

WILLIAMS RURAL FIRE PROTECTION DISTRICT

Regular Board Meeting Minutes

January 9, 2024

Call to Order: 10:00am

Roll Call:

Board Members Present

Position 1 – Heather Glass
Position 2 – Brian Barton
Position 3 – Claudia Pratt
Position 4 – Bill Ertel
Position 5 – David Applegate (via Zoom)

Williams Staff Present

Fire Chief – Rick Vetter
Captain – Nicco Holt
Lieutenant – Oskar Sundell
Administrative Assistant – Jennifer Vetter
District Fire Marshal – Jon Scaroni
Firefighter – Devin Brennan
Ash Martell – Community Relations
Coordinator

Public Presence:

None.





Announcements:

Board Member Bill Ertel discussed an active group regarding Pipe Fork and a ballot in May will be going up to change the number of county commissioners from 3 to 5 members. The new proposed charter reveals that the commissioners could propose taxes as opposed to the voters doing so.

Addition to Agenda

* Add Support Group By-Laws to the Agenda under New Business

- A motion was made by Bill Ertel to add the Support Group By-Laws under New Business and it was seconded by Claudia Pratt/David Applegate (simultaneously).

 Heather Glass – Aye
 Brian Barton – Aye
 Claudia Pratt – Aye
 Bill Ertel – Aye
 David Applegate - Aye

Discussion: None.

- The motion was approved unanimously

* Add Ash Martell's Letter to the Agenda under New Business

- A motion was made by Heather Glass to add Ash Martell's Letter to the Agenda under New Business and it was seconded by Claudia Pratt.

- ✚ Heather Glass – Aye
- ✚ Brian Barton – Aye
- ✚ Claudia Pratt – Aye
- ✚ Bill Ertel – Aye
- ✚ David Applegate - Aye

Discussion: None.

- The motion was approved unanimously

Approval of Prior Board Meeting Minutes:

- December 12, 2023 Regular Board Meeting Minutes – Approved with corrections
 - A motion was made by Heather Glass to approve the Regular Board Meeting Minutes of December 12, 2023 as corrected and it was seconded by Brian Barton.

- ✚ Heather Glass – Aye
- ✚ Brian Barton – Aye
- ✚ Claudia Pratt – Aye
- ✚ Bill Ertel – Aye
- ✚ David Applegate – Aye

Discussion: Board Member Claudia Pratt inquired regarding topics discussed in the minutes and wanted Chief Vetter to cover 1) the bay doors and 2) First Due App in his Chief's Report. Board Member Claudia Pratt requested a correction to the modular home section stating that the floor needed repairs and the carpet can be put back down. Also, Board Member Claudia Pratt was inquiring about a missing receipt from US Cellular where the Chief had made a purchase and had no receipt for.

Board Member Bill Ertel had an inquiry about a discussion that Jennifer Vetter stated that she needed to feel out the budget for expenditure predictions. She provided an explanation to the

Board Members of what that sentence meant in terms of projecting the upcoming expenditures from the current time to the end of the fiscal year.

- The motion was approved unanimously

Chief's Report:

Chief Vetter's report was provided electronically before the meeting. Board Member Bill Ertel inquired about a final report from OSFM on call volume. All 2023 numbers need to be entered still and the entry time is still open.

Board Member Claudia Pratt inquired if the new fuels reduction program had been put out to the community. Community Resource Coordinator Ash Martell stated that the flyer had been put out on Facebook and it will be added to the store boards, the website, Jo's List, and in the upcoming newsletter.

Board Member Bill Ertel that he would like to see an email or notification go out to all the Board Members that advertising is up. Board Chairperson Heather Glass stated that she would alert the Board for those items that end up on Facebook.

Chief Vetter spoke to First Due as an app that has been considered but he is hesitant as it is a great platform that is great for large departments but he doesn't feel the department has the staff to build the program. He says that he will still check into it, however, not move forward until he has further information.

Chief Vetter stated that the bay doors repairs/replacement may be able to be done through grants proposed by Frank Ault of the Josephine County Foundation. It is \$20k to replace the doors and Mr. Ault stated that he would write the grants for the Fire District.

