

APPLEGATE VALLEY RFPD #9

BOARD OF DIRECTORS MEETING MINUTES

May 17, 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

ABSENT:
Director Craig Hamm

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 4:40 pm

3.0 SPEAKERS AND GUESTS

Mike Blaschka (*Board Director Elect*), Julie Barry (*Board Director Elect*)

4.0 REVIEW OF MINUTES FROM PREVIOUS MEETING

The minutes of the April 19, 2023 Board meeting were reviewed and approved as written.

➔ **MOTION:** Doug Stewart moved to approve the April 19, 2023 Board minutes as written. Jeff Hoxsey seconded the motion.

Motion carries as follows.

AYES Underwood, Stewart, DeSimone, Hoxsey

NAYS

5.0 FISCAL REPORT

➔ **MOTION:** Rob Underwood moved to approve the April 2023 expenditures as presented in the amount of \$139,076.21. Gary DeSimone seconded the motion.

Motion carries as follows.

AYES Underwood, Stewart, DeSimone, Hoxsey

NAYS

The Financial Report review:

No noted concern.

- **MOTION:** Doug Stewart moved to accept the April 2023 financials as presented. Jeff Hoxsey seconded the motion.

Motion carries as follows.

AYES Underwood, Stewart, DeSimone, Hoxsey

NAYS

Staff Recognition:

- **MOTION:** Rob Underwood moved to award Chief Wolfard, Chief Goodnough and Tallie Jackson ten hours of administrative leave for their hard work and dedication in applying for grants. Doug Stewart Hoxsey seconded the motion.

Motion carries as follows.

AYES Underwood, Stewart, DeSimone, Hoxsey

NAYS

6.0 FIRE CHIEF'S REPORT

General:

The Board reviewed the presented Fire Chief's report. Starting next meeting Operations and Maintenance will report out separately.

New Permits – Staff conducted 4 fire safety inspections for the month, year to date 29 inspections.

Alarms – Grass/Brush Fire with burn victim

Grants – See spreadsheet for updates.

7.0 OLD BUSINESS

Policy Manual Review

Tabled to next meeting.

Public Records Release & Email Security/Privacy

Tabled to next meeting.

Oath of Office – Policy Violations – Course of Action

Tabled to next meeting.

New Ethic Violation

The ethics violation against Gary DeSimone was dismissed.

Board Official "Seal" Policy / Procedure

Tabled to next meeting.

Information provided by SDAO for hiring process/testing

Rob Underwood will contact SDAO to see if they are available the morning of June 9th to conduct the testing process. Rob Underwood has invited five chiefs from the rogue valley to participate. The Board needs to review the questions that SDAO has sent. Chief Goodnough requested to have union representation in the process.

Procedures Section of Policy / Procedure Manual

Tabled to next meeting.

8.0 NEW BUSINESS

Elections Results

Julie Barry, Mike Blaschka, and Jeff Hoxsey have unofficially won the election. Oath of Office will be administered at the June meeting.

Branding / Marketing Policy

Chief Wolfard explained to the board that branding is identified in the strategic plan and staff will be creating a work group to branding, costs and timeline and then report back to the board.

Policy Manual Chapter 2 Review / Reading

Rob Underwood presented changes to Chapter 2. Chief Wolfard requested time to review and consult with SDAO.

Policy Manual Chapter 3 Review / Reading

Chief Wolfard presented changes to Chapter 3 that reflect the negotiated union contract and eliminate that newly hired staff has to pay for 50% of their medical premium for the first six months of hire.

→ **MOTION:** Rob Underwood moved to approve the first reading of Chapter 3. Jeff Hoxsey seconded the motion.

Motion carries as follows.

AYES Underwood, Stewart, DeSimone, Hoxsey

NAYS

OSFM Capacity Grant

Chief Wolfard announced that the district has been awarded the OSFM Capacity Grant that assists with funding two new firefighters and one fire prevention personnel for three years. Chief Wolfard presented a wage plan and new job descriptions for firefighter and fire marshal. Chief Wolfard expressed that he would like to expedite the hiring process for the two firefighter positions so they may start in July. Chief Wolfard requested the Board hold a special meeting to have the second reading on May 25th at 8:30 am via teleconference.

→ **MOTION:** Rob Underwood moved to allow an exception to policy 2.1 for the posting of 15 calendar days for the shift firefighter position. Doug Stewart seconded the motion.

Motion carries as follows.

AYES Underwood, Stewart, Hoxsey

NAYS DeSimone

The board reviewed the career firefighter job description and changed the job title to shift firefighter. The minimum skills required were changed to add NFPA Driver.

- **MOTION: Rob Underwood moved to approve the first reading of the job description for shift firefighter with the proposed changes. Gary DeSimone seconded the motion.**

Motion carries as follows.

AYES Underwood, Stewart, DeSimone, Hoxsey

NAYS

- **MOTION: Rob Underwood moved to approve the first reading of the job description for fire marshal as presented. Jeff Hoxsey seconded the motion.**

Motion carries as follows.

AYES Underwood, Stewart, DeSimone, Hoxsey

NAYS

- **MOTION: Rob Underwood moved to approve the wage plan for shift firefighter and fire marshal as presented. Jeff Hoxsey seconded the motion.**

Motion carries as follows.

AYES Underwood, Stewart, DeSimone, Hoxsey

NAYS

9.0 ANNOUNCEMENT

No noted items

10.0 ITEMS TO BE ON NEXT AGENDA

Oath of Office

11.0 ADJOURNMENT

Rob Underwood adjourned the meeting at 6:33 pm.

The next scheduled regular Board meeting will be held Wednesday, June 21, 2023 @ 4 pm. Training Building 1095 Upper Applegate Rd.

Special Board meeting will be held Thursday, May 25, 2023 @ 8:30 am. Via Teleconference.

Minutes Submitted by Tallie Jackson

Office Manager

Approved By:

Gary DeSena
Board Secretary / Treasurer

6/21/23
Date

GDS

