

APPLEGATE VALLEY RFPD #9 BOARD OF DIRECTORS MEETING MINUTES

March 21, 2023

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: 4:01 PM

2.0 ROLL CALL

PRESENT: President Rob Underwood, Secretary/Treasurer Gary DeSimone, Director Jeff Hoxsey,

ABSENT:

Vice President Doug Stewart, Director Craig Hamm

OTHER STAFF & INVITED SPEAKERS: Chris Wolfard (*Interim Fire Chief*), Cody Goodnough (*Interim Operations Chief*), Tallie Jackson (*Office Manager*)

3.0 SPEAKERS AND GUESTS

None

4.0 REVIEW OF MINUTES FROM PREVIOUS MEETING

The minutes of the February 15, 2023 Board meeting were reviewed and corrected the date of the meeting minutes and add the potential budget members to speakers and guest.

→ **MOTION:** Rob Underwood moved to approve the February 15, 2023 Board minutes as corrected. Jeff Hoxsey seconded the motion.

Motion carries as follows.

AYES Underwood, DeSimone, Hoxsey

NAYS

The minutes of the March 6, 2023 Special Board meeting were reviewed and approved as written.

→ **MOTION:** Rob Underwood moved to approve the March 6, 2023 Special Board minutes as presented. Gary DeSimone seconded the motion.

Motion carries as follows.

AYES Underwood, DeSimone, Hoxsey

NAYS

5.0 FISCAL REPORT

The Disbursement Voucher for February 2023 was presented and the following expenditures were discussed and clarified;

WorkSpace – Office desk for Station 1 house

Western Safety Products – SCBA Masks

Zoom – Chief Wolfard’s subscription used for meetings and trainings

Gotomeeting – Platform used for Board meetings

- ➔ **MOTION:** Rob Underwood moved to approve the February 2023 expenditures as presented in the amount of \$91,902.46. Jeff Hoxsey seconded the motion.

Motion carries as follows.

AYES Underwood, DeSimone, Hoxsey

NAYS

The Financial Report review:

Chief Wolfard presented information on investing into certificate of deposits (CD’s), the Oregon Short Term Fund as well as investment policies. Chief Wolfard recommended that the Board take no action as the Oregon Short Term Fund is our best option.

- ➔ **MOTION:** Rob Underwood moved to accept the February 2023 financials as presented. Jeff Hoxsey seconded the motion.

Motion carries as follows.

AYES Underwood, DeSimone, Hoxsey

NAYS

6.0 FIRE CHIEF’S REPORT

General:

Chief Wolfard highlighted to firefighter academy, training conducted by Fire District 3 on Frazier Bags. Chief Wolfard attended a meet and greet with Senator Merkley.

New Permits – Chief Wolfard conducted 12 fire safety inspections for the month, year to date 20 inspections.

Alarms – Fatal car accident

Grants –

FEMA Assistance to Firefighters Grant Programs

- 2021 Staffing for Adequate Fire and Emergency Response (SAFER) – **Awaiting Decision** - \$450k project for Recruitment & Retention of Volunteer Firefighters and Student Firefighters.
- 2022 AFG
 - Regional project – **Awaiting Decision** – \$1M for radios involving Applegate, Evans Valley, Jacksonville, and Williams.
 - Operations Project – **Awaiting Decision** – \$76k for two 12-Lead Monitor/Defibrillators
 - Operations Project – **Awaiting Decision** – \$1M for two Type 1 Engines

- 2022 SAFER – **Applying** – Recruitment and retention of volunteers and students. Approximately \$500k project.

Oregon State Fire Marshal (OSFM) Grants (SB762)

- 2022 Engine Program – **Awaiting Decision** – We have applied for a brand-new Type 3 “Loaner” Engine. 3-year commitment to keep it in service and available for deployments.
- 2023 Wildland Training Grant – **Should be opening soon.** - Will be requesting \$10k for Wildland Training Series.
- 2022 Oregon Fire Service Capacity Program – **Awaiting Decision** – We applied for 2 full-time firefighters and 1 full-time prevention personnel for three years.
- 2022 Community Wildfire Risk Reduction Program (CWRRP) – **Awaiting Decision** – \$209k Joint application with Williams Fire (Williams Hosting). 4 projects:
 - Chipper Program \$131k
 - Dump Trailer Program \$15k
 - Masticator Program \$33k
 - Newsletter Program \$30k

