

**APPLEGATE VALLEY RFPD #9**  
**BOARD OF DIRECTORS MEETING MINUTES**  
**November 14, 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 (arrive at 4:23), Director Julie Barry

**ABSENT:**

**OTHER STAFF & INVITED SPEAKERS:** Cody Goodnough (*Deputy Chief*), McKenzie Turnbull (*Logistics Chief*) Tallie Jackson (*Admin Chief*) Brian Mulhollen (*Fire Marshal*) Aisha Mayers (*Recruitment & Retention Coord.*) Ayva Burkhart (*Lieutenant*)

**3.0 SPEAKERS AND GUESTS**

None

**6.0 REVIEW OF MINUTES FROM PREVIOUS MEETING**

The minutes of the October 18, 2023 Board meeting were reviewed and approved as written.

→ **MOTION:** Rob Underwood moved to approve the October 18, 2023 Board minutes as written. Mike Blaschka seconded the motion.

Motion carries as follows.

**AYES** Underwood, Stewart, Blaschka, Barry

**NAYS**

**7.0 FISCAL REPORT**

Disbursement Voucher:

The following disbursements were clarified;  
Mercy Flights Membership – Reimbursement payment

→ **MOTION:** Doug Stewart moved to approve the October 2023 expenditures as presented in the amount of \$149,699.96. Julie Barry seconded the motion.

Motion carries as follows.

**AYES** Underwood, Stewart, Blaschka, Barry

**NAYS**

The Financial Report review:

Property tax for this fiscal year will appear on next month's financial statement.

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

**Motion carries as follows.**

**AYES** Underwood, Stewart, Blaschka, Barry

**NAYS**

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

Chief Wolfard highlighted the generator and propane tank has been installed at Station 54.

Deputy Chief Report

Chief Goodnough highlighted working on OSHA compliance based on Medford Fire's recent inspection.

Maintenance Officer Report

Chief Turnbull presented the maintenance report.

Fire Marshal Report

Chief Mulhollen reported that he has been writing fuel mitigation grants and will be taking over Firewise from ODF.

Recruitment & Retention Report

Aisha Mayers reported that the Grants Pass High School Career Day resulted in 6 potential junior firefighters.

## **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

Chief Goodnough reported that a small committee has been established. The committee is collecting on the ways on how the district is being promoted.

Revised Job Title / Rank Logistics Chief – 2nd Reading

The 2<sup>nd</sup> reading on Policy 4.3.1 to change the job title to Logistics Chief with the rank of Division Chief was presented.

→ **MOTION** Rob Underwood moved to approve the second reading of Policy 4.3.1 as presented. Doug Stewart seconded the motion.

Motion carries as follows.

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

**NAYS**

Adding of Rank for Fire Marshal – 2nd Reading

The 2<sup>nd</sup> reading on Policy 4.21 to add rank of Division Chief was presented.

→ **MOTION** Doug Stewart moved to approve the second reading of Policy 4.21 as presented. Mike Blaschka seconded the motion.

Motion carries as follows.

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

**NAYS**

Revised Job Description Administration Chief – 2nd Reading

Chief Wolfard recommended adding Emergency Medical Responder or higher to the desired qualifications.

→ **MOTION** Rob Underwood moved to approve the second reading of Policy 4.4 with the proposed change of adding Emergency Medical Responder or higher to the desired qualifications. Julie Barry seconded the motion.

Motion carries as follows.

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

**NAYS**

Board Members as Volunteer Responders – 1<sup>st</sup> reading

Rob Underwood presented the first reading of Policy 9.1.3 to allow board members to be volunteers. The board revised the proposed policy to change replace Specialist to Firefighter.

→ **MOTION** Rob Underwood moved to approve the first reading of Policy 9.1.3 with the change of specialist to firefighter. Jeff Hoxsey seconded the motion.

Motion carries as follows.

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

**NAYS**

Clerk Definitions – Policy 9.2.9 1st Reading

Rob Underwood presented the first reading on Policy 9.2.9 to change the Clerk of the Board to the Administration Chief.

- **MOTION** Rob Underwood moved to approve the first reading of Policy 9.2.9 as presented. Doug Stewart seconded the motion.

Motion carries as follows.

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

**NAYS**

## 10.0 NEW BUSINESS

Wage Comparison & Benefits

Chief Wolfard reported that after completing a wage and benefit comparison he is proposing the following;

All benefits to remain the same.

Changing the wage plan to reflect all Division Chiefs have the same wage scale with a slight increase to reflect the CPI-U from last year.

The wage plan for Deputy Chief to remain the same.

- **MOTION** Doug Stewart moved to approve the presented revised wage plan effective immediately. Rob Underwood seconded the motion.

Motion carries as follows.

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

**NAYS**

EMS Apprenticeship

Chief Goodnough informed the board of the EMS Apprenticeship grant. Students would be paid to work and go to school to complete their EMS certification. The district is striving to hire apprentices for the winter term.

## 11.0 ANNOUNCEMENT

- December 9<sup>th</sup> Christmas Party
- Chief Wolfard will be meeting with representative from Wyden's office tomorrow to discuss Congressionally Directed Spending.
- Request for proposals have been sent out for the new staff vehicle.
- Chief Wolfard informed the board he would like to bid on a used Type 1 engine up to \$30,000. If successful he will bring a resolution to transfer funds at the next meeting.
- The Board thanked the citizens and The Friends for supporting the fire district.

## 12.0 ITEMS TO BE ON NEXT AGENDA

- Audit Report
- Public Safety Towers Presentation

### 13.0 ADJOURNMENT

Rob Underwood adjourned the meeting at 5:37 pm.

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

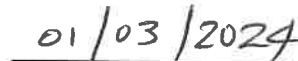
---

Minutes Submitted by Tallie Jackson  
Administration Chief

Approved By:



Board Secretary / Treasurer



Date

