

WILLIAMS RURAL FIRE PROTECTION DISTRICT
Regular Board Meeting Minutes
February 13, 2024

Call to Order: 10:01am

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

Williams Staff Present

Interim Fire Chief – Nicco Holt

Lieutenant – Oskar Sundell

Administrative Assistant – Jennifer Vetter

District Fire Marshal – Jon Scaroni

Firefighter – Devin Brennan

Ash Martell – Community Relations
Coordinator

Public Presence:

Fire Chief Chris Wolfard – Applegate Valley Rural Fire Protection District

Amy Brennan – Williams Community Member/Budget Committee Applicant

Barb Davis – Williams Community Member/Budget Committee Applicant

Allison Cleveland – Williams Community Member

Marni Brown – Williams Community Member

Wilma Hyde – Williams Community Member

Melinda Freeborn – Williams Community Member

Zoom Attendees:

Fire Chief John Holmes – Illinois Valley Rural Fire Protection District

Operations Chief Cody Goodnough – Applegate Valley Rural Fire Protection District

Cheryl Johnson – Illinois Valley Rural Fire Protection District Board Chairperson

Belinda Northrup – Williams Community Member/Williams Fire Support Team President

Karen Rogers – Williams Community Member/Williams Fire Support Team Secretary

Sarah Rubrecht – Oregon State Fire Marshal’s Office

Unknown Attendees: one un-named (aka Samsung Phone)

Announcements:

None.

Budget Committee Applications

* 2 Applications were formally submitted.

Budget Committee Applicants were asked to give a 2 minutes or less explanation of why they want to serve on the budget committee.

Barb Davis – has thoughts of music events as fund raisers at Dorothy Gales

Amy Brennan – Works at Providence Hospital and is in charge of a large budget for her department. She has some familiarity with budgets and thought it would be a good way to serve her civic duty. Amy supports the fire department, wants to be a part of the department, and feels that it would be a good role for her.

Board Responses:

Board Chair Heather Glass addressed Barb Davis letting her know that her voice may be better served on the Williams Fire Department Support Team where she could be a part of event coordination.

Barb Davis suggested that a stipend could be given to the volunteers. Board Member Claudia Pratt stated that the volunteers do currently participate in an organized distribution for their volunteer contributions to the department.

- A motion was made by Heather Glass to add Amy Brennan to the Williams Fire Department Budget Committee 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 Bill Ertel addressed both candidates by explaining that the budget committee members have the opportunity to ask questions and study the budget book. The Board appreciates the Budget Committee.

- The motion was approved unanimously

Approval of Prior Board Meeting Minutes:

- January 9, 2024 Regular Board Meeting Minutes

Board Member Claudia Pratt inquired regarding a missing receipt from US Cellular that Chief Vetter hadn't submitted. This receipt was confirmed still outstanding. She also inquired about the bay doors possible expenditure/grant write up and Lt. Oskar Sundell replied with those items are still in the works.

- A motion was made by Brian Barton to approve the Regular Board Meeting Minutes of January 9, 2024 and it was seconded by David Applegate.

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

- The motion was approved unanimously

- January 26, 2024 Special Board Meeting Minutes

- A motion was made by Brian Barton to approve the Special Board Meeting Minutes of January 26, 2024 and it was seconded by Bill Ertel.

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

Discussion: None.

- The motion was approved unanimously

- February 1, 2024 Special Board Meeting Minutes

Board Member Claudia Pratt stated that the Phase 1 Report possible expenditure that was discussed as a \$2,500 expenditure is now \$2,000.

- A motion was made by Brian Barton to approve the Special Board Meeting Minutes of February 1, 2024 and it was seconded by David Applegate.

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

- The motion was approved unanimously

- February 2, 2024 Emergency Board Meeting Minutes

- A motion was made by Claudia Pratt to approve the Emergency Board Meeting Minutes of January 9, 2024 and it was seconded by Brian Barton.

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

- The motion was approved unanimously

Chief’s Report (Given by Interim Chief Nicco Holt):

Interim Chief Holt integrated the Fire Chief’s report with the Training Report which was provided electronically before the meeting. Chief Holt provided a total incident report for the year showing the Fire District had a total of 241 dispatch alarms for 2023. Community Member Marni Brown gained permission from Interim Chief Holt to post the 2023 alarm report to her Facebook page. Interim Chief Holt reviewed the report with the Board. Board Member Bill Ertel praised Interim Chief Holt for providing a report that he “asked for the last four years”.