Others

- Chaney Family Foundation – **Awaiting Decision** - \$10k for Dash Cams and Backup Cams
- West Family Foundation – **Awaiting Decision** - \$10k for two Thermal Imaging Cameras
- RITA Chaney & West Family Foundations – **Awaiting Decision** - \$10k each for a 20k gallons water storage tank here at Applegate Headquarters.
- Congressional Directed Spending – **Awaiting Decision** - Requested \$10.5M through Senators Merkley and Wyden’s application portal, on behalf of all Fire Districts and Ambulance Companies in Jackson and Josephine Counties, for Radios.
- Josephine County Public Health – **Awaiting Decision** - \$16k for a Generator at Station 56
- Josephine County Foundation – **Applying** – will be requesting approximately \$15k to assist with replacing fire helmets.
- Firehouse Subs – **Applying** – \$9k to purchase extrication rescue struts.
- 2023 DHS – Preparedness Grant – **Researching**
- 2023 Volunteer Firefighters Assistance Grant – **Applying** - \$10k to replace fire shelters.

7.0 OLD BUSINESS

Policy Manual Review

None to report.

Public Records Release & Email Security/Privacy

None to report.

Oath of Office – Policy Violations – Course of Action

Rob Underwood is struggling to receive information if there is a course for action for violation oath of office.

Union Negotiations

Negotiations are going well; the negotiation team will be meeting on April 5th.

New Ethic Violation

Information has been provided to Monica with the Ethics Commission.

Board Official “Seal”

The seal has delivered. The Board will need to create a policy on the use of the seal.

Executive Session-Board Confidential Records storage-Board File/Records Storage

A hard drive was purchased to keep board confidential records. Records will be stored in an envelope with security tape.

Fire Chief Policy/Position Description – 1st Reading

The first reading of the Fire Chief job description was presented. Policy 4.1.N was corrected to state “Administer the duty officer program to ensure that the District has adequate command level coverage.”

➔ **MOTION:** Rob Underwood moved to approve the first reading of Policy 4.1, Fire Chief job description as corrected. Jeff Hoxsey seconded the motion.

Motion carries as follows.

AYES Underwood, DeSimone, Hoxsey

NAYS

Information provided by SDAO for hiring process/testing

Contract has been signed and sent to SDAO. Rob Underwood informed the Board that public contracting rules were followed correctly in obtaining services from SDAO. They are waiting on the job description to be finalized.

Internal Candidate Application Process for the Fire Chief Position

No information at this time.

8.0 NEW BUSINESS

Resolution 2022/2023 – 02 Authorizing the Transfer and Allocation of Funds from Contingency

Resolution 2022/2023 – 02 was presented to transfer funds from contingency to the following line items;

Category/ Line Item	2022/2023 Budget	Change	New Budget
Personnel Services	\$ 1,250,241	+\$ 70,000	\$ 1,321,241
➤ Fire Chief	\$ 107,020	+\$ 65,000	\$ 172,020
➤ Uniform Allowance	\$ 12,500	+ \$ 5,000	\$ 17,500
Materials & Services	\$ 773,484	+\$ 13,500	\$ 786,984
➤ Information Technology	\$ 5,000	+\$ 8,500	\$ 13,500
➤ Equipment Repair & Maint.	\$ 43,000	+\$ 5,000	\$ 48,000
Contingency	\$ 227,340	- \$ 83,500	\$ 143,840

➔ **MOTION:** Rob Underwood moved to approve Resolution 2022/2023 - 02. Jeff Hoxsey seconded the motion.

Motion carries as follows.

AYES Underwood, DeSimone, Hoxsey

NAYS

Board Member Candidates

Candidates that filed to be on the board of directors are Jeff Hoxsey, Julie Berry, and Mike Blaschka. Rob Underwood will invite to the budget and board meeting next month.

9.0 ANNOUNCEMENT

- Awards Banquet March 24th
- Handwritten notes in the board meeting are subject to public records law and need to be collected.

10.0 ITEMS TO BE ON NEXT AGENDA

No noted items

11.0 ADJOURNMENT

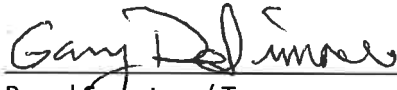
Rob Underwood adjourned the meeting at 5:21 pm.

The next scheduled Board meeting will be held Wednesday, April 19, 2023 @ 4 pm. Training Building
1095 Upper Applegate Rd.

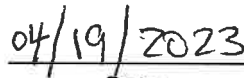
Minutes Submitted by Tallie Jackson

Office Manager

Approved By:



Board Secretary / Treasurer



Date

