.39
05/15/2026		Direct Deposit	100508 · FLSA OT SHIFT SUP #3	346.92
05/01/2026		Direct Deposit	100508 · SHIFT SUPERVISOR #3	2,744.04
05/15/2026		Direct Deposit	100508 · SHIFT SUPERVISOR #3	2,744.04
05/29/2026		Direct Deposit	100508 · SHIFT SUPERVISOR #3	2,744.04
05/15/2026		Direct Deposit	100509 · EXTRA STAFF/SHIFT COVERAC	160.00
05/15/2026		Direct Deposit	100509 · EXTRA STAFF/SHIFT COVERAC	40.00
05/15/2026		Direct Deposit	100509 · EXTRA STAFF/SHIFT COVERAC	120.00
05/15/2026		Direct Deposit	100509 · EXTRA STAFF/SHIFT COVERAC	120.00
05/15/2026		Direct Deposit	100509 · EXTRA STAFF/SHIFT COVERAC	160.00
05/15/2026		Direct Deposit	100509 · EXTRA STAFF/SHIFT COVERAC	240.00
05/15/2026		Direct Deposit	100509 · EXTRA STAFF/SHIFT COVERAC	40.00
05/15/2026		Direct Deposit	100509 · EXTRA STAFF/SHIFT COVERAC	40.00

## Applegate Valley Fire District Disbursement Voucher

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Paid Amount</u>
05/15/2026		Direct Deposit	100509 · EXTRA STAFF/SHIFT COVERAC	200.00
05/15/2026		Direct Deposit	100509 · EXTRA STAFF/SHIFT COVERAC	80.00
05/01/2026		Direct Deposit	100510 · Fuels Reduction Specialist	1,215.00
05/15/2026		Direct Deposit	100510 · Fuels Reduction Specialist	1,545.00
05/15/2026		Direct Deposit	100510 · Fuels Reduction Specialist	40.00
05/29/2026		Direct Deposit	100510 · Fuels Reduction Specialist	765.00
05/01/2026	HRA VEBA	Direct Deposit	100511 · HRA VEBA	1,000.50
05/15/2026	HRA VEBA	Direct Deposit	100511 · HRA VEBA	1,000.50
05/05/2026	SPECIAL DISTRICTS INSURANCE SER	Medical Insurance	100512 · MEDICAL INSURANCE	14,170.75
05/12/2026	PERS	Account# 2664	100513 · PERS	12,881.53
05/01/2026	PERS	Account# 2664	100513 · PERS	15,851.35
05/20/2026	PERS	Account# 2664	100513 · PERS	7,239.99
05/01/2026		Direct Deposit	100514 · Vehicle Stipend	550.00
05/15/2026		Direct Deposit	100514 · Vehicle Stipend	550.00
05/05/2026	CASCADE FIRE EQUIPMENT CO	Pants	100517 · UNIFORM ALLOWANCE	408.00
05/01/2026		Direct Deposit	100518 · COVERAGE OVERTIME	483.08
05/01/2026		Direct Deposit	100518 · COVERAGE OVERTIME	60.68
05/15/2026		Direct Deposit	100518 · COVERAGE OVERTIME	95.10
05/15/2026		Direct Deposit	100518 · COVERAGE OVERTIME	95.10
05/15/2026		Direct Deposit	100518 · COVERAGE OVERTIME	88.17
05/29/2026		Direct Deposit	100518 · COVERAGE OVERTIME	491.35
05/29/2026		Direct Deposit	100518 · COVERAGE OVERTIME	121.36
05/29/2026		Direct Deposit	100518 · COVERAGE OVERTIME	380.40
05/29/2026		Direct Deposit	100518 · COVERAGE OVERTIME	91.02
05/29/2026		Direct Deposit	100518 · COVERAGE OVERTIME	499.63
05/01/2026	Various Employees	Direct Deposit	100520 · FICA	558.59
05/15/2026	Various Employees	Direct Deposit	100520 · FICA	719.68
05/29/2026	Various Employees	Direct Deposit	100520 · FICA	585.27
05/01/2026	Various Employees	Direct Deposit	100520 · MEDICARE	675.24
05/15/2026	Various Employees	Direct Deposit	100520 · MEDICARE	488.76
05/29/2026	Various Employees	Direct Deposit	100520 · MEDICARE	451.95
05/01/2026	Oregon Savings Growth Plan	Direct Deposit	100522 · OREGON SAVINGS GROWTH P	775.59

## Applegate Valley Fire District Disbursement Voucher

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Paid Amount</u>
05/15/2026	Oregon Savings Growth Plan	Direct Deposit	100522 · OREGON SAVINGS GROWTH P	466.46
05/29/2026	Oregon Savings Growth Plan	Direct Deposit	100522 · OREGON SAVINGS GROWTH P	458.99
05/01/2026		Direct Deposit	100531 · Shift Firefighter	2,169.54
05/01/2026		Direct Deposit	100531 · Shift Firefighter	2,169.54
05/15/2026		Direct Deposit	100531 · Shift Firefighter	2,443.94
05/15/2026		Direct Deposit	100531 · Shift Firefighter	2,443.94
05/29/2026		Direct Deposit	100531 · Shift Firefighter	2,169.54
05/29/2026		Direct Deposit	100531 · Shift Firefighter	2,169.54
05/01/2026		Direct Deposit	100534 · EMS Grant Apprentice	3,515.08
05/01/2026		Direct Deposit	100534 · EMS Grant Apprentice	2,220.48
05/01/2026		Direct Deposit	100534 · EMS Grant Apprentice	2,699.08
05/01/2026		Direct Deposit	100534 · EMS Grant Apprentice	2,156.17
05/01/2026		Direct Deposit	100534 · EMS Grant Apprentice	2,291.08
05/01/2026		Direct Deposit	100534 · EMS Grant Apprentice	1,348.10
05/01/2026		Direct Deposit	100536 · Administrative Assistant	1,115.20
05/15/2026		Direct Deposit	100536 · Administrative Assistant	1,115.20
05/29/2026		Direct Deposit	100536 · Administrative Assistant	1,115.20
05/01/2026		Direct Deposit	100537 · Executive Service Differential	1,000.00
05/01/2026		Direct Deposit	100537 · Executive Service Differential	1,250.00
05/15/2026		Direct Deposit	100537 · Executive Service Differential	500.00
05/15/2026		Direct Deposit	100537 · Executive Service Differential	625.00
05/29/2026		Direct Deposit	100537 · Executive Service Differential	500.00
05/29/2026		Direct Deposit	100537 · Executive Service Differential	625.00
05/20/2026	ASANTE PHYSICIAN PARTNERS	New Hire Physicals	100599 · Medical Physicals	108.00
05/20/2026	Honeywell Intl. Fire/Video/Access	Station Alerting	100601 · RADIO REPAIR	540.00
05/20/2026	Crystal Fresh Bottled Water	Water	100602 · MISC. SUPPLIES	142.50
05/20/2026	TARGET	Coolers	100602 · MISC. SUPPLIES	63.96
05/19/2026	Fire Department Coffee	Coffee	100602 · MISC. SUPPLIES	125.98
05/09/2026	AMAZON	Aluminum Foil	100602 · MISC. SUPPLIES	29.99
05/02/2026	STAMPS	Stamps	100605 · POSTAGE & FREIGHT	20.99
05/11/2026	USPS	Certified Letter	100605 · POSTAGE & FREIGHT	10.48
05/06/2026	AppRiver	Microsoft 365	100606 · DUES & SUBSCRIPTIONS	219.60

## Applegate Valley Fire District Disbursement Voucher

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Paid Amount</u>
05/21/2026	Gotomeeting.com	Teleconference	100606 · DUES & SUBSCRIPTIONS	5.00
05/15/2026	Open AI	ChatGPT	100606 · DUES & SUBSCRIPTIONS	40.00
05/27/2026	ADOBE SYSTEMS	Annual Adobe	100606 · DUES & SUBSCRIPTIONS	239.88
05/03/2026	Mailchimp	Email Program	100606 · DUES & SUBSCRIPTIONS	13.00
05/05/2026	SOUTHERN OREGON SANITATION, INC	Sta.1	100607 · LAUNDRY, CLEANING & TRAS	64.23
05/05/2026	ROGUE DISPOSAL & RECYCLING INC	Sta. 53	100607 · LAUNDRY, CLEANING & TRAS	235.99
05/05/2026	CRATER CAR WASH	Car Wash	100607 · LAUNDRY, CLEANING & TRAS	14.00
05/19/2026	Premier Car Wash	Car Wash	100607 · LAUNDRY, CLEANING & TRAS	14.00
05/09/2026	AMAZON	Cleaning Supplies	100607 · LAUNDRY, CLEANING & TRAS	451.00
05/05/2026	Verified First	Background Checks	100608 · ADMINISTRATIVE EXPENSE	76.00
05/20/2026	DPSST	Certifications	100608 · ADMINISTRATIVE EXPENSE	90.00
05/31/2026		Service Charge	100608 · ADMINISTRATIVE EXPENSE	0.15
05/04/2026	Thoughtful Things Gift	Flowers Turnbull	100608 · ADMINISTRATIVE EXPENSE	44.99
05/17/2026	INTUIT	Quickbooks Direct Deposit	100608 · ADMINISTRATIVE EXPENSE	80.00
05/20/2026	SPEARCO GRAPHICS	Reflective Numbers	100609 · FIRE PREVENTION	329.09
05/25/2026	HOME DEPOT	Toolbox for Address Signs	100609 · FIRE PREVENTION	131.94
05/05/2026	Bowers, Daniel	S230/S231	100610 · INSTRUCTION & TRAINING	400.00
05/07/2026	ROGUE COMMUNITY COLLEGE	S290	100610 · INSTRUCTION & TRAINING	225.00
05/28/2026	OREGON HEALTH DIVISION	EMR License Renewal	100610 · INSTRUCTION & TRAINING	23.00
05/01/2026	WOLFARD, CHRISTOPHER R	Direct Deposit	100612 · REIMBURSABLE FIRE EXPENS	63.00
05/20/2026	Local Government Law Group P.C.		100617 · District Attorney	812.50
05/05/2026	WILSON-HEIRGOOD ASSOCIATES	AD&D Insurance	100619 · INSURANCE	1,846.00
05/05/2026	WILSON-HEIRGOOD ASSOCIATES	AD&D Insurance	100619 · INSURANCE	1,935.00
05/05/2026	STANDARD INSURANCE	POLICY #00 619026 0001	100619 · INSURANCE	197.88
05/02/2026	AMAZON	Stairclimb Parts	100621 · Health & Wellness	53.34
05/05/2026	Longbow Computers and Data Analysis LLC	Computer, Monitors	100622 · Office Equipment/Furnishings	1,172.45
05/07/2026	AMAZON	Portfolio Folder	100622 · Office Equipment/Furnishings	47.99
05/05/2026	Longbow Computers and Data Analysis LLC	IT Support, Backup Renewal	100628 · Information Technology	1,237.47
05/05/2026	First Due	Advanced Training Records	100628 · Information Technology	1,376.00
05/20/2026	CASCADE FIRE EQUIPMENT CO	Name Panels	100637 · PERSONAL PROTECTIVE EQUI	56.00
05/20/2026	CASCADE FIRE EQUIPMENT CO	Gloves	100637 · PERSONAL PROTECTIVE EQUI	310.00
05/05/2026	Carson	172 Gal Sta.51	100644 · DIESEL	1,011.65

