

# APPLEGATE VALLEY RFPD #9 BOARD OF DIRECTORS MEETING MINUTES

December 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: 4:03 PM

## 2.0 ROLL CALL

**PRESENT:** President Rob Underwood, Vice President Doug Stewart, Secretary/Treasurer Mike Blaschka

**ABSENT:**

Director Jeff Hoxsey, Director Julie Barry

**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.*)

## 3.0 SPEAKERS AND GUESTS

Rick Brewster, CPA – Presented the annual audit report. There were no concerns or significant findings.

Vehicle Presentation – The District showed the Board the new vehicles and apparatus that have been purchased recently.

## 6.0 REVIEW OF MINUTES FROM PREVIOUS MEETING

The minutes of the November 14, 2023 Board meeting were reviewed and corrected to reflect the correct vote for approval of the disbursement voucher.

→ **MOTION:** Doug Stewart moved to approve the November 14, 2023 Board minutes as corrected. Rob Underwood seconded the motion.

Motion carries as follows.

**AYES** Underwood, Stewart, Blaschka

**NAYS**

## 7.0 FISCAL REPORT

Disbursement Voucher:

The following disbursements were clarified;

Pump Tires – Tires for Air53

Overtime is starting to level out

→ **MOTION:** Doug Stewart moved to approve the November 2023 expenditures as presented in the amount of \$235,114.06. Rob Underwood seconded the motion.

Motion carries as follows.

**AYES** Underwood, Stewart, Blaschka

**NAYS**

The Financial Report review:

Chief Jackson informed the Board that the district is having difficulties with US Bank with local customer support and has been looking into changing banks. A presentation to switch banks will be presented at the next Board meeting.

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

Motion carries as follows.

**AYES** Underwood, Stewart, Blaschka

**NAYS**

## 8.0 FIRE CHIEF'S REPORT

Chief Wolfard highlighted that the levy passed and held an After Action Review to capture the work that was done and what can be changed for the future. Chief Wolfard met with Wyden's staff to discuss congressionally directed spending.

Deputy Chief Report

Chief Goodnough presented a draft MOU for the EMS apprenticeship with Mercy Flights. Rob Underwood requested that the alarm report for the Board to be a priority.

Maintenance Officer Report

Chief Turnbull presented the Maintenance Report highlighting the new water tender in now in service at Station 51.

Fire Marshal Report

Chief Mulhollen presented the Fire Marshal's report highlighting working with cooperators to expand on the fuels reduction project.

Recruitment & Retention Report

Aisha Mayers highlighted the on boarding of new junior firefighters.

## 9.0 OLD BUSINESS

Policy Manual Review

None to report.

Branding / Marketing Policy

The District is reviewing bids to have logos and branding created.

Board Members as Volunteer Responders Policy 9.1.3 – 2<sup>nd</sup> reading

The second reading of Policy 9.1.3 was presented to allow Board Members to be volunteer firefighters.

- **MOTION** Rob Underwood moved to approve the second reading of Policy 9.1.3. Mike Blaschka seconded the motion.

Motion carries as follows.

**AYES** Underwood, Stewart, Blaschka

**NAYS**

Clerk Definitions – Policy 9.2.9 2<sup>nd</sup> Reading

The second reading of Policy 9.2.9 was presented to change the Clerk of the Board to be the responsibility of 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

**NAYS**

Revised MOU with Williams Fire

Williams Fire has requested changes to the MOU. Chief Wolfard will be working on the revisions and will present to the Board for the next meeting.

- **MOTION** Rob Underwood moved to rescind the previously sign MOU with William Fire. Mike Blaschka seconded the motion.

Motion carries as follows.

**AYES** Underwood, Stewart, Blaschka

**NAYS**

## 10.0 NEW BUSINESS

Resolution to Transfer from Contingency

The District is requesting to transfer funds from contingency to cover the purchase of a used Type 1 engine from Menlo Park in the amount of \$47,250.

- **MOTION** Rob Underwood moved to approve the resolution to transfer funds from contingency. Doug Stewart seconded the motion.

Motion carries as follows.

**AYES** Underwood, Stewart, Blaschka

**NAYS**

Surplus Durango

The District is requesting to surplus the 2002 Durango using a sealed bid process or the event of no bids received, using for live fire and extrication training.

→ **MOTION** Rob Underwood moved to surplus the Durango as presented. Mike Blaschka seconded the motion.

**Motion carries as follows.**

**AYES** Underwood, Stewart, Blaschka

**NAYS**

Barnes Family Foundation Donation

The District has received a \$10,000 donation from the Barnes Family Foundation. This is a reoccurring donation to be used for training and equipment.

→ **MOTION** Doug Stewart moved to accept the donation from the Barnes Family Foundation. Mike Blaschka seconded the motion.

**Motion carries as follows.**

**AYES** Underwood, Stewart, Blaschka

**NAYS**

MOU with Applegate Partnership & Water Council

Chief Mulhollen presented the draft MOU with the Applegate Partnership & Watershed Council. The MOU will allow Applegate to use their mini excavator and have the defensible space grant buy a masticator head for the equipment.

MOU with ECSO

Chief Wolfard presented a draft MOU with ECSO for the tower at Station 54. Chief Wolfard will be emailing the changes that he would like to be made.

## **11.0 ANNOUNCEMENT**

- SDAO Annual Conference February 8 – 11
- Chief Wolfard launched an email subscription list this morning.

## **12.0 ITEMS TO BE ON NEXT AGENDA**

## **13.0 ADJOURNMENT**

Rob Underwood adjourned the meeting at 5:39 pm.

The next scheduled regular Board meeting will be held Wednesday January 17, 2023 @ 4 pm. Training Building 1095 Upper Applegate Rd.

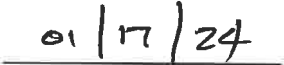
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Minutes Submitted by Tallie Jackson  
Administration Chief

Approved By:



Board Secretary / Treasurer



Date

