

WILLIAMS RURAL FIRE PROTECTION DISTRICT

Regular Board Meeting Minutes with SDAO Board Assessment

December 13, 2022

Called to order: 18:05pm

Roll Call:

Board Members Present

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

Williams Staff Present

Administrative Assistant – Jennifer Vetter
Fire Chief – Rick Vetter
Lieutenant – Oskar Sundell

Public Presence:

Jason Stevens – Volunteer Firefighter, Community Member (arrived at 18:25)
Jacob Bivins – Volunteer Firefighter, Community Member (arrived at 18:25)

Announcements:

Christmas Eve Presentation, 5pm for one hour, at the Williams Community Church.

Good to the Order:

A letter and donation came in from a community member recognizing the impact that District personnel have made on certain members of the community. Special recognition was given to Lt. Oskar Sundell and Board Member Bill Ertel for their kind, personable, and professional ways in which they have interacted with members of the community to elicit such positive feedback.

Public Input:

None.

Approval of Prior Board Meeting Minutes:

The Board Meeting Minutes were reviewed and any questions discussed.

- November 8, 2022 Regular Board Meeting Minutes: Approved
 - A motion to approve the Meeting Minutes of November 8, 2022 as presented was made by Heather Glass and seconded by Brian Barton. The motion passed unanimously.

Discussion: Board Member Bill Ertel commented that Brewster's 3% is based on assessed valuation and inquired about Personnel and Recruitment asking if Lower Divide was reimbursed and Chief Vetter stated that due to the upstaffing grant, there was no reimbursement provided.

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

Chief's Report:

Alarm Reports (total of 30 calls):

- Medical – 11
- Motor Vehicle Accidents – 2
- Open Burns – 3
- Outdoor Smoke Investigations – 3
- Grass Fire – 1, 5 acres (Mutual Aid with Applegate Fire)
- Public Assists – 6
- Flue Fire – 3
- Vehicle Fire – 1

Discussion: Board Member David Applegate inquired about the call volume increase. Chief Vetter commented on the increase being due to the flue fires, smoke investigations, and community hyper-awareness.

Personnel/Recruitment:

- No new applications
- One application out from last month that has not been returned

Training:

- Medical Training:
 - 2 volunteers enrolled in NREMT Basic
 - 1 volunteer enrolled in the Paramedic Course
 - 2 volunteers and Lt. Sundell will be attending the NREMT Basic in February in Crescent City
 - May carpool with members of IV Fire District
- Flue Fire Trainings, response, extinguishment
- Lt. Sundell completed training required to conduct prescribed burning operations

Discussion: Board Member Bill Ertel inquired on who pays for the upper medical trainings and if there are reimbursements provided to the volunteers who spend to advance their medical certifications. Chief Vetter stated that Captain Nicco Holt, the Training Officer, is reviewing his budget to see about accommodating partial reimbursements. EMT Basic alone can cost upwards of \$1000 to begin EMT Basic studies and costs increase to finish the program for the volunteers and paid staff that desire to continue their education.

Meetings:

- Lunch with Josephine County State Representative Lily Morgan
- Working on preparing for upcoming events
 - Christmas Dinner
 - Santa at the Fire Station
- Pat Spanky Allen, Commander of Old Guard
 - Meeting to accommodate a donation

Operations / Station / Land / Equipment:

- Working with Applegate Fire District 9 to provide mutual aid to residents of Williams and portions of the Applegate Valley
 - Reduces response times
 - Share responders
 - Volunteer Firefighter Charles HooperLee is currently a volunteer with Applegate Fire and Volunteer Jennifer Vetter has put in to become a volunteer
- Museum (old fire station)
 - Board Vice Chairperson Brian Barton, who is also Chairperson of the Committee working on old fore station to work with electrical needs
 - Chief Vetter and Community Relations Officer Rosie Faith have been working on a letter head to present to the public
 - Chief Vetter has been working with Chairperson Claudia Pratt on the update with the land purchase

Support Group:

- Christmas Dinner preparations are being made for December 17
- Preparing and wrapping gifts for Santa’s visit on December 18

Safety Committee:

- Cleaning out old paints and other cleaning products
- Looking into cost of a metal storage cabinet to house cleaning products
- A motion to accept the Chief’s Report as written was made by Heather Glass and seconded by Brian Barton. The motion passed unanimously.

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

Chair:

- Attend IV Board Meeting on December 12
 - Board meetings typically last 40 min
 - One Director resigned; Filling position in February
 - 5 Year Strategic Plan – January 9, 2023 at 3pm
 - IV will receive matching security grant for \$3k to upgrade video surveillance
 - DPSST grant application for new training building (on hold on the grant side)
 - A motion to approve and Letter of Intent was made and approved by the Board to apply for two addition firefighters through the Oregon Fire Service Capacity Grant.
- 115 & 137 East Fork Road, Doug Walker
 - Steve Thomas communications (phone or text)
 - Walker countered with \$400k, leaving everything as is
 - District counteroffer: \$350k with Walker having 3 months to leave property after closing and no fees
 - Walker returned with \$400k or he waits the 6 months to split the properties
 - December 13th is the deadline to have an agreement with the District to purchase
 - A motion to decline the offer of \$400,000 from Doug Walker to buy 115/137 lots on East Fork Road was made by Brian Barton and seconded by David Applegate. The motion passed unanimously.