**Applegate Valley Fire District  
Disbursement Voucher**

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Paid Amount</u>
05/05/2026	Carson	170 Gal Sta.51	100644 · DIESEL	947.37
05/20/2026	Carson	282 Gal Sta.51	100644 · DIESEL	1,597.66
05/19/2026	Seven Feather T&T	C57 Fuel	100644 · DIESEL	64.38
05/26/2026	CHEVRON	WT54	100644 · DIESEL	150.00
05/19/2026	PILOT	FUEL C57	100644 · FUEL	80.73
05/14/2026	ARCO	Fuel Howell OFCA	100644 · FUEL	31.02
05/05/2026	Carson	128 Gal HQ	100644 · GAS	620.93
05/05/2026	Carson	93 Gal HQ	100644 · GAS	470.65
05/20/2026	Carson	154 Gal HQ	100644 · GAS	794.16
05/13/2026	CHEVRON	Fuel Howell OFCA	100644 · GAS	47.00
05/12/2026	PACIFIC POWER	STA.1	100645 · ELECTRICITY	359.24
05/12/2026	PACIFIC POWER	STA. 2	100645 · ELECTRICITY	49.76
05/12/2026	PACIFIC POWER	HQ /SHOP	100645 · ELECTRICITY	800.89
05/12/2026	PACIFIC POWER	STA 4	100645 · ELECTRICITY	302.34
05/12/2026	PACIFIC POWER	STA 5 / MOBILE	100645 · ELECTRICITY	118.81
05/12/2026	PACIFIC POWER	STA 6	100645 · ELECTRICITY	48.05
05/12/2026	PACIFIC POWER	STA 7	100645 · ELECTRICITY	179.00
05/12/2026	PACIFIC POWER	TRAINING CTR	100645 · ELECTRICITY	241.75
05/19/2026	CRATER CHAIN SAW CO	Weedeater	100647 · GROUNDS MAINTENANCE	343.99
05/20/2026	AMAZON	Mower Deck Spindle	100647 · GROUNDS MAINTENANCE	87.48
05/28/2026	AMAZON	Garden Hoses	100647 · GROUNDS MAINTENANCE	79.94
05/21/2026	LOWE'S	Romex, Plate Covers	100648 · BLDG REPAIR & MAINTENANC	85.04
05/05/2026	Hunter Communications	Internet / Phone HQ, Sta.1	100649 · TELEPHONE / INTERNET	687.08
05/01/2026		Direct Deposit	100649 · TELEPHONE / INTERNET	42.50
05/01/2026		Direct Deposit	100649 · TELEPHONE / INTERNET	42.50
05/20/2026	CHARTER COMMUNICATIONS	HQ, ST 5, ST2	100649 · TELEPHONE / INTERNET	256.83
05/15/2026		Direct Deposit	100649 · TELEPHONE / INTERNET	42.50
05/15/2026		Direct Deposit	100649 · TELEPHONE / INTERNET	42.50
05/20/2026	AT&T Mobility	Cell Phones, Tablets	100649 · TELEPHONE / INTERNET	701.88
05/20/2026	Ziply Fiber		100649 · TELEPHONE / INTERNET	159.35
05/27/2026	Hulu	Sta.51	100649 · TELEPHONE / INTERNET	89.99
05/20/2026	NAPA AUTO PARTS	Oil	100660 · 2002 F450 Crew	17.40

**Applegate Valley Fire District  
Disbursement Voucher**

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Paid Amount</u>
05/20/2026	NAPA AUTO PARTS	Gasket, Brake Cleaner	100660 · 2005 FREIGHTLINER	57.71
05/05/2026	Leonardo Truck & Equipment	A/C Repair	100660 · 2005 FREIGHTLINER	955.65
05/05/2026	LOWE'S	Bolts, Hooks	100660 · 2005 FREIGHTLINER	63.40
05/20/2026	NAPA AUTO PARTS	Power Steering Hose	100660 · 2005 FREIGHTLINER	132.60
05/20/2026	NAPA AUTO PARTS	Def	100660 · 2023 Ram 2500	51.96
05/05/2026	Western State Design	Extractor Repair	100660 · EQUIPMENT REPAIR & MAINTN	48.09
05/21/2026	INDUSTRIAL FINISHES	Decal Remover	100660 · EQUIPMENT REPAIR & MAINTN	145.53
05/20/2026	J. W. Hurd Fabrication Inc	Water Tender Boxes	100660 · Tender	6,500.00
05/20/2026	McMASTER-CARR SUPPLY COMPANY	Wiring, Pipe Fittings, Ring Term	100660 · Tender	1,526.51
05/20/2026	TRUE NORTH	Flange	100660 · Tender	1,797.41
05/20/2026	Gordon Truck Centers Inc.	Oil Leak Repair	100660 · Tender 2011 Freight	900.14
05/07/2026	AMAZON	Solar Panel Wire	100683 · Fuels Equipment & Repair	26.99
05/27/2026	AMAZON	Chain Files	100683 · Fuels Equipment & Repair	6.99
05/07/2026	Vevor	Trailer Lock	100683 · Fuels Equipment & Repair	92.90
05/22/2026	FMI Equipment	Knife Kit	100683 · Fuels Equipment & Repair	250.76
05/07/2026	Pape Machinery	FAE RCU75	100741 · Fuels Capital Equipment	169,481.45
				<b><u>374,806.16</u></b>

May 26

Applegate Valley Fire District

**Balance Sheet**

	May 31, 26	Apr 30, 26	\$ Change
<b>ASSETS</b>			
<b>Current Assets</b>			
<b>Checking/Savings</b>			
100103 · CASH WITH TREASURER			
103.1 · GOVERNMENT POOL	1,795,509.39	1,821,517.31	-26,007.92
103.2 · CAPITAL PROJECTS FUND	497,144.03	576,691.90	-79,547.87
103.5 · ROGUE CREDIT UNION	267,771.89	61,491.40	206,280.49
<b>Total 100103 · CASH WITH TREASURER</b>	<b>2,560,425.31</b>	<b>2,459,700.61</b>	<b>100,724.70</b>
<b>Total Checking/Savings</b>	<b>2,560,425.31</b>	<b>2,459,700.61</b>	<b>100,724.70</b>
<b>Other Current Assets</b>			
100105 · PETTY CASH	239.88	239.88	
<b>Total Other Current Assets</b>	<b>239.88</b>	<b>239.88</b>	
<b>Total Current Assets</b>	<b>2,560,665.19</b>	<b>2,459,940.49</b>	<b>100,724.70</b>
<b>TOTAL ASSETS</b>	<b>2,560,665.19</b>	<b>2,459,940.49</b>	<b>100,724.70</b>
<b>LIABILITIES &amp; EQUITY</b>			
<b>Liabilities</b>			
<b>Current Liabilities</b>			
<b>Credit Cards</b>			
100261 · AVFD Master Card	3,500.28	6,183.85	-2,683.57
100263 · Costco Card		101.95	-101.95
<b>Total Credit Cards</b>	<b>3,500.28</b>	<b>6,285.80</b>	<b>-2,785.52</b>
<b>Other Current Liabilities</b>			
100315 · PAYROLL WITHHOLDING			
315.0 · PERS 6% PAYABLE	289.46	681.46	-392.00
315.1 · PERS P&F PAYABLE	1.36	1.36	
<b>Total 100315 · PAYROLL WITHHOLDING</b>	<b>290.82</b>	<b>682.82</b>	<b>-392.00</b>
2102 · Payroll Liabilities	-839.49	-1,608.32	768.83
2111 · Direct Deposit Liabilities	-14.66	-33,382.66	33,368.00
<b>Total Other Current Liabilities</b>	<b>-563.33</b>	<b>-34,308.16</b>	<b>33,744.83</b>
<b>Total Current Liabilities</b>	<b>2,936.95</b>	<b>-28,022.36</b>	<b>30,959.31</b>
<b>Total Liabilities</b>	<b>2,936.95</b>	<b>-28,022.36</b>	<b>30,959.31</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	71,075.39	1,310.00	69,765.39
<b>Total Equity</b>	<b>2,557,728.24</b>	<b>2,487,962.85</b>	<b>69,765.39</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>2,560,665.19</b>	<b>2,459,940.49</b>	<b>100,724.70</b>

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

**BALANCE SHEET**  
**May 31, 2026**

	ACCT.#	4/30/2026	DEPOSITS	WITHDRAWS	5/31/2026	
GENERAL POOL ACCOUNT	100103.1	1,821,517.31	103,992.23	130,000.15	1,795,509.39	
CAPITAL PROJECTS ACCOUNT	100103.2	576,691.90	1,852.13	81,400.00	497,144.03	
ROGUE CREDIT UNION	100103.4	61,491.40	550,127.19	343,846.70	267,771.89	
PETTY CASH	100105	239.88	0.00	0.00	239.88	
TOTAL CHECKING/SAVINGS		2,459,940.49	655,971.55	555,246.85	2,560,665.19	
<b>TOTAL ASSETS</b>						<b>2,560,665.19</b>
<b>LIABILITIES</b>						
CREDIT CARDS PAYABLE	100260				3,500.28	
PAYROLL WITHHOLDING	100315				290.82	
PAYROLL LIABILITIES					-854.15	
TOTAL LIABILITIES					2,936.95	
<b>EQUITY</b>						
GENERAL FUND					1,956,812.85	
CAPITAL PROJECTS FUND					529,840.00	
Net Income					71,075.39	
TOTAL EQUITY					2,557,728.24	
<b>TOTAL LIABILITIES &amp; EQUITY</b>						<b>2,560,665.19</b>

