

WILLIAMS RURAL FIRE PROTECTION DISTRICT

Regular Board Meeting Minutes

September 12, 2023

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 (via phone)
Position 5 – David Applegate

Williams Staff Present

Fire Chief – Rick Vetter
Captain – Nicco Holt
Lieutenant – Oskar Sundell
Administrative Assistant – Jennifer Vetter
Firefighter – Devin Brennan
Firefighter – Jon Scaroni

Public Presence:

Matt McLaughlin – Williams Resident

Announcements:

Board Chairperson Heather Glass stated that these meetings are business meetings and will be treated as such. If the meeting turns to personal attacks or anything impedes on being productive, the meeting will be adjourned.

Approval of Prior Board Meeting Minutes:

- June 27, 2023 Special Board Meeting Minutes - Approved

Discussion: Board Member Claudia Pratt wanted to know when the Deputy Clerk job description was approved by a motion by the Board. Board Chair Heather Glass stated that this would be added to a workshop.

Board Member Claudia Pratt and Board Chair discussed the attempt to enter an executive session and mulled over the preliminary thoughts that led up to Board Member Claudia Pratt attempting to enter the executive session.

- A motion was made by David Applegate to approve the Special Board Meeting Minutes and it was seconded by Heather Glass.

 Heather Glass – Aye

- ✚ Brian Barton – Aye
- ✚ Claudia Pratt – Aye
- ✚ Bill Ertel – (unable to record vote due to communication issue)
- ✚ David Applegate – Aye

The motion passed with 4 ayes and one “unknown”

- August 15, 2023 Special Board Meeting Minutes - Approved
 - A motion was made by Brian Barton to approve the Regular Board Meeting Minutes of August 15, 2023 and it was seconded by David Applegate.

Discussion: Board Member Claudia Pratt wanted to know where the complaint form is located. Board Chair Heather Glass stated that the form is on the website. Board Member Claudia Pratt wanted to express that Heather Glass as the Board Chair does not have the ability to rule out what is added to the agenda. Board Chair Heather Glass stated that motions are made to add or not add items to the agenda. She also went over corrections/typos of the minutes.

Board Member Claudia Pratt stated that she didn’t get an appointment with Jennifer Vetter on the date and time she requested of Monday morning before the board meeting. Jennifer Vetter wasn’t opposed to meeting, however, was given a time frame that would not work due to work load and requested if Claudia could send her questions via email. Board Member Claudia Pratt will ask her questions during the board meeting.

Board Member Claudia Pratt inquired of the Fire Chief which operational members have not had a physical done. Chief Vetter was unable to answer that. She also wanted to know about the OSHA inspection and the smoking area gravel. Both have not been done yet, per Fire Chief Rick Vetter.

Board Member Claudia Pratt expressed her opinion that audio recordings of the minutes should be kept along with the voted on and approved written minutes that are kept in paper form. Board Member Claudia Pratt also stated that if the minutes aren’t recorded then they aren’t recorded.

Board Member Claudia Pratt went over a portion of the minutes that as the grant administrator she doesn’t clock in on a time clock to record how much time Jennifer Vetter spends on grant administration. Jennifer Vetter inquired as to why is she the only one that there is concerns about with how much time she spends on grant administration for time-keeping when the other administrators of the grant don’t have to clock a time clock. Board Member Claudia Pratt stated that “not everybody else holds three jobs and gets paid for three aspects.” Jennifer Vetter stated

that all officers of the fire district also perform grant administrative duties on top of their regular jobs. Chief Rick Vetter asked what is the need to do this? He stated that what Board Member Claudia Pratt is requesting is to single out Jennifer Vetter's job description and Jennifer Vetter inquired about what the harassment is over the job description. Chief Vetter stated that we don't single out a job description when others perform similarly. Board Chair Heather Glass stated that this could be moved into a workshop.

- ✚ Heather Glass – Aye
- ✚ Brian Barton – Aye
- ✚ Claudia Pratt – Aye
- ✚ Bill Ertel – (Unable to record vote due to communication issue)
- ✚ David Applegate – Aye

➤ The motion passed 4 ayes and 1 “unknown”.

Chief's Report:

Chief Vetter announced the company BBQ date and time with particulars. Board Chair Heather Glass mentioned the Coffee with the Chief was also announced to be coming up as well.

Board Member Claudia Pratt inquired if Chief Vetter had looked into the 'Toolbox'. Captain Holt advised that it used to be offered periodically and he is under the impression that the service has moved away from it.

No more questions or discussions on the Chief's Report that was given out prior to the meeting electronically for review.

Operations Report – Lt. Sundell:

Discussion: No questions or discussions on the Operations Report. The bladder bags will be discussed later in the meeting by Board Chair Heather Glass and on behalf of Board Member Bill Ertel.