Discussion: Loan from bank expires in January. Budget Committee would have to be reconvened. Board Member David Applegate confirmed our offer of \$300 for front lot land \$50k for back lot. Board Member Brian Barton and Board Secretary Heather Glass expressed their opinions of declining the offer to buy of \$400k. Board Member Brian Barton expressed ideas of other ways to spend money to improve District property (buildings and improvements). Chief Vetter stated that there are opportunities in purchasing the land, however, agreed with Board Member Brian Barton that the price and value should be set. Board Member David Applegate stated that there would be an opportunity to turn the land if the District did purchase it and find that it needed to be sold. Deputy Clerk Jennifer Vetter stated that the initially money output could be rough. Lt. Oskar Sundell discussed his research on what buildings or improvements would cost. Board Member Bill Ertel agrees with Board Member Brian Barton.

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

- Yearly Evaluations for the Chief and Admin beginning of 2023
 - Tabled
- Board Practice Assessment Discussion
 - Thanks to Board Member Bill Ertel for inviting Teri Dresler from the SDAO
 - Discussions ensued around questions or comments that were made during the Board Best Practices Assessment. Board Member Bill Ertel discussed and answered questions.
 - Board Chairperson Claudia Pratt would like that more references are made to the ‘Now’
 - Board Assessment lasted just under 2 hours where SDAO Rep Teri Dresler stated that most of her assessments last approximately one hour

- Board Practice Assessment Review (Teri Dresler’s formal assessment)
 - Discussed the recommendations
 - Training Calendar
 - Research Budgets, Grants and Loans on sections of the SDAO 2022 Special Districts Administrative Handbook
- Board Chairperson Claudia Pratt presented a Rules and Conduct board that she would like to see put up
 - Thanks to Board Member Bill Ertel for inviting Teri Dresler from the SDAO
 - Covers ORS 192.630, Meeting Rules, and Control of Meetings
 - Allows the public and meeting attendees to be on same understanding during a meeting

Support Group:

- Award Banquet – Tabled
- Support Group is going to donate \$100 for the use of the American Legion building, food is catered

Old Business:

- Museum Building Update (by Brian Barton)
 - Community Officer Rosie Faith, Lt. Oskar Sundell, Board Member Brian Barton will convene to discuss what is next
- Policies and Procedures Manual - Lexipol
 - Online subscription will be cancelled by Chief Vetter and provide a letter of cancellation
- Station Pick-Up – Vehicle Purchase – Tabled
- Water Master Contract to Dig Test Holes
 - Nothing to report

New Business:

- Office Space – Tabled

Clerk/Treasurer Report:

Clerk/Treasurer reports for December 13, 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 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: Board Member Bill Ertel inquired about \$50k as listed in the accountant’s report coming in and \$10k going out in bonuses. There was a resolution to move grant funds to Personal Services at the end of the fiscal year and the bonuses were the total amount of personnel bonus. Reconciliation recommendations were made by CPA and Board Member Bill Ertel inquired as to who from the Board is going to sign off on the reconciliations. Board Member Heather Glass volunteered to verify and sign off on bank reconciliations for the month of January 2023.

- A motion to approve the Clerk Treasurer’s Report as presented was made by Heather Glass and seconded by Claudia Pratt. The motion passed unanimously.

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

8763 Build, presented by Lieutenant Oskar Sundell:

There is a box that matches the box on 8763 which accommodation that can be added to the current box that has missing wiring, foam proportioner, hose reels, and other items. The value is \$19,500 and the seller is asking \$4,000. Board Chairperson Claudia Pratt asked Lt. Sundell about the viability of the used parts. Lt. Sundell expressed that the supply chain is still having issues and the seller, Adam O’Gara, is a legitimate seller and the box comes complete with items needed to make 8763 fully operational. Board Member Bill Ertel stated it could be possible that the replacement parts could be obsolete. The box is physically located in Trail, Oregon and will be delivered.

- A motion to spend \$4,000 for Oskar Sundell’s Presentation of 8763 Build invoice from Paper Beats Rock and extra parts for the engine was made by Heather Glass and seconded by Brian Barton. 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 January 10, 2022 at 6pm. Any public questions can be submitted in writing to WRFPD, PO Box 81, Williams, Oregon 97544.

Public Comments:

Jacob Bivins and Jason Stevens, both District volunteer firefighters, expressed how 8763 could benefit the volunteers and is a great resource that could make the District income. Stevens inquired on the last pump test for 8763 and when would the District have an awards ceremony. Chief Vetter stated that we are starting to see progress that validates awards. The awards ceremony is scheduled for some time in the Spring 2023.

Reminder to the Board Members of their position renewals.

Motion to Adjourn:

- A motion to adjourn the meeting was made by Heather Glass and seconded by Claudia Pratt. The motion passed unanimously.

Attachments: Board Meeting Agenda, Previous Board Meeting Minutes, SDAO Board Practices Assessment, Fire Chief’s Report, Lt. Sundell’s 8763 Report, Clerk/Treasurer’s reports, for December 13, 2022.

Meeting adjourned at: 19:50pm

Respectfully,

Claudia Pratt, Board Chairperson