**APPLEGATE VALLEY RURAL FIRE PROTECTION DISTRICT # 9**  
**1095 UPPER APPLEGATE RD.**  
**JACKSONVILLE, OR, 97530**  
**STATEMENT OF REVENUE AND EXPENDITURES**  
**BUDGET VERSUS ACTUAL COMPARISON**  
**92% OF THE BUDGET YEAR IS OVER**  
**77% OF THE BUDGETED REVENUE HAS BEEN RECEIVED**  
**50% OF THE BUDGET HAS BEEN SPENT**  
**May 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	12,956.19	1,785,016.54	98.15	33,686.46
Delinquent Tax Jackson Co.	100402	43,250.00	1,271.98	41,134.54	95.11	2,115.46
Current Tax Josephine Co.	100405	251,297.00	1,422.46	244,516.61	97.30	6,780.39
Delinquent Tax Josephine Co.	100406	8,750.00	431.48	9,929.81	113.48	-1,179.81
<b>Total Taxes</b>		<b>2,122,000.00</b>	<b>16,082.11</b>	<b>2,080,597.50</b>	<b>98.05</b>	<b>41,402.50</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	1,185.00	1,185.00	1,185.00	-1,185.00
Transfer from Capital	100440	81,400.00	81,400.00	81,400.00	81,400.00	0.00
Donations	100441	10,000.00	40.00	29,095.00	290.95	-19,095.00
Grants	100445.1	916,905.00	0.00	242,743.65	26.47	674,161.35
Fuels Grants	100447	678,000.00	399,288.62	399,288.62	0.00	278,711.38
Interest Earned	100450	60,000.00	6,516.74	73,699.01	122.83	-13,699.01
Misc. Income	100471	10,000.00	5,226.95	23,065.94	230.66	-13,065.94
Rents	100471.2	15,000.00	2,380.00	9,178.52	61.19	5,821.48
Intergovernmental Revenue	100473	21,000.00	12,000.00	17,884.43	85.16	3,115.57
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>508,037.31</b>	<b>967,592.82</b>	<b>52.95</b>	<b>771,505.15</b>
<b>TOTAL RESOURCES</b>		<b>3,949,305.00</b>	<b>524,119.42</b>	<b>3,048,190.32</b>	<b>77.18</b>	<b>812,907.65</b>

**APPLEGATE VALLEY RURAL FIRE PROTECTION DISTRICT # 9**  
**1095 UPPER APPLEGATE RD.**  
**JACKSONVILLE, OR, 97530**  
**STATEMENT OF REVENUE AND EXPENDITURES**  
**BUDGET VERSUS ACTUAL COMPARISON**  
**May 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	14,021.28	112,170.24	92.25	9,429.76
Operations Chief	100502	98,300.00	11,326.77	90,614.16	92.18	7,685.84
Logistics Chief	100503	83,500.00	9,708.12	76,985.42	92.20	6,514.58
Administration Chief	100504	84,300.00	9,708.12	77,664.96	92.13	6,635.04
Seasonal Firefighters	100505	145,000.00	0.00	132,565.50	91.42	12,434.50
Shift Personnel #1	100506	67,000.00	7,317.13	54,963.96	82.04	12,036.04
Shift Personnel #2	100507	76,000.00	7,021.17	71,664.58	94.30	4,335.42
Shift Personnel #3	100508	75,000.00	8,579.04	68,384.52	91.18	6,615.48
Volunteer Shift Coverage	100509	15,000.00	1,200.00	8,072.00	53.81	6,928.00
Fuels Reduction Specialist	100510	45,000.00	3,565.00	20,008.00	44.46	24,992.00
HRA VEBA	100511	56,100.00	2,001.00	44,689.00	79.66	11,411.00
Medical Insurance	100512	341,000.00	14,170.75	265,476.50	77.85	75,523.50
PERS	100513	350,000.00	35,972.87	295,283.74	84.37	54,716.26
Vehicle Stipend	100514	13,200.00	1,100.00	12,100.00	91.67	1,100.00
Workers Comp. Insurance	100515	67,000.00	0.00	66,844.93	99.77	155.07
Unemployment	100516	8,000.00	0.00	242.87	3.04	7,757.13
Uniform Allowance	100517	23,000.00	408.00	26,703.55	116.10	-3,703.55
Coverage Overtime	100518.1	40,000.00	2,405.89	39,253.75	98.13	746.25
Reimbursable Overtime	100518.2	30,000.00	0.00	29,607.36	98.69	392.64
Payroll Taxes (FICA & Medicare)	100520	50,000.00	3,479.49	35,077.64	70.16	14,922.36
Oregon Growth Plan	100521.1	21,000.00	1,701.04	19,489.41	92.81	1,510.59
Length of Service	100525	8,500.00	0.00	8,500.00	100.00	0.00
Benefit Sell Back	100528	14,650.00	0.00	14,624.99	99.83	25.01
OSFM Firefighters	100531	124,000.00	13,566.04	111,165.19	89.65	12,834.81
OSFM Fire Marshal	100532	76,500.00	0.00	40,728.03	53.24	35,771.97
Recruitment & Retention Coord.	100533	26,000.00	0.00	19,125.00	73.56	6,875.00
EMS Grant Apprentice	100534	200,000.00	14,229.99	181,652.91	90.83	18,347.09
Duty Officer	100535	35,000.00	0.00	20,015.51	57.19	14,984.49
Administrative Assistant	100536	21,000.00	3,345.60	14,218.80	67.71	6,781.20
Executive Serive Differential	100637	6,750.00	4,500.00	4,500.00	66.67	2,250.00
Medical Physicals	100599	5,000.00	108.00	2,730.00	54.60	2,270.00
<b>TOTAL PERSONNEL SERVICES</b>		<b>2,327,400.00</b>	<b>169,435.30</b>	<b>1,965,122.52</b>	<b>84.43</b>	<b>362,277.48</b>

**APPLEGATE VALLEY RURAL FIRE PROTECTION DISTRICT # 9**  
**1095 UPPER APPLEGATE RD.**  
**JACKSONVILLE, OR, 97530**  
**STATEMENT OF REVENUE AND EXPENDITURES**  
**BUDGET VERSUS ACTUAL COMPARISON**  
**May 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	51,500.00	540.00	52,044.86	101.06	-544.86
Miscellaneous Supplies	100602	8,000.00	362.43	4,564.49	57.06	3,435.51
Medical Supplies	100603	15,000.00	0.00	6,665.97	44.44	8,334.03
Office Supplies	100604	3,500.00	0.00	2,155.76	61.59	1,344.24
Postage & Freight	100605	2,000.00	31.47	597.45	29.87	1,402.55
Dues & Subscriptions	100606	7,500.00	517.48	11,746.92	156.63	-4,246.92
Laundry, Cleaning & Trash	100607	13,500.00	779.22	7,900.94	58.53	5,599.06
Administrative Expenses	100608	20,000.00	291.14	15,954.02	79.77	4,045.98
Fire Prevention	100609	5,000.00	461.03	2,062.69	41.25	2,937.31
Instruction & Training	100610	28,875.00	711.00	16,282.79	56.39	12,592.21
Volunteer Programs	100611	10,000.00	0.00	2,831.78	28.32	7,168.22
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	55,227.09	92.05	4,772.91
Professional Fees	100617	39,000.00	0.00	45,547.84	116.79	-6,547.84
Board Attorney	100617		0.00	0.00		
District Attorney	100617		812.50	26,367.84		
Elections & Legal Publication	100618	2,500.00	0.00	797.49	31.90	1,702.51
District Insurance- General	100619	60,000.00	3,978.88	62,459.54	104.10	-2,459.54
Health and Wellness	100621	16,500.00	53.34	14,421.34	87.40	2,078.66
Office Equipment/Furnishings	100622	15,000.00	1,220.44	15,116.25	100.78	-116.25
Vol. Recruitment & Retention	100623	5,000.00	0.00	1,230.70	24.61	3,769.30
Board Training	100627	5,000.00	0.00	1,827.52	36.55	3,172.48
Information Technology	100628	35,000.00	2,613.47	25,506.59	72.88	9,493.41
Fire Equipment	100636	25,000.00	0.00	26,881.77	107.53	-1,881.77
PPE	100637	63,155.00	366.00	39,154.56	62.00	24,000.44
Vehicle Gas & Oil	100644	50,000.00	5,815.55	45,315.73	90.63	4,684.27
Electricity	100645	38,000.00	2,099.84	27,173.05	71.51	10,826.95
Draft Site Const. & Repair	100646	5,000.00	0.00	1,436.56	28.73	3,563.44
Grounds Maintenance	100647	15,000.00	511.41	8,401.66	56.01	6,598.34
Building Repair & Maint.	100648	60,000.00	85.04	52,952.33	88.25	7,047.67
Telephone	100649	25,000.00	2,065.13	23,523.66	94.09	1,476.34
Equipment Rental	100651	1,000.00	0.00	0.00	0.00	1,000.00
Equipment Repair & Maint.	100660	110,000.00	12,196.40	123,595.85	112.36	-13,595.85
Equipment Testing & Certification	100661	20,000.00	0.00	16,141.04	80.71	3,858.96
Imaging & Signage	100662	15,000.00	0.00	12,905.00	86.03	2,095.00
College/Student Program	100670	35,000.00	0.00	19,250.00	55.00	15,750.00
Fuels Equipment & Repair	100683	5,000.00	377.64	11,865.12	237.30	-6,865.12
Fuels PPE	100684	3,000.00	0.00	82.96	2.77	2,917.04
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>1,232,530.00</b>	<b>35,889.41</b>	<b>755,824.10</b>	<b>61.32</b>	<b>476,705.90</b>

