

# APPLEGATE VALLEY RFPD #9 BOARD OF DIRECTORS MEETING MINUTES

August 16, 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, Secretary/Treasurer Mike Blaschka, Director Jeff Hoxsey, Director Julie Barry

**ABSENT:**  
Vice President Doug Stewart

**OTHER STAFF & INVITED SPEAKERS:** Chris Wolfard (*Fire Chief*), Cody Goodnough (*Deputy Chief*), McKenzie Turnbull (*Maint. Supervisor*)

## 3.0 SPEAKERS AND GUESTS

None

## 6.0 REVIEW OF MINUTES FROM PREVIOUS MEETING

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

→ **MOTION:** Rob Underwood moved to approve the July 19, 2023 Board minutes as written. Jeff Hoxsey seconded the motion.

Motion carries as follows.

**AYES** Underwood, Blaschka, Hoxsey, Barry

**NAYS**

## 7.0 FISCAL REPORT

Disbursement Voucher:

SAIF – Annual payment for workers compensation

ECSO – Quarterly payment for dispatch

First Due – Initiation Fee

→ **MOTION:** Jeff Hoxsey moved to approve the July 2023 expenditures as presented in the amount of \$228,042.14. Mike Blaschka seconded the motion.

**Motion carries as follows.**

**AYES** Underwood, Blaschka, Hoxsey, Barry

**NAYS**

The Financial Report review:

Chief Wolfard highlighted that workers compensation came in under budget. Seasonal Staffing line item was clarified. Shift Personnel 1 was clarified that it is currently vacant.

→ **MOTION: Rob Underwood moved to accept the July 2023 financials as presented. Julie Barry seconded the motion.**

**Motion carries as follows.**

**AYES** Underwood, Blaschka, Hoxsey, Barry

**NAYS**

## **8.0 FIRE CHIEF'S REPORT**

Chief Wolfard presented the Fire Chief's report highlighting the levy forms have been submitted to the county. The Friends are working hard at submitting information to support the levy.

There will be a Town Hall with Pam Marsh and Christine Goodwin September 25<sup>th</sup> at the Applegate Community Bible Church.

Chief Wolfard will be speaking next month at the Jacksonville Rotary.

A newsletter will be out next month in collaboration with Williams Fire.

Chief Wolfard highlighted working on an MOU with Williams Fire for the Community Risk Reduction Grant.

Chief Wolfard announced Cody Goodnough has been promoted to Deputy Chief of Operations. Will be working on a badge pinning ceremony for the promotions and new hires.

Chief Wolfard informed the Board on the options for the Station 54 radio tower.

Operations Chief Report

Chief Goodnough presented graphs that were created from the dispatch center. He has been working on reviewing the mutual aid ensuring there is three type one engines on structure fires.

Chief Goodnough highlighted the Hamilton Fire and the Hang-glider stuck in a tree.

Maintenance Officer Report

Lieutenant Turnbull reviewed the maintenance on apparatus. He will be flying to Illinois to do a walk through on the new water tender.

Improvements to draft site 1 is completed.

Fire Marshal Report

Chief Wolfard highlighted the defensible space assessments. Conducted 4 construction fire safety inspections.

## **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

Branding / Marketing Policy

Tabled until November meeting.

Policy Manual Chapter 2 Review / Reading

Chief Wolfard presented changes to Chapter 2 based on the input from Rob Underwood, SDAO and Staff.

- **MOTION:** Rob Underwood moved to approve the first reading of Chapter 2 as written. Jeff Hoxsey seconded the motion.

**Motion carries as follows.**

**AYES** Underwood, Blaschka, Hoxsey, Barry

**NAYS**

Levy Update

Chief Wolfard gave the levy update in the Chief's Report. The Friends are creating a website and being active on Facebook.

## 10.0 NEW BUSINESS

Wage Comparison

Tabled until September meeting. Rob Underwood expressed that pay increases should not be given until after the Levy.

Shift Supervisor Job Description

Chief Wolfard presented changing the requirement of EMT Intermediate to EMT for Shift Supervisor. EMT Intermediate classes have not been available locally in the past few years and has made it difficult to get qualified candidates for the open position. Chief Goodnough has drafted a letter of agreement and explanation to send to the Union. Shift Officers are in favor of the change. The Board discussed the pros and cons of having the EMT Intermediate.

- **MOTION:** Rob Underwood moved to approve the first reading of the Shift Supervisor job description as written. Jeff Hoxsey seconded the motion.

**Motion carries as follows.**

**AYES** Underwood, Blaschka, Hoxsey

**NAYS**

- **MOTION:** Rob Underwood moved to have himself work with staff on the letters and wage plan for the Union. Mike Blaschka seconded the motion.

**Motion carries as follows.**

**AYES** Underwood, Blaschka, Hoxsey

**NAYS**

**11.0 ANNOUNCEMENT**

- Chief Wolfard will be taking vacation September 30<sup>th</sup> to October 19<sup>th</sup>.

**12.0 ITEMS TO BE ON NEXT AGENDA**

No noted items

**13.0 ADJOURNMENT**

Rob Underwood adjourned the meeting at 6:06 pm.

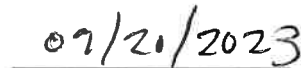
The next scheduled regular Board meeting will be held Wednesday September 20, 2023 @ 4 pm.  
Training Building 1095 Upper Applegate Rd.

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Minutes Submitted by Tallie Jackson  
Office Manager

Approved By:

  
Board Secretary / Treasurer

  
Date