

APPLEGATE VALLEY RFPD #9 BOARD OF DIRECTORS MEETING MINUTES

August 20, 2025

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



1.0 CALL TO ORDER

Board Meeting called to order Rob Underwood.
TIME: 4:02 PM

2.0 ROLL CALL

PRESENT: President Rob Underwood, Vice President Julie Barry, Director Jeff Hoxsey

ABSENT:

Secretary/Treasurer Mike Blaschka

OTHER STAFF & INVITED SPEAKERS: Chris Wolfard (*Fire Chief*), Dave Blakely (Deputy Chief), Tallie Jackson (*Admin Chief*), McKenzie Turnbull (*Logistics Chief*), Brian Mulhollen (*Fire Marshal*)

3.0 SPEAKERS AND GUESTS

Larry Hunt, Kris Ettner

4.0 BOARD VACANCY

The Board had Larry Hunt and Kris Ettner introduce themselves and explain why they would like to be appointed to the Board of Directors.

MOTION: Rob Underwood moved to appoint Larry Hunt to fill the vacancy of position #5. Jeff Hoxsey seconded the motion.

Motion carries as follows.

AYES Underwood, Barry, Hoxsey

NAYS

MOTION: Rob Underwood moved to approve Resolution 2025/2026-2 A Resolution Declaring a Vacancy In Board Position #5, And Appointing a Qualified Person to Fill the Vacancy Pursuant to ORS 198.320. Jeff Hoxsey seconded the motion.

Motion carries as follows.

AYES Underwood, Barry, Hoxsey

NAYS

Rob Underwood administered the Oath of Office to Larry Hunt.

5.0 ELECTION OF OFFICERS

Rob Underwood expressed he would still be willing to be President. Julie Barry expressed she would be willing to stay Vice President.

MOTION: Rob Underwood moved to elect Rob Underwood as president, Julie Barry as Vice President and Mike Blaschka as Secretary/Treasurer. Julie Barry seconded the motion.

Motion carries as follows.

AYES Underwood, Barry, Hoxsey, Hunt

NAYS

4.0 REVIEW OF MINUTES FROM PREVIOUS MEETING

The minutes of the July 16, 2025 Board meeting were reviewed and corrected the spelling of Chief Blakely's name.

→ **MOTION: Rob Underwood moved to approve the July 16, 2025 Board minutes as corrected. Julie Barry seconded the motion.**

Motion carries as follows.

AYES Underwood, Barry, Hoxsey, Hunt

NAYS

The minutes of the August 6, 2025 Board Work Session were reviewed and approved as written.

→ **MOTION: Julie Barry moved to approve the August 6, 2025 Board Work Session minutes as written. Rob Underwood seconded the motion.**

Motion carries as follows.

AYES Underwood, Barry, Hoxsey, Hunt

NAYS

5.0 FISCAL REPORT

Disbursement Voucher:

The following disbursements were discussed and clarified for July 2025;

Benefit Sell Back – Vacation sell back of 2 employees

Vehicle Stipend – Paid biweekly to Chief Wolfard

→ **MOTION: Rob Underwood moved to approve the July 2025 expenditures as presented in the amount \$333,720.31. Jeff Hoxset seconded the motion.**

Motion carries as follows.

AYES Underwood, Barry, Hoxsey, Hunt

NAYS

The Financial Report review:

Chief Jackson highlighted the annual payment for work compensation, the purchase of radio equipment. Chief Jackson has submitted documents to the auditor for the annual audit.

- **MOTION:** Rob Underwood moved to accept the July 2025 financials as presented. Julie Barry seconded the motion.

Motion carries as follows.

AYES Underwood, Barry, Hoxsey, Hunt

NAYS

6.0 FIRE CHIEF'S REPORT

Chief Wolfard presented the Fire Chief's Report, highlighting HB 3940 that will impact many of our residents and will bring in more tax revenue to the District.

Deputy Chief Report

Chief Blakely present the Deputy Chief's Report, highlighting the incident overlap calls and the incident count due to the lightning storm.

Maintenance Officer Report

Chief Turnbull presented the Maintenance Report.

Fire Marshal Report

Chief Mulhollen presented the Fire Marshal's Reporting, highlighting on working with the Youth Corp to come back in the fall.

7.0 OLD BUSINESS

Policy Manual Review

Remove from agenda.

Annexation –

Rob Underwood gave an update on the writ of review. Chief Wolfard has contacted the Clerk so those that chose to be annexed with be on the voting roles next election.

Comprehensive Billing –

Rob Underwood expressed his concerns about ODOT not responding to traffic control. Chief Blakely will research if there have been incidents of prolonged response. Julie Barry suggested researching ODOT policies.

Station 51 Remodel

Chief Wolfard has a meeting with the PIER Grant tomorrow.

Job Positions – Exempt/Non-Exempt

Chief Wolfard presented the research he completed on the Fire Marshal position. It was determined that his position did not meet all qualifications to be exempt. Chief Wolfard will present the policy change at the next meeting.

- **MOTION:** Rob Underwood moved to change the Fire Marshal position to non-exempt status. Julie Barry seconded the motion.

Motion carries as follows.

AYES Underwood, Barry, Hoxsey, Hunt

NAYS

Williams IGA and Cooperative Opportunities

The IGA for the administrative assistant needs to be reviewed by legal council. Williams Board of Directors have approved the IGA. Chief Wolfard met with Nicco and Oskar to discuss information for the Fire Chief IGA.

- **MOTION:** Rob Underwood moved to approve the IGA for a part-time administrative assistant. Julie Barry seconded the motion.

Motion carries as follows.

AYES Underwood, Barry, Hoxsey, Hunt

NAYS

Fire District 3 IGA for Recruitment & Retention Coordinator

There have been some minor corrections to the IGA with District 3. Chief Wolfard will set up a special meeting to go over the IGA.

Policy 3.8 Health & Life Insurance – 2nd Reading

- **MOTION:** Rob Underwood moved to approve the 2nd reading of Policy 3.8 as presented. Jeff Hoxsey seconded the motion.

Motion carries as follows.

AYES Underwood, Barry, Hoxsey, Hunt

NAYS

8.0 NEW BUSINESS

Policy 4.23 Administrative Assistant – 1st Reading

It was discussed to delete the second paragraph of the job description. It is more fitting to have in the IGA.

- **MOTION:** Rob Underwood moved to approve the 1st reading of Policy 4.23 with the correction of deleting the second paragraph. Jeff Hoxsey seconded the motion.

Motion carries as follows.

AYES Underwood, Barry, Hoxsey, Hunt

NAYS

9.0 ANNOUNCEMENT

- Community Connection July 31st 5pm at Valley View Winery
- SDAO Trainings on September 26 and October 3rd with Evans Valley and Williams

10.0 ITEMS TO BE ON NEXT AGENDA

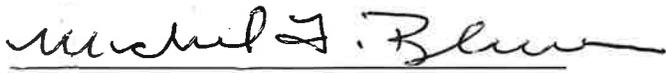
11.0 ADJOURNMENT

Rob Underwood adjourned the meeting at 5:51 pm.

The next scheduled regular Board meeting will be held Wednesday September 17, 2025 @ 4 pm, Training Building 1095 Upper Applegate Rd.

Minutes Submitted by Tallie Jackson
Administration Chief

Approved By:



Board Secretary / Treasurer

09/17/2025

Date