**APPLEGATE VALLEY RURAL FIRE PROTECTION DISTRICT # 9**  
**1095 UPPER APPLEGATE RD.**  
**JACKSONVILLE, OR, 97530**  
**STATEMENT OF REVENUE AND EXPENDITURES**  
**BUDGET VERSUS ACTUAL COMPARISON**  
**May 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	15,000.00	20.00	60,000.00
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	169,481.45	169,481.45	0.00	158,518.55
<b>TOTAL CAPITAL OUTLAY</b>		<b>1,023,000.00</b>	<b>169,481.45</b>	<b>196,999.56</b>	<b>19.26</b>	<b>826,000.44</b>
Contingency	100795	201,400.00	6,750.00	134,900.00	66.98	66,500.00
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>5,884,330.00</b>	<b>374,806.16</b>	<b>2,917,946.18</b>	<b>49.59</b>	<b>2,831,483.82</b>
<b>TOTAL RESOURCES</b>			<b>524,119.42</b>	<b>3,048,190.32</b>		
<b>TOTAL REQUIREMENTS</b>			<b>-374,806.16</b>	<b>-2,917,946.18</b>		
<b>ENDING FUND BALANCE</b>			<b>149,313.26</b>	<b>130,244.14</b>		
<b>Beginning Fund Balance</b>		<b>1,930,340.00</b>	<b>6/30/2025</b>			
<b>Excess Rev/Exp</b>		<b>130,244.14</b>				
<b>Ending Fund Balance</b>		<b>2,060,584.14</b>				

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

**CAPITAL PROJECTS FUND**

	Account Number	ANNUAL BUDGET	CURRENT MONTH	YEAR-TO DATE	%-OF BUDGET	REMAINING 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	1,852.13	22,231.25	111.16	-2,231.25
<b>TOTAL RESOURCES</b>		<b>20,000.00</b>	<b>1,852.13</b>	<b>22,231.25</b>	<b>111.16</b>	<b>-2,231.25</b>
<b>REQUIREMENTS</b>						
PROJECT PURCHASE	240760	0.00	0.00	0.00	0.00	0.00
TRANSFER TO GENERAL	100440	81,400.00	81,400.00	81,400.00	100.00	0.00
BANK SERVICE CHARGE	200201	0.00	0.00	0.00	0.00	0.00
<b>TOTAL REQUIREMENTS</b>		<b>81,400.00</b>	<b>81,400.00</b>	<b>81,400.00</b>	<b>100.00</b>	<b>0.00</b>
<b>TOTAL RESOURCES</b>		<b>20,000.00</b>	<b>1,852.13</b>	<b>22,231.25</b>		
<b>TOTAL REQUIREMENTS</b>		<b>81,400.00</b>	<b>81,400.00</b>	<b>-81,400.00</b>		
<b>RESERVE FOR FUTURE EXPENDITURES</b>		<b>-61,400.00</b>	<b>-79,547.87</b>	<b>-59,168.75</b>		
<b>Beginning Fund Balance</b>	3002	556,311.43	6/30/2025			
<b>RESERVED FOR FUTURE EXP</b>		-59,168.75				
<b>Ending Fund Balance</b>		<b>497,142.68</b>				



## APPLEGATE FIRE DISTRICT

1095 UPPER APPLEGATE RD. JACKSONVILLE, OR 97530

PHONE: 541.899.1050 FAX: 541.899.9314

# Fire Chief's Report

May 2026

- Oregon Fire Chiefs Conference
- 2026 Fire & Vine Fundraiser
  - Saturday September 12<sup>th</sup>, 2026, at Red Lily
  - Ticketing System Up and Running
  - Posting in the June 2026 Applegater
- Community Wildfire Protection Plan Meetings
  - 5/7 Williams Grange
- Williams Fire District Shared Services
  - Coffee with the Chief
  - Budget Presentation and Approval
  - Board Meeting
- PIER Grant
  - Station 51 Project
    - Environmental Review
    - RFP for Project Management
      - Pre-Proposal Meeting 5/20/26
      - 2 Proposals Received
  - Fuels Project
    - Environmental Review
    - Masticators ready for pickup
- Title 2 Grants
  - Williams x 1
  - Applegate x 2
- Levy Best Practices Document
- Senate Bill 454 Committee
- 2 x New Staff Vehicles (Ford Rangers)
- Chief's Vehicle
- Mini-Excavator

# Applegate Fire District

## Ordinance 2026-0?

AN ORDINANCE ADOPTING COST-BASED FEES AND RATES FOR DISTRICT PROVIDED SERVICES AND ALLOWING FOR FUTURE BOARD AMENDMENTS OF FEES AND RATES BY RESOLUTION.

### RECITALS:

**WHEREAS**, the Applegate Fire District (District) Board of Directors (Board) desires to adopt an ordinance to enable the District to recover its actual costs for services provided by District personnel;

**WHEREAS**, ORS 478.410(4) authorizes a district to create fees for any services provided by the District through the adoption of an ordinance; and

**WHEREAS**, ORS 478.310 authorizes a district to recover its reasonable actual expenses for responses in unprotected areas outside of the Fire District, including the contract or reasonable value of use, including repairs and depreciation of equipment and other expenses reasonably incurred in furnishing the firefighting or public safety service; and

**WHEREAS**, ORS 472.510 through 476.610 authorizes a district to recover its reasonable actual expenses for responses under the Emergency Conflagration Act; and

**WHEREAS**, the Board has determined that it is fair, reasonable, and appropriate to adopt a cost recovery mechanism to collect the costs of providing such services or responses, and the Board has determined that such fees will be limited to cost recovery only and will not be used to generate revenue for the District; and

**WHEREAS**, the Board wishes to equitably distribute District resources among all district citizens and has further determined that District responses to repeated false alarms and egregious open burning violations are a drain on District resources and may impede legitimate emergency responses; and

**WHEREAS**, the District desires to establish a published system of regulations, including fees and charges, to recover the District's reasonable estimate of the actual costs, including labor and material, repairs and depreciation of capital assets, and other overhead; and

**WHEREAS**, the fees and charges imposed by this Ordinance are not taxes subject to property tax limitations of Article XI, Section 11(b) of the Oregon Constitution; and

**WHEREAS**, the Fire Chief, or their designee will have the sole discretion to waive, or reduce any published rates and fees based on the circumstances of the services provided; and

**WHEREAS**, pursuant to ORS 294.160, members of the public were provided an opportunity to comment on the proposed new and/or increased fees at the District Board meeting held on **XX XX, 2026**.

**NOW, THEREFORE, THE BOARD OF THE APPLGATE FIRE DISTRICT ORDAIN AS FOLLOWS:**

**1. ADOPTION OF RATE SCHEDULE**

The Board authorizes the adoption of a rate and fee schedule, by resolution of the Board. The Board further directs that such rates and fees, other than penalties for late payments, shall not be imposed as a penalty, but shall be calculated to recover the reasonable estimate of the actual cost to the District. The Board may, from time to time, amend the Rate and Fee Schedule by resolution.

**2. FEES ESTABLISHED**

The Board will establish cost-based fees through resolution, which shall be imposed subject to the Fire Chief's, or their designee's, sole assessment of financial hardship or reciprocal benefit to the District in compliance with this Ordinance and any applicable administrative rules or procedures. All fees described in Section 2 will be based on the most current fee schedule as adopted by the Board of Directors under resolution.

**a. False Fire Alarm and Medical Alarm Fee**

A cost-based fee may be imposed for responses to repetitive false (nuisance) fire and medical alarms, as provided in this section. However, no cost recovery fee shall be imposed for the first fire alarm or medical responses to any residential or commercial occupancy during a calendar year. No cost recovery fee shall be charged if the fire alarm is a result of a fire or results in medical treatment being provided by EMS personnel. Cancelled enroute false alarms are billable events subject to this fee.

**b. Open Burning Violation Fee**

A cost-based fee may be imposed for open burning violation responses as provided in this section. Open burning violations are defined as violations of any locally adopted fire code or violations of any applicable Oregon Revised Statute or DEQ regulation. Such fees may be imposed for repeated violations, egregious or purposeful violations, or for any open burning violation during Oregon Department of Forestry's declared fire season.

**c. Transportation Route Response Fee**

A cost-based fee may be imposed for responses on certain transportation routes, as further provided in this section. "Transportation route" means any roadway, railway right-of-way, or waterway, against which no taxes or assessments for fire protection are levied by the District. Such cost-based fees may be imposed for responses to incidents, responses, or occurrences on such Transportation Routes, including aircraft crashes. Transportation Route fees for responses within District boundaries will be imposed only when the required response lasts longer than one half hour and requires any fire response vehicles at the scene. District residents will have their insurance billed for cost of response, however, no out of pocket expenses for deductibles or policy limits will be collected. Transportation Route response invoices will use dispatch time records to determine the commitment of apparatus and personnel. Miscellaneous supplies and services may also be invoiced and will be based upon scene documentation of the officer in charge.

**d. Unprotected or Inadequately Protected Area Response Fee**

A cost-based fee may be imposed for responses to incidents in unprotected or inadequately protected areas outside of District boundaries as provided in this section. These responses will be billed on a "per hour" basis using dispatch time records to determine the commitment of apparatus and personnel, using rates from the current adopted fee schedule. Fees shall not be imposed for requested mutual aid responses.

**e. Conflagration/Mobilization Response Fees**

A reimbursement-based fee will be collected from the State of Oregon for responses which support the Oregon Fire Mutual Aid System (OFMAS) in accordance with ORS 476.510-476.610. Reimbursement will be claimed for all resources documented on the manifest list, approved expenses, and damaged or lost equipment. Reimbursement will be paid at the published rates of the current year mobilization plan.

**f. Technical Rescue Fees**

Cost-based fees may be imposed for responses requiring technical or specialty rescue equipment or training. The Fire Chief shall determine if such fees shall be charged, taking into consideration whether the incident occurred due to a lack of necessary resources or adequate safety preparations. If such fees are imposed, they will only be charged for the costs related to technical or specialty rescue response. In addition, administrative costs and miscellaneous supplies may be billed.

**g. Hazmat Response Fees**

A cost-based fee may be imposed for responses involving hazardous materials. Costs may include reimbursement for personnel, administrative costs, and miscellaneous supplies deemed reasonable and necessary to support and stabilize the hazardous materials incident.

**h. Utility Assistance Fees**

A cost-based fee may be imposed for responses to service calls involving utilities such as electric or cable wires down, natural gas leaks, water main leaks, etc. In addition, administrative costs and miscellaneous supplies and services associated with utility assistance responses may also be billed.

