

**APPLEGATE VALLEY RFPD #9**  
**BOARD OF DIRECTORS MEETING MINUTES**  
**July 16, 2025**

Training Building, 1095 Upper Applegate Rd., Jacksonville, OR 97530



**1.0 CALL TO ORDER**

Board Meeting called to order Julie Barry.  
TIME: 4:02 PM

**2.0 ROLL CALL**

**PRESENT:** President Rob Underwood, (arrived at 4:21) Vice President Julie Barry, Secretary/Treasurer Mike Blaschka, Director Jeff Hoxsey

**ABSENT:**

**OTHER STAFF & INVITED SPEAKERS:** Chris Wolfard (*Fire Chief*)

**3.0 SPEAKERS AND GUESTS**

**4.0 SWEAR IN ELECTED BOARD MEMBER**

Julie Barry swore in Rob Underwood.

**5.0 ELECTION OF OFFICERS**

Tabled until next meeting.

**4.0 REVIEW OF MINUTES FROM PREVIOUS MEETING**

The minutes of the May 21, 2025 Board meeting were reviewed and approved as written.

➔ **MOTION:** Jeff Hoxsey moved to approve the May 21, 2025 Board minutes as written. Julie Barry seconded the motion.

**Motion carries as follows.**

**AYES** Barry, Blaschka, Hoxsey

**NAYS**

The minutes of the June 24, 2025 Board meeting were reviewed and approved as written.

➔ **MOTION:** Julie Barry moved to approve the June 24, 2025 rescheduled Board minutes as written. Jeff Hoxsey seconded the motion.

**Motion carries as follows.**

**AYES** Barry, Blaschka, Hoxsey

**NAYS**

## 5.0 FISCAL REPORT

### Disbursement Voucher:

The following disbursements were discussed and clarified for May 2025;

Medical Insurance – Monthly Payment

Leonardo's – Water Tender Build

- **MOTION:** Jeff Hoxsey moved to approve the May 2025 expenditures as presented in the amount \$233,864.72. Julie Barry seconded the motion.

Motion carries as follows.

**AYES** Barry, Blaschka, Hoxsey

**NAYS**

- **MOTION:** Jeff Hoxsey moved to approve the June 2025 expenditures as presented in the amount \$233,117.05. Julie Barry seconded the motion.

Motion carries as follows.

**AYES** Barry, Blaschka, Hoxsey

**NAYS**

### The Financial Report review:

The Board discussed the Station Construction line being 100% used.

## 6.0 FIRE CHIEF'S REPORT

Chief Wolfard highlighted working on the cost recovery billing.

The Fire & Vine event has 56 tickets sold.

### Deputy Chief Report

Chief Blakely submitted the report for May and June.

### Maintenance Officer Report

Chief Turnbull submitted the report for May. Chief Wolfard highlighted the frac tanks are in service and crews have been working on making a clean room.

### Fire Marshal Report

Chief Mulhollen submitted the report for May.

## 7.0 OLD BUSINESS

### Policy Manual Review

Annexation – Write of review will be held Monday at 9:30am. The District's attorney has submitted an objection to the documents submitted from Josephine County Fire

Comprehensive Billing – Chief Wolfard submitted information to the Board for the cost recovery billing. The billing would include preventable events and risky behavior. Chief will continue to work on the information later in the year.

Improvements/Remodel to HQ Fire Station

Chief Wolfard has been working through the application process.

Job Positions – Exempt/Non-Exempt

Chief Wolfard will make it a priority to have done next month.

Discussion with Williams Fire Board of Directors

Chief Wolfard met with Nicco Holt and started working on an IGA for a joint administration assistant, fire chief and duty officer program. A draft has been sent to Nicco and Chief Blakely for their review.

Agreement Between Applegate Fire District and Jackson County Fire District #3

Chief Wolfard presented a draft IGA and requested the board to have one board member to assist with finalizing the IGA. Rob Underwood volunteered to work with Chief Wolfard.

## 8.0 NEW BUSINESS

Resolution 2025/2026-01 Authorizing 2025/2026 Fiscal Year Funds and Financial Policies

Chief Wolfard presented Resolution 2025/2026-01 Authorizing Fiscal Year Funds and Financial Policies.

→ **MOTION:** Julie Barry moved to approve Resolution 2025/2026-01 as presented. Jeff Hoxsey seconded the motion.

Motion carries as follows.

AYES Underwood, Barry, Blaschka, Hoxsey

NAYS

Billing for Fires at 10466 Williams Hwy

Chief Wolfard presented the issues with fires that have occurred at the property on Williams Hwy. Chief would like to use the authority in ORS478 to bill for the incidents. The Board agreed to have Chief Wolfard bill for the incidents.

Policy 3.8 Health & Life Insurance – 1st reading

Chief Wolfard presented the 1<sup>st</sup> reading of Policy 3.8 Health & Life Insurance to correct language of Administration Chief and to change the HRA Veba amount to \$4002/yr as presented in the budget.

→ **MOTION:** Rob Underwood moved to approve the 1<sup>st</sup> reading of Policy 3.8 as presented. Julie Barry seconded the motion.

Motion carries as follows.

AYES Underwood, Barry, Blaschka, Hoxsey

NAYS

## 9.0 ANNOUNCEMENT

- Community Connection July 31<sup>st</sup> 5pm at Valley View Winery

- 2025 Fire & Vine September 5<sup>th</sup> 5pm at Red Lily

## 10.0 ITEMS TO BE ON NEXT AGENDA

## 11.0 ADJOURNMENT

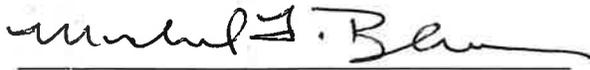
Julie Barry adjourned the meeting at 5:12 pm.

The next scheduled regular Board meeting will be held Wednesday August 20, 2025 @ 4 pm. Training Building 1095 Upper Applegate Rd.

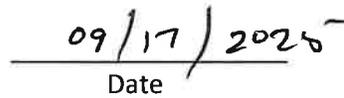
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Minutes Submitted by Tallie Jackson  
Administration Chief

Approved By:



Board Secretary / Treasurer

  
Date