

# **WILLIAMS RURAL FIRE PROTECTION DISTRICT**

## **Regular Board Meeting Minutes**

### **August 9, 2022**

Called to order: 18:04pm

#### **Roll Call:**

##### **Board Members Present**

Position 1 – Heather Glass – Late Arrival

Position 2 – David Applegate

Position 3 – Claudia Pratt

Position 4 – Bill Ertel

Position 5 – Brian Barton

##### **Williams Staff Present**

Administrative Assistant – Jennifer Vetter

Lieutenant Oskar Sundell

#### **Public Presence:**

Harold Pratt, Community Member

Wilma Hyde, Community Member

Griselda Marney, Community Member

#### **Announcements:**

American Legion Pancake Breakfast to be held August 20<sup>th</sup> at 8:30am

#### **Approval of Prior Board Meeting Minutes:**

The Board Meeting Minutes were reviewed and any questions answered.

#### **Discussion:**

Micromanagement was discussed by Board Member Bill Ertel and Secretary Heather Glass and it was agreed that the subject has been settled.

- July 12, 2022 Regular Board Meeting Minutes: Approved
- July 25, 2022 Special Board Meeting Minutes: Approved

- A motion to approve the Meeting Minutes of July 12, 2022 and July 25, 2022 as presented was made by Bill Ertel and seconded by Heather Glass. The motion passed unanimously.

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

## **Chief's Report (Presented by Lt. Oskar Sundell):**

### **Alarm Reports (total of 17 calls):**

- Medical – 7
- Fires – 1 Grass Fire
  - 1/10 acre
- Open Burns – 7
- Public Assists – 2

### **Personnel/Recruitment:**

- In second month of OSFM up-staffing grant
  - 2 full time positions and 3 part time positions
  - Increased capability to respond immediately
  - 1<sup>st</sup> time station has been staffed regularly during a critical time of year
  - Projects are getting done / Taskbooks are getting signed off

### **Training:**

- Weekly trainings in firefighting and medical
- DPSST Training Coordinator Connor Lane
  - Car Fire Prop
  - 6 months of training scheduled
- Will be using the 8 acres to host more trainings
- Training at Pacifica stand-pipes

### **Meetings:**

- Coffee with the Chief
  - JoCo Emergency Operations Center
    - Evacuation Information & Preparedness
  - JoCo Commissioner Dan DeYoung
    - 3% sales tax
  - Defensible Space / FireWise Hosted by Rick McClintock
    - State Reps Pam March and Lily Morgan
      - SB762

### **Operations / Station / Land / Equipment:**

- Museum Roof (old fire station)
  - Roof is finished
  - Committee formed to oversee cost & completion of Williams Fire Museum
- Land
  - Looking into possible district expansion

- Met with rep from neighboring property

### **Apparatus 8763:**

- \$3760 spent and \$2170 was reimbursed by the VFA Grant
  - \$2703 was spent to paint it
    - Some paint and supplies are still left for use
  - Of the \$10k allotted, \$6994 has been spent
  - Emergency light package not delivered yet
  - 8763 will be going to the shop for possible faulty one-way valves for drafting
  - 8763 is available for response
  - Expecting to stay within budget or close to it with inflation
- A motion to approve the Chief's Report given by Lt. Oskar Sundell and the 8763 Apparatus Build Report given by Lt. Sundell was made by Heather Glass and seconded by David Applegate. The motion passed unanimously.

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

### **Support Group:**

- Updating By-Laws
- Upcoming Events
  - September 17<sup>th</sup> Department Picnic, location to be determined

### **Safety Committee:**

- Open seats filled by firefighters Brennan and Scaroni
- Working on updating policy and safety measures

### **Chair:**

- Neighboring Property For Sale
  - Walk-through was enlightening
  - Unsure how many structures are permitted
  - Opportunity for training drills
  - More research needs to be done
- May 3-5, 2023 - Bend Seminar/Conferences
  - Recommends Chief Vetter and Lieutenant Sundell attend
  - Chief Vetter and Lt. Sundell are signed up for October Fire Officer classes

### **Old Business:**

- Policies and Procedures Manual - Lexipol
  - Encouraging members to review and acknowledge policies
  - Board Member Bill Ertel inquired as to who developed the policies and procedures manual
    - Developed with current standards and for the Fire District's adoption
- Rental Agreement with Mobile Home
  - Signed and no issues

### **New Business:**

- Museum Building
  - Committee established
    - Brian Barton, Heather Glass, Oskar Sundell, Rosie Faith
  - Address any roof concerns
  - Move electric meter
  - Greg Cox (local resident) will rebuild the wall and stairway (working on a bid)
    - North interior wall has water damage and stairway is unsafe
  - Discussion of Grants and Donations to help continue funding renovation
  - No budget yet, possible funds from Support Team to help

### **Clerk/Treasurer Report:**

Clerk/Treasurer reports for August 9, 2022 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:

- The Training (aka Chair's) credit card
- The Operations (aka Chief's) credit card
- The Admin's credit card
- The Umpqua Bank Account
- Profit and Loss Statements
- LGIP Account
- Modular Home Lease Report
- OSFM Staffing Payroll Report

Discussion: Possible budget for a grant writer. Will the district have to put any monies out to replace current handheld radios if FEMA does not award the regional grant?

- A motion to approve the Clerk Treasurer's Report was made by Bill Ertel and seconded by Heather Glass. The motion passed unanimously.

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

Next regular scheduled board meeting is scheduled for September 13, 2022 at 6pm. Any public questions can be submitted in writing to WRFPD, PO Box 81, Williams, Oregon 97544.

Final Discussion: Possible grant writer located in Cave Junction area and the Fire District is still investigating possible opportunities with the property located behind the District property.

**Motion to Adjourn:**

- A motion to adjourn the meeting was made by Brian Barton and seconded by David Applegate. The motion passed unanimously.

Attachments: Board Meeting Agenda, Previous Board Meeting Minutes, 8763 Apparatus Build as presented by Lieutenant Oskar Sundell, Meeting notes regarding Griselda Marney by Board Member Bill Ertel, Clerk/Treasurer's reports for August 9, 2022.

Meeting adjourned at: 19:29pm

Respectfully,

---

Claudia Pratt, Board Chairperson