**i. Facility Rental and Training Classes**

A cost-based fee may be imposed for District facility rentals or District training classes. Such fee will be imposed at the discretion of the Fire Chief or designee based upon fees in the adopted Resolution.

**j. Fire and Life Safety Inspection Fees**

A cost-based fee may be imposed for any fire and life safety inspections of existing occupancies located within Fire District boundaries. Fees for reinspections of previously identified fire code violations, to correct such violations, shall be referenced in the most currently adopted fee schedule. Fees will be based upon the actual cost of conducting such inspections, enforcing the code, or performing related fire inspection activities.

Fees may also be imposed for special event inspections, special request inspections, or fire inspections which are conducted outside of normal working hours.

**k. Public Records Request Fee**

A cost-based fee may be imposed for public records requests. Requests for disclosure of public documents shall be in writing and shall state the name, mailing address, and email address of the requestor. The Fire Chief or designee shall be responsible for reviewing requested materials prior to disclosure and will determine whether the records are statutorily exempt from disclosure. Public records requests received from an opposing party or its legal counsel during pending litigation will be referred to District legal counsel. All requests require confirmation of requestor's identification and must comply with the Federal and Oregon HIPAA laws.

**3. INVOICES; WAIVER**

The District shall address the invoices for fees to the responsible party or agent, which may be: a registered property owner; a service recipient; an occupant; a driver or passenger; a vehicle or plane owner; an insurance company; or any person or entity requesting or receiving services. The Fire Chief, or designee, shall be responsible for determining the responsible party and for reviewing all the cost recovery invoices. The Fire Chief, at their discretion, may waive or amend fees assessed in compliance with this Ordinance and any applicable administrative rules.

#### **4. REVIEW AND AMENDMENT**

The Fire Chief will present the fees or rates adopted by resolution to the Board for review and possible amendment at least every two years, or sooner at the Fire Chief's discretion. The fees set forth in the resolution, which are adopted and approved by the Board of Directors, may be amended from time to time by Board resolution at a duly noticed and public Board meeting. Prior to adoption of any new or amended fees, the Board shall hold an opportunity for the public to comment on the proposed fees per ORS 294.160.

#### **5. RULES**

The Board hereby grants to the Fire Chief the discretion to interpret and apply this Ordinance and to develop administrative rules to apply this Ordinance equitably. Such administrative rules must be consistent with this Ordinance and with applicable Board policy.

#### **6. APPEALS**

To file an appeal of a fee assessed under this Ordinance, the appellant must provide a written statement to the Fire Chief within ten (10) days of receipt of the fee invoice. The statement must clearly explain the basis of the appeal, stating why the appellant thinks the fee was improper, noting specifically whether it was properly assessed or calculated. The Fire Chief will issue a written decision within ten (10) business days to the appellant. Decisions of the Fire Chief are final and not appealable.

#### **7. COLLECTION PROCEDURES**

Fees will be invoiced within forty-five (45) days of the service delivery date. Payment is due upon receipt. If payment or reasonable payment arrangements are not made within sixty (60) days, the invoice shall be considered delinquent and the District will proceed with the collections as deemed appropriate by the Fire Chief. Costs of collection shall be charged to the persons responsible. Collection costs may include penalty fees or interest payments on the amounts due and owing, as determined by the District.

**8. EFFECTIVE DATE**

This ordinance shall take effect 30 days after adoption by the Board of Directors of Applegate Fire District as specified in ORS 198.570.

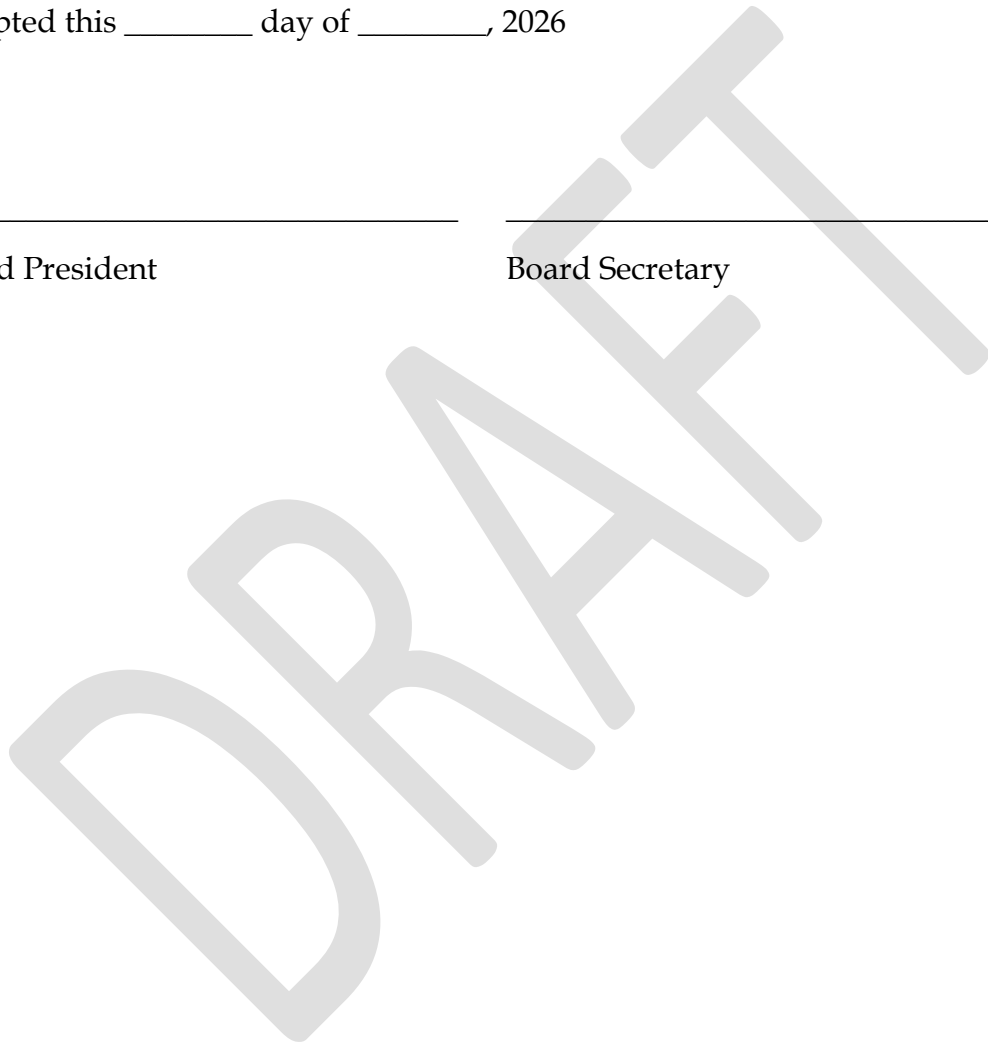
First Reading: \_\_\_\_\_

Second Reading: \_\_\_\_\_

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2026

\_\_\_\_\_  
Board President

\_\_\_\_\_  
Board Secretary



# Applegate Fire District

## Ordinance 2026-0?

AN ORDINANCE ADOPTING COST-BASED FEES AND RATES FOR DISTRICT PROVIDED SERVICES AND ALLOWING FOR FUTURE BOARD AMENDMENTS OF FEES AND RATES BY RESOLUTION.

### RECITALS:

**WHEREAS**, the Applegate Fire District (District) Board of Directors (Board) desires to adopt an ordinance to enable the District to recover its actual costs for services provided by District personnel;

**WHEREAS**, ORS 478.410(4) authorizes a district to create fees for any services provided by the District through the adoption of an ordinance; and

**WHEREAS**, ORS 478.310 authorizes a district to recover its reasonable actual expenses for responses in unprotected areas outside of the Fire District, including the contract or reasonable value of use, including repairs and depreciation of equipment and other expenses reasonably incurred in furnishing the firefighting or public safety service; and

**WHEREAS**, ORS 472.510 through 476.610 authorizes a district to recover its reasonable actual expenses for responses under the Emergency Conflagration Act; and

**WHEREAS**, the Board has determined that it is fair, reasonable, and appropriate to adopt a cost recovery mechanism to collect the costs of providing such services or responses, and the Board has determined that such fees will be limited to cost recovery only and will not be used to generate revenue for the District; and

**WHEREAS**, the Board wishes to equitably distribute District resources among all district citizens and has further determined that District responses to repeated false alarms and egregious open burning violations are a drain on District resources and may impede legitimate emergency responses; and

**WHEREAS**, the District desires to establish a published system of regulations, including fees and charges, to recover the District's reasonable estimate of the actual costs, including labor and material, repairs and depreciation of capital assets, and other overhead; and

**WHEREAS**, the fees and charges imposed by this Ordinance are not taxes subject to property tax limitations of Article XI, Section 11(b) of the Oregon Constitution; and

**WHEREAS**, the Fire Chief, or their designee will have the sole discretion to waive, or reduce any published rates and fees based on the circumstances of the services provided; and

**WHEREAS**, pursuant to ORS 294.160, members of the public were provided an opportunity to comment on the proposed new and/or increased fees at the District Board meeting held on **XX XX, 2026**.

**NOW, THEREFORE, THE BOARD OF THE APPLGATE FIRE DISTRICT ORDAIN AS FOLLOWS:**

**1. ADOPTION OF RATE SCHEDULE**

The Board authorizes the adoption of a rate and fee schedule, by resolution of the Board. The Board further directs that such rates and fees, other than penalties for late payments, shall not be imposed as a penalty, but shall be calculated to recover the reasonable estimate of the actual cost to the District. The Board may, from time to time, amend the Rate and Fee Schedule by resolution.

**2. FEES ESTABLISHED**

The Board will establish cost-based fees through resolution, which shall be imposed subject to the Fire Chief's, or their designee's, sole assessment of financial hardship or reciprocal benefit to the District in compliance with this Ordinance and any applicable administrative rules or procedures.

**3. INVOICES; WAIVER**

The District shall address the invoices for fees to the responsible party or agent, which may be: a registered property owner; a service recipient; an occupant; a driver or passenger; a vehicle or plane owner; an insurance company; or any person or entity requesting or receiving services. The Fire Chief, or designee, shall be responsible for determining the responsible party and for reviewing all the cost recovery invoices. The Fire Chief, at their discretion, may waive or amend fees assessed in compliance with this Ordinance and any applicable administrative rules.

