

Intergovernmental Agreement (IGA)

Between Applegate Rural Fire Protection District No. 9 and Williams Rural Fire Protection District

1. Parties

This Intergovernmental Agreement (IGA) is entered into by and between Applegate Rural Fire Protection District No. 9 (hereinafter "Applegate Fire"), a rural fire protection district organized under ORS Chapter 478, and Williams Rural Fire Protection District (hereinafter "Williams Fire"), also organized under ORS Chapter 478.

2. Purpose

The purpose of this Agreement is to establish terms under which Applegate Fire will employ, manage, and supervise an Administrative Assistant who will provide part-time administrative support services primarily to Williams Fire, with secondary support to Applegate Fire.

3. Scope of Services

Applegate Fire agrees to provide the services of an Administrative Assistant to Williams Fire. The Administrative Assistant will work primarily for Williams Fire but may perform services for Applegate Fire as needed. Services may include but are not limited to:

- General administrative support
- Accounts payable and receivable assistance
- Payroll preparation assistance
- Records management
- Meeting minutes transcription
- Assistance with board packet preparation
- Public records requests coordination
- Grant documentation support
- Basic customer service and public interaction
- Attendance at Williams Fire's monthly Board of Directors meetings to provide reports, updates, and information relevant to the Administrative Assistant's scope of work.
- Applegate Fire will provide training to the Administrative Assistant as appropriate, including but not limited to Oregon local budget law, Oregon public meeting laws, records management, and administrative best practices.

Services will be provided in a hybrid model, consisting of on-site work at Williams Fire and remote work performed from Applegate Fire.

4. Service Level and Scheduling

The Administrative Assistant will provide up to 20 hours per week with priority given to Williams Fire. Specific schedules, priorities, and work assignments will be coordinated between Williams' Fire Fire Chief and Applegate Fire's Administration Chief, who will serve as the Administrative Assistant's supervisor. Service hours may fluctuate week to week based on workload.

5. Compensation

Williams Fire agrees to compensate Applegate Fire at a flat rate of \$3,000 per month for the

Administrative Assistant services provided. Applegate Fire will invoice Williams Fire monthly. Payment is due within 30 days of receipt of invoice.

6. Supervision and Oversight

The Administrative Assistant will be hired by and remain an employee of Applegate Fire and be subject to the personnel policies, rules, and regulations solely of Applegate Fire. Applegate Fire agrees to provide workers' compensation insurance coverage to the Administrative Assistant. The intent of this provision is to prevent the creation of any "special employer" relationships under Oregon workers' compensation law, PERS regulations, or other state or federal laws.

Applegate Fire's Administration Chief will provide supervision, management, and oversight of the Administrative Assistant, including task prioritization and performance evaluation. Williams Fire's Fire Chief may assign tasks directly to the Administrative Assistant but will coordinate broader workload priorities through Applegate Fire's Administration Chief.

7. Term and Termination

This Agreement shall become effective upon signature by both parties and shall remain in effect until terminated by either party with 120 days' written notice. This Agreement may be amended by mutual written consent of both parties.

8. Liability and Insurance

Subject to the limitations and conditions of the Oregon Tort Claims Act ORS 30.260 through ORS 30.300, the parties agree to hold the other harmless, to indemnify and to defend the other, its officers, agents and employees from any and all liability, actions, claims, losses, damages or other costs including attorney's fees and witness costs that may be asserted by any person or entity arising from, during or in connection with the performance of the work described in this Agreement. Nothing in this hold harmless shall be deemed to create a liability in excess of the Oregon Tort Claims limits for either party.. Both parties agree to maintain appropriate liability insurance.

9. Miscellaneous

This Agreement is entered into pursuant to ORS 190.010. Any disputes arising under this Agreement shall be resolved through good faith negotiations between the parties' Fire Chiefs, escalating to respective Boards of Directors if necessary.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the dates set forth below.

Applegate Rural Fire Protection District No. 9

By: 

Rob Underwood, President, Board of Directors

Date: 10-28-25

Williams Rural Fire Protection District

By: 

Heather Glass, President, Board of Directors

Date: 10-14-25