

# APPLEGATE VALLEY RFPD #9 BOARD OF DIRECTORS MEETING MINUTES

April 19, 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: 4:00 PM

## 2.0 ROLL CALL

**PRESENT:** President Rob Underwood, Vice President Doug Stewart, Secretary/Treasurer Gary DeSimone, Director Jeff Hoxsey, Director Craig Hamm

**ABSENT:**

None

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

The Board meeting was recessed at 4:01 pm to enter into the Budget Committee meeting.  
The Board meeting reconvened at 4:48 pm

## 3.0 SPEAKERS AND GUESTS

Mike Blaschka (*Board Director Candidate*)

## 4.0 REVIEW OF MINUTES FROM PREVIOUS MEETING

The minutes of the March 15, 2023 Board meeting were reviewed and approved as written.

→ **MOTION:** Gary DeSimone moved to approve the March 15, 2023 Board minutes as written. Rob Underwood seconded the motion.

Motion carries as follows.

**AYES** Underwood, Stewart, DeSimone, Hoxsey

**ABSTAIN** Hamm

## 5.0 FISCAL REPORT

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

American Industrial Door - Old damage, repair to bay door at Station 54

Vickers Consulting – Grant writer for AFG grant

Witmer Public Safety Group – Replacement of all badges

→ **MOTION:** Doug Stewart moved to approve the March 2023 expenditures as presented in the amount of \$139,066.92. Jeff Hoxsey seconded the motion.

Motion carries as follows.

**AYES** Underwood, Stewart, DeSimone, Hoxsey, Hamm

**NAYS**

The Financial Report review:

Rob Underwood inquired about current tax dates.

→ **MOTION:** Rob Underwood moved to accept the March 2023 financials as presented. Doug Stewart seconded the motion.

Motion carries as follows.

**AYES** Underwood, Stewart, DeSimone, Hoxsey, Hamm

**NAYS**

## 6.0 FIRE CHIEF'S REPORT

General:

Chief Wolfard highlighted the rebuild of the pump for Engine 153.

New Permits – Chief Wolfard conducted 5 fire safety inspections for the month, year to date 25 inspections.

Alarms – Structure Fire Wagon Trail Drive, Structure Fire Williams

Grants – See spreadsheet for updates.

## 7.0 OLD BUSINESS

Policy Manual Review

Rob Underwood will be bringing a branding / marketing policy to next meeting.

Public Records Release & Email Security/Privacy

Rob Underwood will have a policy update next month.

Oath of Office – Policy Violations – Course of Action

Rob Underwood will have a policy update next month.

Union Negotiations

Chief Wolfard presented negotiated changes to the Collective Bargaining Agreement to the Board.

→ **MOTION:** Rob Underwood moved to have Rob Underwood and Chief Wolfard sign the Collective Bargaining Agreement with the presented changes. Doug Stewart seconded the motion.

Motion carries as follows.

**AYES** Underwood, Stewart, DeSimone, Hoxsey, Hamm

## NAYS

### New Ethic Violation

No new information.

### Board Official "Seal" Policy / Procedure

The Board will be working to create the procedure.

### Fire Chief Policy/Position Description – 2<sup>nd</sup> Reading

The Board reviewed the second reading of Policy 4.1. It was edited to remove the notes in 4.1.1.B.

- **MOTION:** Rob Underwood moved to approve the second reading of Policy 4.1, Fire Chief job description with the edit to 4.1.1.B. Jeff Hoxsey seconded the motion.

Motion carries as follows.

**AYES** Underwood, Stewart, DeSimone, Hoxsey, Hamm

**NAYS**

### Information provided by SDAO for hiring process/testing

The Board reviewed the checklist provided by SDAO. Craig Hamm suggested adding a psychological test to the background process. Rob Underwood recommended that the Board open the recruitment process to internal candidates first before opening to external candidates.

- **MOTION:** Rob Underwood moved to have SDAO move forward with the recruitment process of internal candidates. Doug Stewart seconded the motion.

Motion carries as follows.

**AYES** Underwood, Stewart, DeSimone, Hoxsey, Hamm

**NAYS**

### Internal Candidate Application Process for the Fire Chief Position

With the recommendation of SDAO the recruitment process will be open to internal candidates first.

## **8.0 NEW BUSINESS**

### 2021 SAFER Grant Award

Chief Wolfard informed the Board of the award of the 2021 SAFER Grant. The grant amount is \$421,123 over four years for recruitment and retention of volunteers and students. The amount covers a part-time recruitment and retention coordinator, training and personal protective equipment.

- **MOTION:** Rob Underwood moved to accept the award of the 2021 SAFER Grant. Gary DeSimone seconded the motion.

Motion carries as follows.

**AYES** Underwood, Stewart, DeSimone, Hoxsey, Hamm

**NAYS**

2023/2024 Wage Plan

Chief Wolfard proposed a wage plan for non-represented positions with a five percent cost of living increase for FY 2023/2024. The Board expressed that they would like to see wage and benefit comparables by the end of August.

- **MOTION:** Rob Underwood moved to approve the presented wage plan with the five percent increase and to have comparables submitted to the Board by the August meeting. Craig Hamm seconded the motion.

Motion carries as follows.

AYES Underwood, Stewart, DeSimone, Hoxsey, Hamm

NAYS

Procedures Section of Policy / Procedure Manual

Rob Underwood presented to the Board to create a procedure section of the policy manual. This would include procedures such as the use of the Board seal. Tallie Jackson suggested that the Board have a work session to review the complete policy manual to identify the areas that are procedures within the manual.

- **MOTION:** Rob Underwood moved to create a procedure section to the policy manual. Jeff Hoxsey seconded the motion.

Motion carries as follows.

AYES Underwood, Stewart, DeSimone, Hoxsey, Hamm

NAYS

Flatbed Truck

Chief Wolfard presented to have the rescue unit acquired from Fire District 5 to be converted into a flatbed truck that would replace the current FEPP flat bed.

- **MOTION:** Rob Underwood moved to approve up to \$15,000 to convert the rescue unit into a flatbed truck. Doug Stewart seconded the motion.

Motion carries as follows.

AYES Underwood, Stewart, DeSimone, Hoxsey, Hamm

NAYS

## 9.0 ANNOUNCEMENT

- Pancake Breakfast May 13<sup>th</sup> from 8am to 10:30am

## 10.0 ITEMS TO BE ON NEXT AGENDA

No noted items

## 11.0 ADJOURNMENT

Rob Underwood adjourned the meeting at 6:35 pm.


The next scheduled Board meeting will be held Wednesday, May 17, 2023 @ 4 pm. Training Building  
1095 Upper Applegate Rd.

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Minutes Submitted by Tallie Jackson

Office Manager

Approved By:



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Board Secretary / Treasurer

05/17/2023

Date