**4. REVIEW AND AMENDMENT**

The Fire Chief will present the fees or rates adopted by resolution to the Board for review and possible amendment at least once every two years, or sooner at the Fire Chief's discretion. The fees set forth in the resolution, which are adopted and approved by the Board of Directors, may be amended from time to time by Board resolution at a duly noticed and public Board meeting. Prior to adoption of any new or amended fees, the Board shall hold an opportunity for the public to comment on the proposed fees per ORS 294.160.

**5. RULES**

The Board hereby grants to the Fire Chief the discretion to interpret and apply this Ordinance and to develop administrative rules to apply this Ordinance equitably. Such administrative rules must be consistent with this Ordinance and with applicable Board policy.

**6. APPEALS**

To file an appeal of a fee assessed under this Ordinance, the appellant must provide a written statement to the Fire Chief within ten (10) days of receipt of the fee invoice. The statement must clearly explain the basis of the appeal, stating why the appellant thinks the fee was improper, noting specifically whether it was properly assessed or calculated. The Fire Chief will issue a written decision within ten (10) business days to the appellant. Decisions of the Fire Chief are final and not appealable.

**7. COLLECTION PROCEDURES**

Fees will be invoiced within forty-five (45) days of the service delivery date. Payment is due upon receipt. If payment or reasonable payment arrangements are not made within sixty (60) days, the invoice shall be considered delinquent and the District will proceed with the collections as deemed appropriate by the Fire Chief. Costs of collection shall be charged to the persons responsible. Collection costs may include penalty fees or interest payments on the amounts due and owing, as determined by the District.

**8. EFFECTIVE DATE**

This ordinance shall take effect 30 days after adoption by the Board of Directors of Applegate Fire District as specified in ORS 198.570.

First Reading: \_\_\_\_\_

Second Reading: \_\_\_\_\_

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2026

\_\_\_\_\_  
Board President

\_\_\_\_\_  
Board Secretary



# Applegate Fire District

## Resolution No. 26-0?

WHEREAS, the Board of Directors of Applegate Fire District have adopted Ordinance No. 2026-0?, which authorizes the District to establish and periodically update fees related to specific services; and

WHEREAS, the Board of Directors have determined that certain services should be funded through direct fees for service; and

NOW THEREFORE BE IT RESOLVED, that the Board of Directors of Applegate Fire District hereby adopt the following Fee Schedule, effective XXXX XX, 2026; and

BE IT FURTHER RESOLVED, that the Board of Directors of Applegate Fire District grants the Fire Chief the discretion to reduce and/or waive fees in specific situations for government or non-profit organizations.

### SCHEDULE OF FEES

#### I. DOCUMENT PHOTOCOPIES, RESEARCH, AND DUPLICATION SERVICES

##### A. Photocopy Fees

1. Black and White Copies, Letter or Legal Size, Each Side: \$0.25 each
2. Color Copies, Letter or Legal Size, Each Side: \$0.50 each
3. Fire Incident Reports \$15.00 each  
*Reports to the owner, occupant, legal guardian, or immediate family member of the property the report pertains to, will not be charged.*
4. Pre-Hospital Patient Care Reports \$15.00 each  
*Reports to the patient (injured party) will not be charged. Reports to law firms or investigators will be charged accordingly.*

##### B. Research

For requests that require staff time to research, collect, and/or organize information, a \$35.00 research fee will be charged. If staff time exceeds thirty (30) minutes, the full hourly rate of the individual performing the research will be charged.

##### C. Media Duplication Services

1. Digital recordings of Board of Director meetings \$20.00 per medium
2. Digital recordings of fire investigation pictures \$20.00 per medium

#### II. POSTAGE

Postage and Shipping will be charged at the actual cost for sending out billable items.

### III. RESPONSE FEES

Response fees will be established utilizing the Oregon State Fire Marshal Standardized Cost Schedule.

- A. Response to multiple calls for service of a similar nature to the same address. Includes commercial fire alarms and response to residential medical assistance calls for service.
- B. Response to illegal or open burning nuisance calls for service.
- C. Response to incidents on Federal and State transportation routes.
- D. Response to incidents that are outside of the Applegate Fire District jurisdictional boundaries.
- E. Response to technical rescue incidents within or outside of the Applegate Fire District jurisdictional boundaries.
- F. Response to incidents involving hazardous materials.
- G. Response to incidents where assistance to utility companies is provided.

### IV. STAND-BY SERVICES

Rates are charged when the District provides coverage for medical, suppression, and code enforcement services. All rates require at least a one (1) hour minimum. Rates do not include emergency transport.

#### 1. Basic Life Support

One (1) EMT-Basic and/or EMT-Intermediate, medical equipment, and District vehicle. \$100.00 per hour

#### 2. Advanced Life Support

One (1) EMT-Paramedic, medical equipment, and District vehicle. \$125.00 per hour

#### 3. Engine Company

A two (2) person engine company fully equipped with suppression and medical equipment. \$200.00 per hour

#### 4. Wildland Unit

A two (2) person wildland unit fully equipped with necessary wildland fire suppression equipment. \$125.00 per hour

#### 5. Command Staff

One (1) Chief Officer with a District vehicle \$90.00 per hour

## V. FACILITY RENTAL

The District maintains public meeting rooms/spaces at some locations. The District allows the use of these rooms/areas on a first come, first served basis when the proposed use does not interfere with District activities. The District reserves the right to deny requests to any person/group if necessary.

Public emergency services and private fire agencies who are signers of the Rogue Valley Fire Chief's Association (RVFCA) Mutual Aid Agreement will not be charged rental fees identified below.

Non-profit organizations **not charging** a fee will not be subject to the fees identified below. A non-profit organization **charging** fees may be assessed rental fees based on the rates identified below.

For-profit organizations within the District service area utilizing District public meeting areas for in-house training and/or educational purposes may not be assessed room rental fees at the discretion of the Fire Chief.

For-profit organizations charging a fee to participants as part of their business will be subject to the rates identified below (the Fire Chief reserves the right to negotiate these fees):

- |                                     |                         |
|-------------------------------------|-------------------------|
| A. Training Room at Training Center | \$25.00/hr. min 4 hours |
| B. Training Room at Station 51      | \$25.00/hr. min 4 hours |
| C. Applegate Training Center        | \$50.00/hr. min 2 hours |

The above rental rates include audio-visual equipment and non-consumable supplies such as easels in the training rooms. Consumable supplies such as flip charts, notepads, or writing instruments are not provided. Facility users/renters are expected to be clean and professional. If District property is damaged or left excessively dirty, the District will charge for either the actual cost to repair or replace such damaged equipment/property or a \$150.00 cleaning fee. For substantial use of consumable materials, the District reserves the right to charge for replacement costs for the used materials.

The following fee pertains to all public and/or private agencies:

- |   |                         |
|---|-------------------------|
| A. Live Fire Burn Prop (includes props/consumables) | \$250.00/10 hr. day     |
| i. Facilitator/Instructor                           | \$100.00/hr. per person |
| B. Instructor (lab/lecture)                         | \$75.00/hr. per person  |

### **Special Considerations:**

1. Requests for live fire facilitators/instructors will require two (2) facilitators/instructors on each burn day (the Fire Chief reserves the right to negotiate these fees).
2. Propane, OSB, or prop smoke solution is not included in the Facility and/or Training Center fee schedule and will be billed based on actual use at market rate.
3. The Deputy Chief shall approve all burn plans. Any use of consumable materials beyond what is customary for the evolution will be billed at the current market rate.

**VI. FIRE PREVENTION**

- A. False Alarms/Fire System Malfunction (after 3 responses in one month)
- B. Violation of burn regulations
  - 1<sup>st</sup> offense (if not egregious) Warning
  - 2<sup>nd</sup> and subsequent offense Minimum \$200.00 maximum \$6,250

**VII. ANNUAL FIRE & LIFE SAFETY INSPECTIONS**

- A. Annual Fire & Life Safety Inspections No Charge
- B. First Re-Inspection for Code Compliance No Charge
- C. Subsequent Re-Inspection(s) \$100.00/hr. min 2 hours
- D. Commercial Solar Installation Annual Permit and Inspection \$300.00

**VIII. NEW CONSTRUCTION PLAN REVIEW / INSTALLATION INSPECTIONS**

- A. Preliminary Development Consultation No Charge
- B. Commercial Plan Review \$200.00
- C. Planning Process Review No Charge

Date Adopted:  
Effective XXXX, XXXX

---

Board of Director

---

Board of Director

**Applegate Valley RFPD #9  
Board of Directors Agenda Item**

**Date:** June 15, 2026

**To:** Board of Directors

**From:** Fire Chief Chris Wolfard

**Agenda Subject:** Review and Amendment of Prevention & Fuels Coordinator Job Description

---

**Overview of Agenda Subject:**

The Board is asked to review the current Prevention & Fuels Coordinator job description and consider amendments to ensure it accurately reflects the operational, emergency response, and firefighting responsibilities assigned to the position. The proposed revisions are intended to better align the job description with the District's current and anticipated service delivery model and operational expectations.

**Agenda Subject Brief Background:**

The Prevention & Fuels Coordinator position was established to support the District's wildfire risk reduction, community risk reduction, prevention, and public education programs. As currently written, the job description emphasizes prevention and fuels reduction activities but does not fully describe the operational emergency response responsibilities expected of the position.

The District's service delivery model requires administrative and support personnel to maintain operational readiness and participate in emergency response activities when assigned. Staff assigned to this position are expected to maintain applicable firefighting certifications, participate in training, respond to emergency incidents, and function as operational members of the organization. Updating the job description will provide greater clarity regarding these responsibilities and ensure the position accurately reflects the duties performed and expected by the District.

In addition, staff has identified portions of the current job description that may not adequately reflect the operational firefighting component of the position for Public Employees Retirement System (PERS) classification purposes. One objective of the proposed revisions is to ensure the job description accurately describes the position's firefighting and emergency response responsibilities so that the District may appropriately evaluate and maintain the position's eligibility for classification as a PERS Police and Fire position, if warranted by the duties assigned and performed.

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

Review and approve revisions to the Prevention & Fuels Coordinator job description as presented by staff, including amendments that more clearly define the position's emergency response, operational readiness, firefighting, and incident support responsibilities.

