

APPLEGATE VALLEY RFPD #9

BOARD OF DIRECTORS MEETING MINUTES

February 21, 2024

Training Building, 1095 Upper Applegate Rd., Jacksonville, OR 97530
and Conference Call



1.0 CALL TO ORDER

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

2.0 ROLL CALL

PRESENT: President Rob Underwood, Director Jeff Hoxsey, Director Julie Barry

ABSENT: Vice President Doug Stewart, Secretary/Treasurer Mike Blaschka

OTHER STAFF & INVITED SPEAKERS: Chris Wolfard (*Fire Chief*), McKenzie Turnbull (*Logistics Chief*)
Tallie Jackson (*Admin Chief*) Brian Mulhollen (*Fire Marshal*), Aisha Mayers (*Recruit. & Retent. Coord.*)

3.0 SPEAKERS AND GUESTS

Sandy Shaffer and Rex Garoutte

4.0 REVIEW OF MINUTES FROM PREVIOUS MEETING

The minutes of the January 17, 2023 Board meeting were reviewed and approved as written.

→ **MOTION** Rob Underwood moved to approve the January 17, 2024 Board minutes as written. Julie Barry seconded the motion.

Motion carries as follows.

AYES Underwood, Hoxsey, Barry

NAYS

The minutes of the January 9, 2023 Special Board meeting were reviewed and approved as written.

→ **MOTION:** Rob Underwood moved to approve the January 9, 2024 Special Board minutes as written. Jeff Hoxsey seconded the motion.

Motion carries as follows.

AYES Underwood, Hoxsey, Barry

NAYS

5.0 FISCAL REPORT

Disbursement Voucher:

The following disbursements were clarified;

AlSCO-Shop Towels – Will look into purchasing a laundering ourselves.

Brewster - Annual payment for audit

Hays Oil - Station 1 Diesel – Station is using more fuel now that it is staffed and McKenzie is conducting pump testing from there.

Pacific Power- St. 54 Power- Will investigate what is drawing so much power

St 55 Power- House is included in the bill and renter pays power bill

St 51 Power- House and station on the same power

St 53 – Station is on programable thermostats.

Training Center- Will investigate if Nest thermostats are needed.

Amazon- Voltage Meter – is a tool used for equipment repair and maintenance

Firecom Headsets – Categorized as Misc. Fire Equip.

Seasonal Firefighter- No memo due to a paper check not direct deposit. Seasonals are grouped together since they rotate frequently. Used during schools breaks.

Shift Firefighter- Not grouped together since they have been rotating and is part of a short-term grant.

Amazon Tow Strap – Misc. Fire Equipment for Chief Goodnough

Best Buy Monitor – Extra-large monitor special for doing mapping projects.

Home Depot Smoke alarm batteries- Will change to fire prevention line.

Carson Propane - 3 propane tanks at HQ

Fred Meyer – Office Supplies at Station 51

Go Car Wash- Will change to Equipment Repair & Maint.

Tableclothsfactory- Friends funds are low and the district utilizes them for other functions

Webstaurant Tables- Current under Misc. Supplies, could be under training since it is for the training building

Crossfit the Den – Quarterly payment for crossfit instructor twice a week.

→ **MOTION: Rob Underwood moved to approve the January 2024 expenditures as presented in the amount of \$223,018.38. Julie Barry seconded the motion.**

Motion carries as follows.

AYES Underwood, Hoxsey, Barry

NAYS

The Financial Report review:

The Board reviewed the financials. Chief Jackson clarified the balance sheet.

→ **MOTION Rob Underwood moved to accept the January 2024 financials as presented. Jeff Hoxsey seconded the motion.**

Motion carries as follows.

AYES Underwood, Hoxsey, Barry

NAYS

6.0 FIRE CHIEF'S REPORT

Chief Wolfard highlighted the Oregon Legislation Measures he is closely watching.

Deputy Chief Report

The Board expressed that they would like to see the average response time for each battalion.

Maintenance Officer Report

Fire Marshal Report

Recruitment & Retention Report

Working to get the newsletter out soon. Chief Wolfard highlighted the Tender Operator meeting was successful.

7.0 OLD BUSINESS

Policy Manual Review

None to report.

Branding / Marketing Policy

None to report.

Revised MOU with Williams Fire

The MOU with Williams has been signed.

MOU with Applegate Partnership & Water Council

The MOU with Applegate Partnership & Water Council has been signed.

MOU with ECSO

Still working with ECSO in the MOU.

Budget Committee

Sandy Shaffer, Rex Garoutte and Brad Barnes submitted letters of interest for the budget committee. The term is for four years.

- **MOTION** Rob Underwood moved to nominate Brad Barnes and Rex Garoutte to the budget committee. Jeff Hoxsey seconded the motion.

Motion carries as follows.

AYES Underwood, Hoxsey, Barry

NAYS

2024/2025 Wage Plan

Chief Wolfard presented the cost of a 3.1% and a 4% cost of living increase for non-represented staff.

- **MOTION** Rob Underwood moved to approve a 4% cost of living increase for FY 2024/2025. Julie Barry seconded the motion.

Motion carries as follows.

AYES Underwood, Hoxsey, Barry

NAYS

8.0 NEW BUSINESS

3 Way Trade

Chief Wolfard presented an equipment trade that includes Williams and Illinois Valley. Applegate will be trading a type 1 engine to Illinois Valley in return will be receiving a Zoll monitor from Williams.

- **MOTION** Rob Underwood moved to have himself work with Chief Wolfard to sign the trade agreement. Jeff Hoxsey seconded the motion.

Motion carries as follows.

AYES Underwood, Hoxsey, Barry

NAYS

Vacation Sell Back Policy

Chief Wolfard presented the first reading of a vacation sell back policy.

- **MOTION** Rob Underwood moved to accept the first reading of policy 3.12.1 Vacation Sell Back. Jeff Hoxsey seconded the motion.

Motion carries as follows.

AYES Underwood, Hoxsey, Barry

NAYS

SDAO Conference Wrap Up

Rob Underwood highlighted areas of the conference that he would like to District to look into.

- Fire Chief's annual review – Rob Underwood would like Doug Stewart to research chief's reviews. The review is schedule to be completed by June
- HR Answers to review and update policy manual

- **MOTION** Rob Underwood moved approve getting cost of HR Answers to update the policy manual. Jeff Hoxsey seconded the motion.

Motion carries as follows.

AYES Underwood, Hoxsey, Barry

NAYS

- Would like to see the District using all social media platforms for distributing information.

9.0 ANNOUNCEMENT

- Pancake Breakfast March 16th
- Awards Banquet March 22nd
- All Things Fire Fair March 9th
- RITA Firefighter Academy graduation March 1st

- Chief Wolfard would like to set up a work session to do long term planning on facilities.
- Chief Wolfard has been invited to Merkley's Town Hall on March 6th

10.0 ITEMS TO BE ON NEXT AGENDA

11.0 ADJOURNMENT

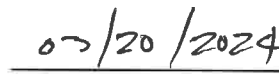
Rob Underwood adjourned the meeting at 6:42 pm.

The next scheduled regular Board meeting will be held Wednesday March 20, 2024 @ 4 pm. Training Building 1095 Upper Applegate Rd.

Minutes Submitted by Tallie Jackson
Administration Chief

Approved By:


Board Secretary / Treasurer


Date