Training Report – Captain Holt

Discussion: Board Member Claudia Pratt inquired if the SCBA mask test Firefighter 1 Training. The trainings/academy are held over several weeks.

Safety Committee:

Firefighter Jon Scaroni stated that the MDSA Sheets are completed and that he is confident that OSHA could come at any time. Chief Vetter stated that a former OSHA rep can come out as well before the courtesy inspection.

Administrative Report

Audit for FY2022-2023 is done and passed with flying colors. We had no extra entries to be made by the accountant than what is normal. This fiscal year we will be under audit as well.

There is a chili cook-off in the planning. There is a tentative mid-October date at Fire District 5.

Accountant will be present for the next board meeting.

Chair's Report

Board Chairperson Heather Glass stated the department is really busy right now. If there are any questions for the staff it would be ideal to filter it through the Board.

Unfinished Business:

Internal Controls: Board Member Bill Ertel to present, however, is having technical difficulties.

Board Member Claudia Pratt handed out a copy of the document with corrected typos. This was tabled and Board members will review the document during the next meeting.

Museum: Chief Vetter stated that Lippert's Carpet will come out and give an estimate for options.

Board Member Brian Barton stated that the stairs are being worked on and stained. Board Member Claudia Pratt would like a walkthrough down the road. Board Member Brian Barton would like to hold off a walk-through until the committee meets.

By-Laws Discussion: Tabled

5-year Plan: Chief Vetter would like to put together a subcommittee to help build a plan

New Business:

Board Compensation Update: Board Member Claudia Pratt stated that the ORS allows the business to pay board members \$50 per day and not per month. She expressed that she wanted to make a motion to rescind the motion made back in 2021 so that each individual can decide on an individual basis what each board member wants to take for compensation. Board Chair Heather Glass asked if Board Member Claudia Pratt could write up something for the Board to look at.

- Claudia Pratt made a motion to rescind the motion made back in 2021 of \$50 per month per board member and it was seconded by Brian Barton.

This motion had the 2nd rescinded and there were no votes taken.

Discussion: Jennifer Vetter stated that by doing this without a plan, she has no clear instruction of what do now and how to operate in terms of the Board compensation. Board Member Claudia Pratt stated that each member should be able to have a form that they can individually decide how much they will receive, not receive, donate back, etc. Board Chair Heather Glass stated that this should be tabled for when the Board has a plan of action. Board Vice President Brian Barton took back his second to the motion made by Board Member Claudia Pratt.

Bladder Bags: Board Chairperson Heather Glass presented the form that was notarized and signed by the landowners for approval. Board Member Claudia Pratt stated that she found flaws in the form. The board members discussed private property vs public property. There were discussions about the 'bed' for the water bags and its mention in the paperwork. Insurance questions had been asked and answered via Board Member Bill Ertel.

Board Chair Heather Glass stated that Board Member Bill Ertel should speak to this and tabled this until next meeting when he could provide his input.

Mobile Home Update (given by Claudia Pratt):

The back door work is 3 weeks out. Tenant Devin Brennan requested if the Board could make a temporary change on the lease occupancy to accommodate another person and presented a form for signature from the Board to allow this until October 5th, 2023.

- Brian Barton made a motion to approve a temporary occupancy change to the lease for the mobile home and was seconded by Claudia Pratt
 - 👍 Heather Glass – Aye
 - 👍 Brian Barton – Aye
 - 👍 Claudia Pratt – Aye
 - 👍 Bill Ertel – Aye (via thumbs up on computer visual)
 - 👍 David Applegate – Aye

- The motion passed unanimously.

Treasurer's Report:

Clerk/Treasurer reports for July 2023 were reviewed by the board members. Deputy Clerk 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
- Modular Home Lease Report
- Grant Report(s)

Other Discussion: Board Member Claudia Pratt was confused as to how the line items present themselves. Jennifer Vetter explained a difference between entries as line items and checks and how they show up on reports. Board Member Claudia Pratt inquired about an advertising expense that were allocated towards fire danger signs set-up.

- A motion to approve the financial reports was made by Claudia Pratt and seconded by Bill Ertel.

- ✚ Heather Glass – Aye
- ✚ Brian Barton – Aye
- ✚ Claudia Pratt – Aye
- ✚ Bill Ertel – Aye (via thumbs up on computer visual)
- ✚ David Applegate – Aye

The motion passed unanimously.

Other Discussion: Chief Vetter announced the purchase of the flat bed trailer and the plan to purchase 2 dump trailers. Board Member Claudia Pratt asked for the information scribed at the end of each agenda and where the reference information can be found.

Next regular board meeting is October 10th at 10am with a Board Workshop at 9am.

- Motion to adjourn the meeting was made by Board Member Brian Barton and seconded by David Applegate. Unanimously approved.

Meeting Adjourned: 11:09am

Respectfully,

Heather Glass, Board Chairperson