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

Proposed Revised Prevention & Fuels Coordinator Job Description (redline version).

### **POSITION SUMMARY**

The Prevention & Fuels Coordinator provides coordination and implementation of the District's wildfire fuels reduction and Community Risk Reduction (CRR) programs. This position assists in the planning, management, service delivery, instruction and coordination of personnel, equipment, and resources to accomplish the fuels reduction efforts of the District. This includes defensible space, vegetation management, contractor coordination, and public outreach.

This position also supports the District's fire and life safety initiatives, conducting fire and life safety code enforcement inspections and construction plan reviews. Responsible for developing and presenting fire safety education programs and participates in public outreach. ~~May occasionally perform firefighting and/or other emergency scene activities. All work is performed in accordance with District guidelines and policies.~~ **Responds to emergency incidents and participates in structural firefighting, wildland firefighting, and other emergency scene activities consistent with District policies, staffing needs, training, and certifications. The Prevention & Fuels Coordinator is an operational member of the District and is expected to maintain emergency response readiness and participate in emergency operations as assigned.**

### **SUPERVISION RECEIVED**

The Prevention & Fuels Coordinator functions within the normal chain of command under the direct supervision of either the Fire Chief or their designee. If licensed as an Emergency Medical Technician (EMT), this position is accountable to the District's designated physician supervisor when performing the duties of an EMT.

### **SUPERVISION EXERCISED**

The Prevention & Fuels Coordinator supervises and directs the activities of assigned Fuels Reduction Specialists, seasonal personnel, contractors, and equipment operators. 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.

- Creates and supervises activities toward reducing fire risk around homes including along access and egress routes, creating defensible space fire areas, promotes fire prevention and wildfire home hardening practices.
- Conducts and supervises home wildfire risk assessments and writes prescriptive work plans for property owners.
- Functions as the first line supervisor for assigned personnel and contractors. Enforces District rules, regulations, and procedures and provides input for performance appraisals. Coaches assigned personnel and contributes to skill development and mental and physical readiness of assigned resources.
- Completes and maintains reports, work records and necessary personnel forms. Establishes and maintains cooperative relationships with partner agencies, landowners, and regulatory agencies.
- Conducts limited complexity low and moderate hazard fire/life safety inspections.
- Follows up on engine company referrals and citizen complaints.

## 4.25 Prevention & Fuels Coordinator

Effective: TBD

- Develops, implements, and participates in public relations and education programs, conducts presentations for various public groups.
- Maintains program data, reporting, and grant documentation within the District's records management software.
- Coordinates with partner agencies and community organizations on fire prevention and community development and fire prevention issues.

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

- Provides input on site plans related to fire access, water supply, and defensible space.
- Ensures compliance with safety standards, policies, and regulations.
- ~~Participates in structural and wildland firefighting consistent with training and certifications.~~
- **Responds to and participates in structural and wildland firefighting operations consistent with training, certifications, and District operational needs.**
- 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.
- Emergency medical scene control and management consistent with qualifications.
- Basic supervision and disciplinary skills.
- District computer systems and records management systems.

### **SKILLS AND ABILITIES**

- Ability to manage projects, prioritize work, and operate independently.
- Drive and operate a variety of District vehicles and equipment.
- 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**

Work involves indoor and outdoor activities in a general station and office environment, residential settings, and occasional emergency scene exposure. Noise exposure and hot/cold environments will need to be tolerated within the functions of this position as well as driving in inclement weather. Work will occur in various locations throughout the District and often in uneven terrain. The work schedule is 40 hours per week; some evening and weekend work may be required as well as attendance at meetings and field and classroom training.

### **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 involves extended periods of sitting, standing, walking, crouching, bending, stooping, twisting, turning, climbing and balancing, regular limb extension, pinching and grasping, moving, lifting and carrying objects that will require exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly, as well as keyboard typing, talking and listening both in person and over the phone, and driving/operating a wide array of motorized vehicles and equipment in all conditions. The sensory requirements for this position include vision, hearing, and touch. The individual in this position must frequently exercise using good judgment and be able to work with minimal supervision. This position requires the use of proper personal protective equipment.

Reasonable accommodations may be made to enable individuals with disabilities to perform the principal duties and responsibilities. This position requires the physical and mental capabilities to read information printed on paper and displayed on computer monitors, hear, speak, and communicate verbally using the English language, cognitive thinking and mathematical calculation capabilities, manual dexterity to manipulate maintenance equipment, and specialty lift and transport vehicles. The person 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

- Graduation from high school or GED equivalent
- Oregon driver's license
- NIMS IS-100, IS-200, IS-700, IS-800
- NWCG Firefighter Type 2
- AHA CPR/BLS for Healthcare Providers (within 6 months of hire)
- Department of Oregon State Fire Marshal Life Safety Inspector I (within 12 months of hire)
- NFPA Fire and Life Safety Educator I (within 12 months of hire)

### **DESIRABLE QUALIFICATIONS**

- NWCG Firefighter Type 1, Crew Boss (CRWB), or Engine Boss (ENGB)
- NFPA Firefighter I or Firefighter II
- NFPA Driver, Wildland, Mobile Water, or Pumper Operator
- Licensed as an Oregon Emergency Medical Responder or higher
- NFPA Fire Inspector I, II, or III
- NFPA Fire and Life Safety Educator II or III

### **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**

FLSA STATUS: Non-Exempt

BARGAINING UNIT: No

PERS Job Type: Police & Fire

Applegate Valley RFPD #9  
**Board of Directors Agenda Item**

**Date: June 11**

**To: Board of Directors**

**From: Chief Wolfard**

**Agenda Subject: 2026/2027 Wage Plan**

---

**Overview of Agenda Subject:**

Staff is seeking direction, for budgeting purposes, on the wage plan for the next budget year.

**Agenda Subject Brief Background:**

Staff is working on developing the budget for next fiscal year. One of the more significant components are employee wages.

- Policy Reads: “3.2.1 WAGE POLICY. District maintains a pay plan covering all positions in the District, set by the Board of Directors, showing the minimum and maximum rates of pay. See Appendix 3.2.1 A. and Exhibit “A” of the Union Agreement for the members of the Bargaining Unit. In arriving at such salary ranges, consideration is given to prevailing rates of pay for comparable work in other public and in private employment, including consideration of conditions of work and basic pay, current costs of living (using the Consumer Price Index U (CPI-U) adjusted rates from November-November), the local economy and wage adjustments in the community, suggestions of the Fire Chief and the District's financial condition.”
- The Union Agreement provides for a 6% Cost of Living Allowance increase for the 3 represented employees.
- The CPI-U “All Items Index” rose 3% for the 12 months ending November 2025.
- The Fire Chief’s personal services contract reads: “Employee is subject to CPI increase as provided to other employees during annual employee salary review in accordance with Employer policy.”
- At the January 2025 BOD meeting, the Board approved a 4% COLA so as to be in line with the Union positions.

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

- Staff recommends a COLA increase between 3% and 6%. The budget can support this recommendation.
  - 3% is in line with CPI-U but would contribute to Wage Scale Compression with the Union positions.
  - 6% is in line with the Union Agreement, would not contribute to compression, and would treat all of our paid positions equally.

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

- Current (Fiscal Year 2025/26) Appendix 3.2.1.A Wage Plan
- Total cost difference analysis between 3% and 6%
- November 2024 to November 2025 CPI-U Summary

## PROPOSED WAGE COMPENSATION PLAN 26/27

	Top Step 3%	Top Step 6%
<b>DEPUTY CHIEF</b>		
<b>ANNUAL</b>	\$101,110.23	\$104,055.19
<b>BI-WEEKLY</b>	\$3,888.86	\$4,002.12
<b>HOURLY</b>	\$48.61	\$50.03
<b>DIVISION CHIEF X 2</b>		
<b>ANNUAL</b>	\$86,661.18	\$89,185.29
<b>BI-WEEKLY</b>	\$3,333.12	\$3,430.20
<b>HOURLY</b>	\$41.66	\$42.88
<b>ADMIN ASSISTANT</b>		
<b>ANNUAL</b>	\$35,666.35	\$36,705.17
<b>BI-WEEKLY</b>	\$1,371.78	\$1,411.74
<b>HOURLY</b>	\$34.29	\$35.29
<b>PREVENTION &amp; FUELS COORD.</b>		
<b>ANNUAL</b>	\$ 69,334.78	\$ 69,334.78
<b>BI-WEEKLY</b>	\$2,666.72	\$2,666.72
<b>HOURLY</b>	\$33.33	\$33.33
<b>FIRE CHIEF per Contract</b>		
<b>ANNUAL</b>	\$125,163.29	\$128,808.83
<b>BI-WEEKLY</b>	\$4,813.97	\$4,954.19
<b>HOURLY</b>	\$60.17	\$61.93
<b>PERS</b>	\$148,646.81	\$152,427.04
<b>Taxes</b>	\$14,331.45	\$14,690.31
<b>Work Comp</b>	\$15,033.02	\$15,354.35
<b>OSGP</b>	\$10,091.94	\$10,345.49
<b>Longevity</b>	\$10,099.84	\$10,175.56
<b>Total Expense to the District based on Top Step</b>		
	<b>3.0%</b>	<b>6%</b>
	\$702,800.07	\$720,267.30



# Western Information Office

Go

- Western Home
- Western Geography ▾
- Western Subjects ▾
- Western Archives ▾
- Contact Western

**News Release Information**

26-737-SAN  
Tuesday, May 12, 2026

---

**Contacts**

*Technical information:*

(415) 625-2270  
[BLInfoSF@bls.gov](mailto:BLInfoSF@bls.gov)  
[www.bls.gov/regions/west](http://www.bls.gov/regions/west)

*Media contact:*

(415) 625-2270

---

**Related Links**

[CPI historical databases](#)