Chief Vetter stated that he called a meeting with Applegate Fire District regarding the MOU between the two fire districts. Board Member Bill Ertel was present for this meeting along with Applegate Board Chair Rob Underwood. It was discussed that Williams and Applegate would be in a partnership yet the financial responsibility would fall on the Williams Fire District for reporting. This meeting was meant to finalize any questions and answers. Applegate Fire will provide the equipment in which the purchase of the masticator head will attach to. Board Chair Heather Glass inquired about the discussion held at the last meeting where Applegate Fire DC Brian Mulhollen stated in return for the \$21k purchase of a masticator head for another's equipment, he would look to get a \$40k masticator head for the Williams tractor. Chief Vetter stated that DC Mulhollen's promises are irrelevant to the grant. Board Member Claudia Pratt stated, and Board Chair Heather Glass agreed, that there should be another special meeting with DC Mulhollen present to clarify. The final MOU agreement has yet to be made and executed. Points made were that the Board wants to keep a working relationship with Applegate Fire and that any audit will fall on Williams Fire to answer for funds expended.

Operations Report – Lt. Sundell:

Lt. Sundell's report was provided electronically before the meeting. Board Member Claudia Pratt inquired about Firefighter/Paramedic Heather Sundell is considering taking on the position of EMS Director. It was mentioned that the Zoll Monitor is on our second out unit and is not compatible with the Life Pak 15 that our mutual aid partner uses and for supply replacements through them. Board Member Claudia Pratt stated that Firefighter/Paramedic Heather Sundell should be available for those meetings if she is going to take this position. Lt. Oskar Sundell stated that she is unavailable due to full-time night employment with AMR and right now there is no one in that position taking that lead.

Board Member Bill Ertel inquired about the gym and the electrical outlets. Lt. Oskar Sundell stated that the gym needed 7 electrical outlets. Board Member Bill Ertel also inquired about the tires needed for the fleet asking what identifiers went with which apparatus.

Board Member Claudia Pratt expressed a 'thank you' for getting keys to the BLM gates so fire personnel can gain access.

Training Report – Captain Holt

Captain Holt's report was provided electronically before the meeting. Board Member Bill Ertel inquired about the upcoming training. Captain Nicco Holt advised that there will be field training soon as we get near wildland season.

Safety Committee:

District Fire Marshal Jon Scaroni stated there was a mock OSHA inspection done by a former OSHA inspector. PPE was inspected among other items and one aspect was noted being the banister at the interior stairwell in the main station at the back of the building near the offices. He did a walk-through of the old station that is non-operational and it would not be inspected during a formal inspection due to no engines being stored in there. DFM stated that they are working on the Form 300 and that there are no incidents to report.

Board Member Claudia Pratt requested to receive a written report when inspections are done.

Board Vice Chair Brian Barton suggested a metal hand rail to replace the banister.

Chair's Report

Board Chair Heather Glass stated that George Dunkel hadn't returned her message as of yet. She would like to do a special meeting to decide moving forward for reviews. Board Secretary David

Applegate stated (via email read by Board Chair Heather Glass) that “The Board members are tasked with creating an annual evaluation process for both management and non-management employees. A Member (or members) should be assigned to evaluate an employee for this employee's anniversary year. During the year this member would be able to observe the employees' activities. This would enable a thorough evaluation to be written. Once the eval is written, it would be reviewed by each board member for comment. These evaluations are personal and private and are not available to the public.”

Unfinished Business:

Museum: Chief Vetter stated that the electrical will be addressed and the next bay with the ceiling will soon be looked at. He states he would like that bay painted. Most work will be done in-house but impeded by weather and temperature with no heat in that building. Some organization needs to be done there. The paint bid of \$6k will be kept when spring arrives as well.

By-Laws Discussion: Tabled.

5-year Plan: Tabled. Chief Vetter stated he will get with Board Member Bill Ertel to discuss.

Mobile Home Update: Board Member Claudia Pratt will advise in March or April meeting to be quarterly updated.

New Business:

911 Access to Dispatches: Board Chair Heather Glass advised that the Board will have access to dispatches that come to the fire district and each member was provided with confidentiality documents for signature if any board members would like access through eDispatches phone app. Lt. Sundell advised that with that access, please no board members or private/non-operational citizens on emergency scenes. Board Member Bill Ertel inquired if this is a statute that people shouldn't enter a fire scene, Board Chair Heather Glass advises that board members shouldn't show up, and it was discussed that anyone without issued PPE puts themselves in danger and they will be asked to leave.

- A motion was made by Heather Glass to add any board member that is willing to sign a HIPPA form to be added to dispatch information and it was seconded by Bill Ertel.

Discussion: Board Member Bill Ertel inquired about costs and Captain Nicco Holt stated an estimated extra \$15 and specific phone information will need to be provided to be added.

