

# APPLEGATE VALLEY RFPD #9

## BOARD OF DIRECTORS MEETING MINUTES

### October 18, 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:** Cody Goodnough (*Deputy Chief*), McKenzie Turnbull (*Maint. Supervisor*) Tallie Jackson (*Office Manager*) Brian Mulhollen (*Fire Marshal*) Aisha Mayers (*Recruitment & Retention Coord.*)

#### 3.0 SPEAKERS AND GUESTS

None

#### 6.0 REVIEW OF MINUTES FROM PREVIOUS MEETING

The minutes of the September 20, 2023 Board meeting were reviewed and approved as written.

→ **MOTION:** Mike Blaschka moved to approve the September 20, 2023 Board minutes as written. Julie Barry seconded the motion.

Motion carries as follows.

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

**NAYS**

#### 7.0 FISCAL REPORT

Disbursement Voucher:

The following disbursements were clarified;

PERS – Paid bi-monthly

Coverage Overtime – should see a decrease in the future

Reimbursable Overtime – Chief Goodnough assisting with the Smith River Complex

Working Lunch – Comes out of administrative expenses with no defined budget for that specific reason.

→ **MOTION:** Jeff Hoxsey moved to approve the September 2023 expenditures as presented in the amount of \$362,073.03. Mike Blaschka seconded the motion.

**Motion carries as follows.**

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

**NAYS**

The Financial Report review:

No noted concern.

→ **MOTION:** Julie Barry moved to accept the September 2023 financials as presented. Jeff Hoxsey seconded the motion.

**Motion carries as follows.**

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

**NAYS**

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

Chief Goodnough presented the Fire Chief's Report adding that Public Safety Towers will be doing a presentation next month on the radio tower. It was also added that Coffee with the Chief with ODF was well attended. The Town Hall meeting with the representatives had low attendance but was informative.

### Deputy Chief Report

Chief Goodnough presented the Deputy Chief Report highlighting working with Mercy Flight on a grant for an apprentice program. The hiring process for all open positions have been completed. Has been working with SDAO on guidelines if OSHA was to visit.

### Maintenance Officer Report

McKenzie presented the Maintenance Officer's Report highlighting that the District has taken delivery of the new water tender and will be working to put it into service.

### Fire Marshal Report

Brian Mulhollen presented the Fire Marshal report highlighting his first day was September 25<sup>th</sup> and has attended several meetings.

### Recruitment & Retention Report

Aisha Mayers Presented the Recruitment & Retention Report highlighting working with 2 individuals during the onboarding process.

## **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.

Shift Supervisor Job Description  
Chief Goodnough presented the second reading of the Policy 4.6 - Shift Supervisor position, changing Shift Supervisor to Shift Officer and reducing the EMT requirement.

→ **MOTION** Rob Underwood moved to approve the second reading of Policy 4.6. Mike Blaschka seconded the motion.

Motion carries as follows.

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

**NAYS**

## 10.0 NEW BUSINESS

Wage Comparison  
Tabled until November meeting.

RITA MOU  
Chief Goodnough presented the MOU with RITA for the purchase of the water tank and wildland PPE. The Board expressed their concern with the ownership of the tank being RITA and the District liable for maintenance.

→ **MOTION** Jeff Hoxsey moved to sign the MOU with RITA. Mike Blaschka seconded the motion.

Motion carries as follows.

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

**NAYS**

Williams Fire MOU  
Chief Goodnough presented the MOU with Williams Fire for the grant that was awarded for the Defensible Space Program. The proposed agreement has been approved by legal counsel.

→ **MOTION** Jeff Hoxsey moved to sign the MOU with Williams Fire. Julie Barry seconded the motion.

Motion carries as follows.

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

**NAYS**

Revised Job Description Administration Chief  
The completely revised job description Policy 4.3 for the Office Manager to Administration Chief was presented. The job duties now reflect in line with what is currently being done.

→ **MOTION** Rob Underwood moved to approve the first reading of Policy 4.3 Administration Chief. Mike Blaschka seconded the motion.

Motion carries as follows.

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

**NAYS**

Revised Rank Structure

Chief Goodnough presented the first reading of 4.3 changing the Maintenance Supervisor to Logistics Chief with the rank of Division Chief and Policy 4.21 adding the rank of Division Chief to the Fire Marshal Position.

→ **MOTION** Jeff Hoxsey moved to approve the 1<sup>st</sup> reading of Policy 4.3 and 4.21 as presented. Julie Barry seconded the motion.

Motion carries as follows.

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

**NAYS**

Organizational Chart

The Board reviewed the presented organizational chart and felt it was appropriate.

Surplus Water Tender

Chief Goodnough presented surplus the water tender 54 to Wolf Creek. They intend to use the water tender for the tank and parts.

→ **MOTION** Rob Underwood moved to donate the water tender to Wolf Creek with a legal document releasing liability. If Wolf Creek doesn't accept then a sealed bid process will be conducted. Mike Blaschka seconded the motion.

Motion carries as follows.

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

**NAYS**

Shift Officer Wage Plan / Letter of Agreement

Chief Goodnough presented the letter of agreement and the revised wage plan to reflect union members receive a 3% incentive for EMT-Intermediate or Paramedic.

→ **MOTION** Rob Underwood moved to sign the letter of agreement with the revised wage plan. Jeff Hoxsey seconded the motion.

Motion carries as follows.

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

**NAYS**

Board Members as "Specialists" – Discussion

Rob Underwood inquired if the Board would like to explore the option of allowing Board Members to be volunteers with the District in a Specialist role. It was recommended to contact SDAO for information.

Clerk of the Board vs Clerk of the District – Discussion

Rob Underwood presented wanting to change Policy 9.2.9 to reflect the Administration Chief to be the Clerk of the Board. The first reading will be presented next month.

**11.0 ANNOUNCEMENT**

- Spaghetti Dinner October 26<sup>th</sup> 5pm to 7pm
- December 9<sup>th</sup> Christmas Party
- Applegate will be participating in the Honor Corridor for the memorial service for Lt. Kris Ismaili of IV Fire.

**12.0 ITEMS TO BE ON NEXT AGENDA**

No noted items

**13.0 ADJOURNMENT**

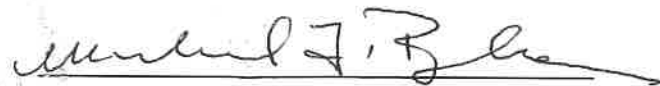
Rob Underwood adjourned the meeting at 5:35 pm.

The next scheduled regular Board meeting will be held Wednesday November 15, 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

11/14/2023

Date