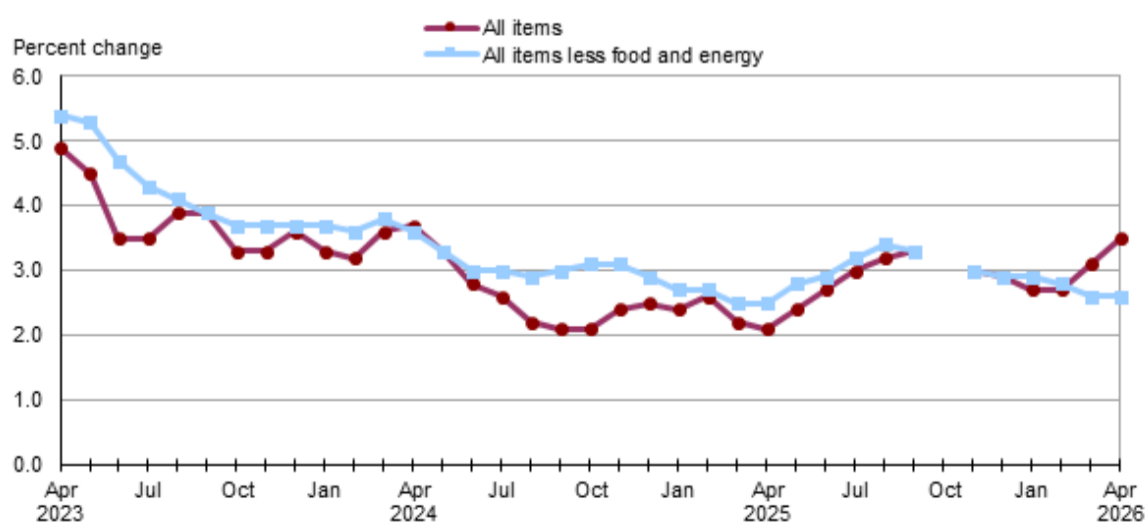
## Consumer Price Index, West Region — April 2026

**Area prices were up 0.8 percent over the past month, up 3.5 percent from a year ago**

The Consumer Price Index for All Urban Consumers (CPI-U) in the West region advanced 0.8 percent in April, the U.S. Bureau of Labor Statistics (BLS) reported today. The all items less food and energy index increased 0.4 percent. The food index rose 0.5 percent, and the energy index increased 6.8 percent. (Data in this report are not seasonally adjusted. Accordingly, month-to-month changes may reflect seasonal influences.)

The West all items CPI-U advanced 3.5 percent for the 12 months ending in April. The index for all items less food and energy increased 2.6 percent over the year. Food prices increased 3.0 percent. Energy prices rose 16.6 percent.

**Chart 1. Over-the-year percent change in CPI-U, West region, April 2023–April 2026**



Note: The October 2025 data values are not available due to the 2025 lapse in appropriations.  
Source: U.S. Bureau of Labor Statistics.

[View Chart Data](#)

### Food

Food prices advanced 0.5 percent for the month of April. Prices for food at home (grocery store purchases) advanced 0.7 percent, with higher prices in 4 of the 6 major grocery store food groups. Prices for food away from home (restaurant, cafeteria, and vending purchases) increased 0.2 percent for the same period.

Food prices increased 3.0 percent over the year. Prices for food at home increased 2.6 percent, with higher prices in 4 of the 6 major grocery store food groups. Prices for food away from home increased 3.4 percent.

## Energy

The energy index rose 6.8 percent over the month. Gasoline prices increased 9.7 percent. Prices for electricity increased 2.3 percent, and prices for natural gas service were unchanged for the same period.

Energy prices rose 16.6 percent over the year. Gasoline prices increased 25.7 percent. Prices for electricity rose 3.9 percent, while prices for natural gas service fell 3.1 percent during the past year.

## All items less food and energy

The index for all items less food and energy increased 0.4 percent in April. Among the index's components, prices were higher for other goods and services (+2.2 percent) and shelter (+0.5 percent). In contrast, prices were lower for medical care (-0.3 percent) and education and communication (-0.3 percent).

The index for all items less food and energy increased 2.6 percent over the year. Components contributing to the increase included medical care (+3.4 percent) and shelter (+2.9 percent). In contrast, prices were lower for used cars and trucks (-2.3 percent) and education and communication (-0.7 percent).

**Table A. West region CPI-U 1-month and 12-month percent changes, all items index, not seasonally adjusted**

Month	2022		2023		2024		2025		2026	
	1-month	12-month	1-month	12-month	1-month	12-month	1-month	12-month	1-month	12-month
January	0.9	7.7	0.9	6.3	0.7	3.3	0.6	2.4	0.4	2.7
February	0.8	8.1	0.5	6.0	0.4	3.2	0.6	2.6	0.5	2.7
March	1.3	8.7	0.5	5.1	0.9	3.6	0.5	2.2	0.9	3.1
April	0.7	8.3	0.5	4.9	0.6	3.7	0.5	2.1	0.8	3.5
May	0.8	8.3	0.4	4.5	0.1	3.3	0.3	2.4		
June	1.2	8.8	0.3	3.5	-0.2	2.8	0.1	2.7		
July	0.1	8.3	0.1	3.5	-0.1	2.6	0.2	3.0		
August	0.0	8.1	0.4	3.9	0.1	2.2	0.3	3.2		
September	0.3	8.3	0.4	3.9	0.2	2.1	0.3	3.3		
October	0.7	8.1	0.1	3.3	0.1	2.1	-	-		
November	-0.4	7.1	-0.4	3.3	-0.1	2.4	-	3.0		
December	-0.4	6.2	-0.1	3.6	0.0	2.5	-0.2	2.9		

Note: The October 2025 data values are not available due to the 2025 lapse in appropriations

The May 2026 Consumer Price Index for the West Region is scheduled to be released on June 10, 2026.

### Rebasing of Selected Consumer Price Index Series

Effective with this release, several CPI series were rebased to December 2024 = 100. When new base years are introduced, BLS recalculates each index back to the beginning of that series to ensure continuity. A complete list of indexes that were rebased is available at [www.bls.gov/cpi/additional-resources/rebased-series.htm](http://www.bls.gov/cpi/additional-resources/rebased-series.htm)

### Technical Note






The [Consumer Price Index](#) (CPI) is a measure of the average change in prices over time in a fixed market basket of goods and services. The Consumer Price Index for the West Region is published monthly. The set of components and sub-aggregates published for regional and metropolitan indexes is more limited than at the U.S. city average level; these indexes are byproducts of the national CPI program.

The **West region** covered in this release is comprised of the following thirteen states: Alaska, Arizona, California, Colorado, Hawaii, Idaho, Montana, Nevada, New Mexico, Oregon, Utah, Washington, and Wyoming.

Refer to the national [CPI news release technical note](#) or the [Handbook of Methods](#) for more information.

If you are deaf, hard of hearing, or have a speech disability, please dial 7-1-1 to access telecommunications relay services.

**Table 1. West region CPI-U by expenditure category for April 2026, not seasonally adjusted (1982-84=100 unless otherwise noted)**

Expenditure category	Indexes				Percent change from -		
	Historical data	Feb. 2026	Mar. 2026	Apr. 2026	Apr. 2025	Feb. 2026	Mar. 2026
All items		346.990	350.226	353.161	3.5	1.8	0.8
All items (December 1977 = 100)		560.890	566.120	570.865			
Food and beverages		360.472	360.776	362.379	2.9	0.5	0.4
Food		363.578	363.811	365.632	3.0	0.6	0.5
Food at home		335.984	335.986	338.236	2.6	0.7	0.7

#### Footnotes

- (1) Indexes on a December 1982=100 base.
- (2) Indexes on a December 1997=100 base.
- (3) Special index based on a substantially smaller sample.
- (4) Indexes on a December 1993=100 base.
- (5) Indexes on a December 2024=100 base.

- Data not available.

Note: Index applies to a month as a whole, not to any specific date.

**Applegate Valley RFPD #9  
Board of Directors Agenda Item**

**Date: June 15, 2026**

**To: Board of Directors**

**From: Fire Chief Chris Wolfard**

**Agenda Subject: Longevity Pay**

---

**Overview of Agenda Subject:**

The Board is asked to review and consider amendments to Policy 3.21, Length of Service Awards, to modernize the District's longevity pay program and align the policy with the recently negotiated longevity pay provisions contained in the tentative labor agreement. The proposed revisions replace the fixed-dollar longevity awards established in 2011 with a percentage-based system tied to an employee's base salary.

**Agenda Subject Brief Background:**

The District's current longevity pay program was implemented in 2011 and provides fixed annual payments ranging from \$500 to \$2,000 based on years of service. While the program was intended to recognize employee commitment and encourage retention, the value of these fixed-dollar awards has not been adjusted since adoption and has been significantly eroded by inflation over the past fifteen years. As a result, the current system provides substantially less incentive and recognition than originally intended.

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

The proposed revision establishes a percentage-based longevity pay system that automatically adjusts as employee wages increase over time. Under the proposed structure, employees become eligible for longevity awards at five-year intervals, receiving annual payments equal to a percentage of their base salary: 1% at five years, 2% at ten years, 3% at fifteen years, 4% at twenty years, and 5% at twenty-five years of service. Awards are not cumulative. This system was incorporated into the recently negotiated tentative labor agreement and provides a more sustainable and equitable method of recognizing long-term service while preserving the program's value into the future.

The proposed policy revision would also maintain the existing provisions applicable to employees hired before July 1, 2011, thereby preserving previously established benefits while updating the program for current and future employees.

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

- Proposed Policy Change 3.21 Longevity Pay
- Labor Agreement 10.5 Longevity Pay

## Labor Agreement Section 10.5 Longevity Pay

### 10.5 Longevity Pay

Longevity pay shall be a system that rewards full-time employees for their years of service and promotes longevity. Longevity pay shall be paid each year on the pay period following an employee's anniversary.

For employees hired on or after July 1, 2011, the system shall be as follows (awards for each year are NOT added together):

Years of Service	Percentage of Base Salary
5 years	1%
10 years	2%
15 years	3%
20 years	4%
25 years	5%

**3.21 LENGTH OF SERVICE AWARDS**

Length of Service shall be a system awards full-time employees for their years of service and promotes longevity. Length of service shall be paid each year on the pay period following an employee’s anniversary. The awards for each year are added together. The system shall be as follows for employees hired before July 1, 2011:

<b>Years of Service</b>	<b>Annual Amount</b>
3	500
7	1000
11	1500
15	2000
19	2500

After July 1, 2011, the awards for each year are NOT added together and the system shall be as follows:


<b>Years of Service</b>	<b>Percentage of Base Salary</b>
5 years	1%
10 years	2%
15 years	3%
20 years	4%
25 years	5%