Operations Report – Lt. Sundell:

Lt. Sundell’s report was provided electronically before the meeting. Board Member Claudia Pratt inquired about stucco and paint that will be done on the old building. She had donated stucco. Lt. Sundell stated that the whole building will need to be addressed before painting. Interim Chief Holt interjected with that he was contacted by the painter regarding a scheduled painting in the Spring. There is still more work to be done and the painting will be suspended until after further assessment. Board Chair Heather Glass recommended a lead be picked to oversee the progress of the project. Board Member Bill Ertel inquired about the gym and the gym is now open for use by the district members. Board Member Claudia Pratt inquired about the Board Members getting a tour and Lt. Sundell stated yes, it can be done.

Training Report – Interim Chief Holt

Interim Chief Holt’s report was provided electronically before the meeting. No other discussion took place.

Safety Committee:

District Fire Marshal Jon Scaroni’s report was provided electronically before the meeting. He spoke to what the Internation Association of Arson Investigation is and that he paid for his own membership and is taking class on behalf of the Fire District (\$250) that was paid by the Fire District.

Community Relations Coordinator Report:

Community Relations Coordinator Ash Martell’s report was provided electronically before the meeting. The Board Members commented it was well written. Board Vice Chair Brian Barton added that Ash Martell will be providing the Support Team Report on her report for the previous month. Board Member Bill Ertel inquired about the Fire Side Newsletter. He requested to see the newsletter before it goes to print. Ash stated that the newsletter is already going to print and she can provide the Williams side of the print to the Board. Board Member Bill Ertel stated that he had wished for a newsletter for the last 10 years and would have liked to have some input.

Chair’s Report

Nothing to Report

Unfinished Business:

Museum: Tabled.

By-Laws Discussion: Tabled.

5-year Plan: Tabled.

Modular Home Update: Board Member Claudia Pratt obtained a quote for \$1500 for the outdoor repairs from the wind storm and the crew will be arriving around the 15th of the month to complete the work.

RV Space: Board Chair Heather Glass stated the RV Space is complete and a device for energy consumption was purchased.

February SDAO Conference: Board Member Bill Ertel will later provide a written report to the Board. He noted the importance of annual evaluations of employees and a great legislative hand out in which he spoke to that included bills and their summaries that were passed in the previous year. He was appreciative to have been sponsored to attend.

Solar Panels: Board Vice Chair Brian Barton stated that the solar panels discussion is on hold at the moment and contacted the solar panel companies letting them know that the Fire District is taking care of more pressing business at the moment. The Board and staff will have discussions and decision making at a later time.

New Business:

Resolution to Adopt the Rules and Regulatory Information Contained in ORS 260.432: Board Member Claudia Pratt commented that she would like to add this to the old policy manual, correlating them together. She would like to postpone adopting the ORS. Interim Fire Chief inquired if the old policy manual was superseded by the adoption of the new Lexipol policy. Board Chair Heather Glass stated that it will take some time to move away from the old policy once all items left are covered. Board Member Bill Ertel added that he and Board Chair Heather Glass have been working on the Board policies as well, working to get rid of the old 1960's by-laws. This resolution was left unsigned.

Williams Applegate Joint Defensible Space Program MOU: Board Member Claudia Pratt inquired about the chipper program and logistics/liability in chipper use after the grant ends and what may not be addressed in writing. Discussion ensued that department equipment sharing with other agencies would be dependent on the Fire District's relationship and agreements with sharing of the equipment. Ultimately, the liability belongs to Williams Fire, however, per Board Vice Chair Brian Barton, there would be discussions of understanding to fair resolution between the two entities.

Applegate Fire Chief Chris Wolfard addressed the concern and stated that both entities would make contact with liability insurance agents and ultimately “figure it out and do the right thing.”

Board Member Claudia Pratt inquired if there is a policy for the use of the dump trailer, its placement on community member properties, and what is placed inside of it. District Fire Marshal Jon Scaroni stated he will share the dump trailer policy that Applegate Fire Chief Chris Wolfard spoke to.

