

APPLEGATE VALLEY RFPD #9 BOARD OF DIRECTORS MEETING MINUTES

July 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: 4:03 PM

2.0 ROLL CALL

PRESENT: President Rob Underwood, Vice President Doug Stewart, Director Jeff Hoxsey, Director Julie Barry

ABSENT:

Secretary/Treasurer Mike Blaschka

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

3.0 ELECTION OF OFFICERS

Rob Underwood and Doug Stewart expressed they would be interested in continuing their current positions on the Board.

→ **MOTION:** Rob Underwood called for a vote to elect Rob Underwood as President, Doug Stewart as Vice President, Mike Blaschka as Secretary/Treasurer.

Motion carries as follows.

AYES Underwood, Stewart, Hoxsey, Barry

NAYS

5.0 SPEAKERS AND GUESTS

Dan Deffenbaugh, Curt Leslie, James Kramer, Marianna Reynolds, Carey Chaput, Daniel Donovan, Liza Crosse, Tom Carstens, Chad Marshall, and Babette Rapp

6.0 REVIEW OF MINUTES FROM PREVIOUS MEETING

The minutes of the June 21, 2023 Board meeting were reviewed and approved as written.

→ **MOTION:** Doug Stewart moved to approve the June 21, 2023 Board minutes as written. Julie Barry seconded the motion.

Motion carries as follows.

AYES Underwood, Stewart, Hoxsey, Barry

NAYS

7.0 FISCAL REPORT

Disbursement Voucher:

The following disbursements were clarified;
Pomp Tires – Tires purchased per replacement plan
Rogue Community College – Student tuition
SDAO – Fire Chief hiring process came on underbudget

→ **MOTION:** Rob Underwood moved to approve the June 2023 expenditures as presented in the amount of \$157,312.72. Doug Stewart seconded the motion.

Motion carries as follows.

AYES Underwood, Stewart, Hoxsey, Barry

NAYS

The Financial Report review:

Tallie Jackson highlighted that revenues came in more than anticipated due to grants. The district came in underbudget in all categories overall.

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

Motion carries as follows.

AYES Underwood, Stewart, Hoxsey, Barry

NAYS

8.0 FIRE CHIEF'S REPORT

Chief Wolfard presented the Fire Chief's report highlighting the construction of the radio tower at station 54.

Operations Chief Report

Chief Wolfard presented the Operations Chief's report highlighting the overlapping calls and the structure fire on Upper Applegate Rd.

Maintenance Officer Report

Chief Wolfard Presented the Maintenance Officer's report highlighting the installation of the hydraulic folding tank

Fire Marshal Report

Chief Wolfard highlighted the fire safety inspections for the month of June.

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

Rob Underwood will be working on creating a procedure for the Oath of Office.

Procedures Section of Policy / Procedure Manual

Agenda item can be removed.

Branding / Marketing Policy

Tabled until November meeting.

Policy Manual Chapter 2 Review / Reading

Chief Wolfard received feedback from SDAO on Monday. Chief Wolfard expressed he would like to table until next meeting to allow time to review the information.

Policy Manual Chapter 3 - 2nd Reading

The board reviewed Chapter 3.8, 3.12, and 3.14, the changes reflect the bargaining agreement and benefits for part time employees.

- **MOTION: Rob Underwood moved to approve the second reading of Chapter 3 as written. Doug Stewart seconded the motion.**

Motion carries as follows.

AYES Underwood, Stewart, Hoxsey, Barry

NAYS

Job Description for the Operations Chief Position – 2nd Reading

The Board reviewed Chapter 4.2 job description for Operations Chief.

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

Motion carries as follows.

AYES Underwood, Stewart, Hoxsey, Barry

NAYS

Job Description and Benefits for Recruitment & Retention Coordinator – 2nd Reading

The Board reviewed the job description for Recruitment & Retention Coordinator Chapter 4.22.

- **MOTION: Julie Barry moved to approve the second reading of the Recruitment & Retention Coordinator job description as written. Doug Stewart seconded the motion.**

Motion carries as follows.

AYES Underwood, Stewart, Hoxsey, Barry

NAYS

Levy Timeline

Agenda item can be removed.

Josephine County Emergency Manager

Chief Wolfard informed the Board that Josephine County has hired an Emergency Manager and assistant.

Fire Chief Contract

The negotiated contract was presented to the Board. Rob Underwood highlighted the contract was provided from SDAO and then modified to fit our District. Negotiated items were the length of the contract to seven years, salary, and removed the long-term payout.

→ **MOTION:** Rob Underwood moved to approve the Fire Chief Contract. Julie Barry seconded the motion.

Motion carries as follows.

AYES Underwood, Stewart, Hoxsey, Barry

NAYS

10.0 NEW BUSINESS

Resolution 2023/2024-01, Authorizing Fiscal Year Funds

Tallie Jackson presented the annual resolution authorizing fiscal year funds.

→ **MOTION:** Rob Underwood moved to approve Resolution 2023/2024. Doug Stewart seconded the motion.

Motion carries as follows.

AYES Underwood, Stewart, Hoxsey, Barry

NAYS

Resolution 2023/2024-02, Placing Local Option Levy on the November 2023 Ballot

Board members expressed the importance of placing the levy on the ballot and informing the voters of the District.

Community members expressed their support for the fire district levy at \$1.25 to continue the staffing at station 51 and employment of a full-time fire marshal.

Babette Rapp, President of The Friends of Applegate Fire presented The Friends of Applegate Fire campaign plan to support the levy to the Board.

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→ **MOTION:** Doug Stewart moved to approve Resolution 2023/2024-02 to place the local option levy on the November ballot at a rate of \$1.25. Jeff Hoxsey seconded the motion.

Motion carries as follows.

AYES Underwood, Stewart, Hoxsey, Barry

NAYS

11.0 ANNOUNCEMENT

SDAO will be hosting a Board of Directors and Management Staff Training Series on August 9th. Chief Wolfard informed the Board that they have only received one qualified applicant for Shift Officer. Chief will be extending the deadline and will be requesting changes to the job description policy at next board meeting.

12.0 ITEMS TO BE ON NEXT AGENDA

No noted items

13.0 ADJOURNMENT

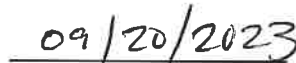
Rob Underwood adjourned the meeting at 6:18 pm.

The next scheduled regular Board meeting will be held Wednesday August 16, 2023 @ 4 pm. Training Building 1095 Upper Applegate Rd.

Minutes Submitted by Tallie Jackson
Office Manager

Approved By:


Board Secretary / Treasurer


Date

