

# APPLEGATE VALLEY RFPD #9

## BOARD OF DIRECTORS MEETING MINUTES

### September 20, 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 Mike Blaschka, Director Jeff Hoxsey

**ABSENT:**  
Director Julie Barry

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

#### 3.0 SPEAKERS AND GUESTS

None

#### 6.0 REVIEW OF MINUTES FROM PREVIOUS MEETING

The minutes of the August 16, 2023 Board meeting were reviewed and approved as written.

→ **MOTION:** Rob Underwood moved to approve the August 16, 2023 Board minutes as written. Mike Blaschka seconded the motion.

Motion carries as follows.

**AYES** Underwood, Stewart, Blaschka, Hoxsey

**NAYS**

#### 7.0 FISCAL REPORT

Disbursement Voucher:

The following disbursements were clarified;  
First Arriving – Overpayment  
United States Cellular – New iPads  
Bound Tree Medical – Medical supplies as needed

→ **MOTION:** Doug Stewart moved to approve the August 2023 expenditures as presented in the amount of \$170,515.29. Jeff Hoxsey seconded the motion.

**Motion carries as follows.**

**AYES** Underwood, Stewart, Blaschka, Hoxsey

**NAYS**

The Financial Report review:

No noted concern.

→ **MOTION:** Rob Underwood moved to accept the August 2023 financials as presented. Mike Blaschka seconded the motion.

**Motion carries as follows.**

**AYES** Underwood, Stewart, Blaschka, Hoxsey

**NAYS**

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

Chief Wolfard presented the Fire Chief's report highlighting that next month he will be presenting two MOU's and updating the organizational chart. Chief Wolfard will be meeting with Rotary Thursday. Will be conducting a town hall meeting with the Lions on Monday at 6pm.

Deputy Chief Report

Chief Goodnough presented the Deputy Chief's report highlighting the mutual aid with Rural Metro.

Maintenance Officer Report

McKenzie Turnbull presented the Maintenance Officer's report highlighting the completion of the flat bed conversion. McKenzie went to Illinois to conduct an inspection of the new water tender and will be delivered next week.

Fire Marshal Report

Chief Wolfard presented the Fire Marshal's report. Chief Wolfard introduced Brian Mulhollen as the new Fire Marshal starting on Monday.

## **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

A correction was made to the header to correct the spelling of policy.

➔ **MOTION** Rob Underwood moved to approve the second reading of Chapter 2 with the correction to the header. Mike Blaschka seconded the motion.

Motion carries as follows.

AYES Underwood, Stewart, Blaschka, Hoxsey

NAYS

Shift Supervisor Job Description

Rob Underwood requested the job description be tabled until next meeting. Chief Wolfard will be bringing changes to the next meeting.

**10.0 NEW BUSINESS**

Wage Comparison

Tabled until November meeting.

**11.0 ANNOUNCEMENT**

- Chief Wolfard will be taking vacation September 30<sup>th</sup> to October 19<sup>th</sup>.
- Pancake Breakfast September 30<sup>th</sup> 8am to 10:30am
- Coffee with the Chief September 27<sup>th</sup> 9am, guest speaker Lee Winslow from ODF
- Town Hall Meeting September 25<sup>th</sup> 6pm to 8pm at Applegate Community Church
- Spaghetti Dinner October 26<sup>th</sup> 5pm to 7pm
- December 9<sup>th</sup> Christmas Party

**12.0 ITEMS TO BE ON NEXT AGENDA**

No noted items

**13.0 ADJOURNMENT**

Rob Underwood adjourned the meeting at 5:01 pm.

The next scheduled regular Board meeting will be held Wednesday October 18, 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

10/18/2023

Date