Board Member Bill Ertel inquired about the New Holland Tractor in which Williams Fire owns and how the tractor will be used. District Fire Marshal addressed the inquiry explaining the use of the tractor’s mower deck and the use of the tractor to load the ‘no smoke’ wood burners.

Board Member Bill Ertel inquired about the MOU contract area regarding purchases that need pre-approval and asked if the Board will be involved in purchase approvals. Board Chair Heather Glass stated that Applegate also uses checks and balances like Williams does. Board Member Bill Ertel inquired as he referred to the award letter if Williams Fire received the grant money and Board Chair Heather Glass confirmed it to be so. He noted that \$90k was given for labor and split with Applegate. The Board agreed that the grant monies will be used solely for grant objectives and normal expenses don’t need special approvals and per Jennifer Vetter... “As long as the operations and expenditures fit within the confines of the grant and doing what the grant says” with the operational members approving the expenses, expenses will go on for payment as long as there are no red flags. Anything over \$2500 will receive two check signatures per Williams Fire internal controls. The grant delegates the funds to both of the districts to work jointly together.

- A motion was made by Brian Barton to approve the MOU between the Williams Fire Department and Applegate Fire Department for the Combined Community Defensible Space Program and it was seconded by Heather Glass.

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

- The motion was approved unanimously

Three Way Trade: Per Interim Chief Holt, in a conceptual process right now, Williams Fire will transfer its Zoll Monitor to Applegate Fire, Applegate Fire will transfer a 1991 Pierce Fire Engine to Illinois Valley Fire, Illinois Valley Fire will transfer a Physio Control Lifepak 15 monitor to Williams Fire. Williams Fire has been looking for a way to get a Lifepak 15 to replace the Zoll Monitor. By doing so, Williams Fire could interface easier with the AMR medic units that service

the area. Applegate Fire uses Zoll monitors. The Lifepak 15 that would be transferred is owned by AMR and Dave Matthews is aware of the trade concept. AMR would handle the maintenance of the Lifepak and it is believed to be about 2 years old. This was discussion initially took place with Fire Chief Rick Vetter.

- A motion was made by Heather Glass to approve the 3-way trade agreement made between Illinois Valley Fire, Applegate Fire, and Williams Fire and it was seconded by Brian Barton.

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

- The motion was approved unanimously

Further Discussion: Interim Fire Chief advised Board Member Claudia Pratt and the Board that Physio Lifepaks run in price anywhere between \$25k to \$50k and Applegate Fire Chief Chris Wolfard stated that a new Zoll Monitor was priced at \$38k for a similar configuration that is currently owned by Williams Fire and can go up to around \$60k.

eDispatch 911: 3 board members have signed up to be on the app and receive dispatch notifications.

Fire Chief Rick Vetter’s Letter of Resignation:

- A motion was made by Heather Glass to accept Rick Vetter’s Letter of Resignation with payment through March 7, 2024 as per his letter. The motion was seconded by Brian Barton.

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

- The motion was approved unanimously

Further Discussion: Board Chair Heather Glass stated that anyone who has questions as to Rick Vetter's resignation, the Board does not know why he resigned and that the question of why can be asked of Rick Vetter.

Treasurer's Report:

Clerk/Treasurer reports for January 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 that were explained by Lt. Sundell encompassing rubber mats for the gym room. He also inquired of the Profit and Loss and carry-over that could possibly be spent in the next budget year or two due to grant allotment. Social Security and Medicare was discussed as well noting that the budget amount is to accommodate the full capacity at the Fire District could hire at and the budget currently is a reflection of where funds are at this time of year.

Board Member Claudia Pratt inquired about a Lexipol charge that is clarified by Interim Chief Holt as a training program expense.

Next regular board meeting is March 12th at 10am.

Public Input (2 minutes) with a response at the next board meeting:

Marni Brown: She stated that it was great that the Fire District made a post about Chief Rick Vetter but requested that the word "investigation" be left out, as per Marni, it caused her a lot of problems with people messaging her. She recommended that the post solely say that Interim Chief Nicco Holt took over as it caused an upheaval of her Facebook page and a lot of gossip.

Wilma Hyde: Ash Martell is doing a great job with public posting for everyone to see. Ash Martell responded that it is a team effort and that she would defer to Jennifer Vetter on that.

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

Meeting Adjourned: 11:08am

Respectfully,

Heather Glass, Board Chairperson