- ✚ Heather Glass – Aye
- ✚ Brian Barton – Aye
- ✚ Claudia Pratt – Aye
- ✚ Bill Ertel – Aye
- ✚ David Applegate – Aye

- The motion was approved unanimously.

February SDAO Conference: Anyone who would like to sign up for the dates of February 9, 10, and 11th, to let Jennifer Vetter know so she can sign them up.

Solar Panels: Board Chair Brian Barton is sourcing 3 estimates for solar panels for the fire district. The most effective from one agency is 61 panels facing the south. There may be some tree trimming needed and it will aggregate between 5 meters giving a 70% offset. One estimate of net costs about \$53k. There are programs with the power company and state where there may be more cost savings.

- A motion was made by Bill Ertel to appoint Brian Barton to continue his research for solar panels and make a report to the board as soon as possible. It was seconded by Brian Barton.

Discussion: Firefighter Brennan inquired how the panels would interface with the generator and it was discussed that the equipment will interface with each other.

- ✚ Heather Glass – Aye
- ✚ Brian Barton – Aye
- ✚ Claudia Pratt – Aye
- ✚ Bill Ertel – Aye
- ✚ David Applegate – Aye

- The motion was approved unanimously.

Support Group By-Laws: Located in the old Policy and Procedure Book

- A motion was made by Claudia Pratt to remove the old by-laws rewritten by the Support group from the old policy book. It was seconded by Brian Barton.

Discussion: None.

- ✚ Heather Glass – Aye
- ✚ Brian Barton – Aye
- ✚ Claudia Pratt – Aye
- ✚ Bill Ertel – Aye
- ✚ David Applegate – Aye

- The motion was approved unanimously.

Ash Martell Email: Ash Martell submitted an email as a letter of interest to rent the RV Space on 159 E. Fork Road. Discussion ensued around the RV set up if she would be allowed to rent the space to include input from renter Devin Brennan and the use of utilities. This space is available for fire department members. Captain Holt stated that Ash Martell is a valued member, Lt. Sundell agreed. Board Chair Heather Glass stated that there are some who were denied and it was clarified in discussion that the interested parties that were denied were non-operational and non-fire personnel. On the discussion of use of the property for RV rental, the space is not subject to the 4-month stipulation because it will be used for an operational member. A lease agreement will be drawn up.

- A motion was made by Claudia Pratt to tentatively accept Ash Martell as a tenant on the RV pad in her mobile home. It was seconded by Heather Glass.

Discussion: Subcommittee will be Heather Glass, Claudia Pratt, and Jennifer Vetter.

- ✚ Heather Glass – Aye
- ✚ Brian Barton – Aye
- ✚ Claudia Pratt – Aye
- ✚ Bill Ertel – Abstain
- ✚ David Applegate – Aye

- The motion was approved 4 ayes and 1 Abstain.

Treasurer's Report:

Clerk/Treasurer reports for December 2024 were reviewed by the board members. Jennifer Vetter answered any questions about revenue and expenses for the previous month's expenses previously distributed electronically. Items of review in the financial reports included spending on district credit cards, payroll, regular monthly bills, employee benefits package, station maintenance/repairs items, donations, grants, and reimbursements.

Each of the reports reviewed included:

- District credit cards
- The Umpqua Bank Account
- Profit and Loss Statements
- LGIP Account

Discussion: Board Member Bill Ertel inquired of transactions labeled to “Ask Oskar” and Lt. Sundell was able to provide an explanation regarding those charges. Chief Rick Vetter answered an inquiry regarding a vehicle repair expenditure and stated that staff cars are available for scene response and daily business use.

Other discussions ensued the replacement of tires for the apparatuses.

Board Member Bill Ertel would like a copy of the Accountant Agreement. Board Chair Heather Glass stated that this will be sent to him.

Board Member Bill Ertel inquired about the Apparatus line item and Jennifer Vetter explained that this will be addressed later in the fiscal year to adjust that line item to reflect grant additions and any budget adjustments.

Announcement: There will be a service and Celebration of Life for Budget Committee Member Lyndsey Cottrell on Saturday, January 27th, 2024

Next regular board meeting is February 13th at 10am.

- Motion to adjourn the meeting was made by Claudia Pratt and seconded by Brian Barton. Unanimously approved.

Meeting Adjourned: 11:34am

Respectfully,

Heather Glass, Board Chairperson