

APPLEGATE VALLEY RFPD #9 BOARD OF DIRECTORS MEETING MINUTES

June 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, 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*), Tallie Jackson (*Office Manager*)

3.0 OATH OF OFFICE

Rob Underwood administered the Oath of Office to Jeff Hoxsey, Julie Barry and Mike Blaschka

4.0 BUDGET HEARING

The resolution to adopt the 2023/24 fiscal year was presented.

→ **MOTION:** Rob Underwood moved to approve Resolution 2022/23-04 to adopt the 2023/24 budget. Doug Stewart seconded the motion.

Motion carries as follows.

AYES Underwood, Stewart, DeSimone, Hoxsey

NAYS

5.0 SPEAKERS AND GUESTS

Mike Blaschka (*Board Director Elect*), Julie Barry (*Board Director Elect*) Bill Ertel (*WFPD Board Member*)

6.0 REVIEW OF MINUTES FROM PREVIOUS MEETING

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

→ **MOTION:** Rob Underwood moved to approve the May 17, 2023 Board minutes as written. Jeff Hoxsey seconded the motion.

Motion carries as follows.

AYES Underwood, Stewart, Hoxsey

ABSTAIN DeSimone

The minutes of the May 25, 2023 Special Board meeting were reviewed and approved as written.

- **MOTION:** Doug Stewart moved to approve the May 25, 2023 Special Board minutes as written. Rob Underwood seconded the motion.

Motion carries as follows.

AYES Underwood, Stewart, DeSimone, Hoxsey

NAYS

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

- **MOTION:** Rob Underwood moved to approve the June 9, 2023 Special Board minutes as written. Jeff Hoxsey seconded the motion.

Motion carries as follows.

AYES Underwood, Stewart, DeSimone, Hoxsey

NAYS

7.0 FISCAL REPORT

Disbursement Voucher:

The following disbursements were clarified;
LOSAP – Length of Service Award Program for volunteers
Fire Chief line item is the pay of the Interim Fire Chief.

- **MOTION:** Doug Stewart moved to approve the May 2023 expenditures as presented in the amount of \$170128.23. Gary DeSimone seconded the motion.

Motion carries as follows.

AYES Underwood, Stewart, DeSimone, Hoxsey

NAYS

The Financial Report review:

Tallie Jackson highlighted the areas that will be coming in under and over budget. Overall, the district is anticipating coming in under budget.

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

Motion carries as follows.

AYES Underwood, Stewart, DeSimone, Hoxsey

NAYS

8.0 FIRE CHIEF'S REPORT

Chief Wolfard presented the Fire Chief's report highlighting the DHS Civil Right Evaluation Tool.

Operations Chief Report

Chief Goodnough presented the Operation Chief Report highlighting the alarm statistics, wildland training and gave an update on the shift firefighter hiring process.

Rob Underwood expressed his concern for the highway being shutdown for a lengthy time for the incident near Forest Creek.

Julie Barry informed staff that the school district has resources available for families following an incident.

Maintenance Officer Report

Chief Wolfard presented the Maintenance Officer Report highlighting the generator project at Station 56 is completed. Chief Wolfard informed the Board that a site visit to inspect the new water tender will be scheduled soon.

Fire Marshal Report

Chief Wolfard presented the Fire Marshal's Report informing the board that Captain Bates has been completing the home defensible space assessments.

9.0 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

None to report.

Board Official "Seal" Policy / Procedure

Chief Wolfard presented a procedure for the use of the embosser and sealing of confidential records. The procedure was corrected to title it to Document Security.

→ **MOTION:** Rob Underwood moved to approve the Document Security procedure as corrected. Jeff Hoxsey seconded the motion.

Motion carries as follows.

AYES Underwood, Stewart, DeSimone, Hoxsey

NAYS

Fire Chief Hiring Process

Rob Underwood announced that Chief Wolfard has completed his background. SDAO has sent a contract for Rob Underwood and Doug Stewart to review.

Procedures Section of Policy / Procedure Manual

None to report.

Branding / Marketing Policy

None to report.

Policy Manual Chapter 2 Review / Reading

Chief Wolfard presented his response and proposed changes to Chapter 2. Chief Wolfard expressed that hiring and firing of personnel should remain as part of the fire chief's responsibility and that if there was an issue the policy does have an appeals process. The Board requested Chief Wolfard to have SDAO review the proposed changes.

Policy Manual Chapter 3 - 2nd Reading

Chief Wolfard is making additional changes to Chapter 3 to define the benefits of a part time employee. Chapter 3 will be presented at the next meeting.

10.0 NEW BUSINESS

Job Description for the Operations Chief Position

Chief Wolfard presented changes to the Operations Chief job description. Chief Wolfard is requesting the title be change to Deputy Chief of Operations. The job description was corrected to strike recruitment and retention coordinator, for extended times, Mondays and Officers. Rob Underwood will email Tallie the grammar typos that he sees.

- **MOTION: Rob Underwood moved to approve the first reading of Chapter 4.2 as corrected. Jeff Hoxsey seconded the motion.**

Motion carries as follows.

AYES Underwood, Stewart, DeSimone, Hoxsey

NAYS

Job Description and Benefits for Recruitment & Retention Coordinator

Chief Wolfard presented a job description and benefits for a part time recruitment and retention coordinator. The job description was corrected to add reporting as a responsibility, change RCC to RRC and strike "it is desired".

- **MOTION: Rob Underwood moved to approve the 1st reading as corrected. Jeff Hoxsey seconded the motion.**

Motion carries as follows.

AYES Underwood, Stewart, DeSimone, Hoxsey

NAYS

Levy Timeline

Chief Wolfard presented a timeline of events and deadlines for the levy process. Rob Underwood requested that we have an additional two town hall meetings. The board suggested announcing the meetings using banners.

Josephine County Emergency Manager

Chief Wolfard gave an update on the intentions of Josephine County to hire an emergency manager. Jackson County has indicated that they will be dissolving their emergency management relationship with Josephine County. Chief Wolfard is working with our dispatch center to make sure evacuation notices will occur on the Josephine County side of the district.

Hamm/DeSimone Presentation

Rob Underwood presented Gary DeSimone a plaque for his service on the Board of Directors. Rob Underwood will make sure Craig receives his plaque.

11.0 ANNOUNCEMENT

Tallie Jackson announced that next months board packet will be posted on July 17th.

12.0 ITEMS TO BE ON NEXT AGENDA

No noted items

13.0 ADJOURNMENT


Rob Underwood adjourned the meeting at 6:37 pm.

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

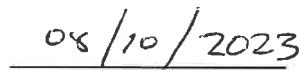
Minutes Submitted by Tallie Jackson

Office Manager

Approved By:



Board Secretary / Treasurer



Date