

WILLIAMS RURAL FIRE PROTECTION DISTRICT

Regular Board Meeting Minutes

February 14, 2023

Called to order: 18:07pm

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

Fire Chief – Rick Vetter
Administrative Assistant – Jennifer Vetter

Public Presence:

None.

Announcements:






None.

Approval of Prior Board Meeting Minutes:

The Board Meeting Minutes were reviewed and any questions discussed.

- January 10, 2023 Regular Board Meeting Minutes: Approved
- January 18, 2023 Special Board Meeting Minutes: Approved
- January 18, 2023 Executive Board Meeting Minutes: Not Presented

- A motion to approve the Meeting Minutes of January 10 and January 18, 2023 as presented was made by Bill Ertel and seconded by David Applegate. The motion passed unanimously.

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

Chief's Report:

Alarm Reports (total of 18 calls):

- Medical – 11
- Fire Calls – 5
- Public Assists – 5

Personnel/Recruitment:

- No new or pending applications
- 12 current volunteers / 4 paid staff

Training:

- 5 Department members are enrolled in the EMT
 - 2 enrolled in RCC EMT Basic Program
 - 3 enrolled in Crescent City Fire EMT Basic Class
 - 1 enrolled in RCC Paramedic Program
- CPR Renewals
- DPSST Training Props
 - Ventilation Roof
 - Mayday Firefighter
 - Flammable Liquids and Gas

Meetings:

- SDAO – Attended by Chief Vetter and Board Member Bill Ertel
- Oregon Fire Chief's Round Table in Eugene
- Rogue Valley Fire Chiefs Association
 - FF Jenny Vetter, guest to Chief Holmes, announced interest in Chili Cook-Off amongst agencies, 20+ agencies showed interest
 - Williams Fire will host a chili cook-off
- Fuels Reduction Meeting at Applegate Fire – attended by Chief Vetter, Board Chairperson Claudia Pratt, and FF Jenny Vetter
 - Williams Fire was awarded \$50k chipper
 - Partnership with Applegate to provide fuels reduction
- Senator Merkley & Senator Wyden Meeting
 - Williams Fire, Evans Valley Fire, Applegate Fire, Jacksonville Fire
 - Support the need of a \$1M AFG Grant to up-grade agency radios

Presentation of other requested information of Chief Vetter by the BOD:

- Rain Gutters
 - Received Quote from Rainy Day Gutters to fix broken downspouts at main station and manufactured home
- Youth Firefighters Program
 - No active youth program
- Drug and Alcohol Policy
 - 1 complaint over the years (not recent) handled per the department policy
 - Reinforced by the Chief and Command Staff
- District 5-year Plan
 - No plan yet in place
 - Chief Vetter recommends a sub-committee to draft plan for presentation to Board of Directors

Other Information Presented:

- Deputy Clerk Jennifer Vetter is putting together a reference binder of Grant Information.
- Well drilling will start in April. Locator and drilling outfit along with state rep were present. 2 wells will be drilled; one deep and one shallow. This will monitor valley's water levels over a couple decades. Wells will belong to fire district after testing is complete.
- Chief Vetter completed a letter for community outreach for renovation of the old fire station.
- Board Secretary Heather Glass stated that Chief Holmes has a template he could send to Williams Fire for the development of WRFPD's 5-year Strategic Plan.
- Who will replace Rosie Faith as Community Relations Officer? She will be on through the end of March and may be replaced by another firefighter that is looking to back away from Operations

Support Group:

- Chili Cook-Off Scheduled for March 10th led by FF Jenny Vetter
- Old Fire Station Remodel and how to support the committee led by Board Member Brian Barton
- Rosie Faith's will be replaced by Aaron Holmes as Treasurer

Safety Committee:

- Reviewing need to upgrade policies and practices

Chair:

- Board Chair Claudia Pratt reminded everyone of upcoming special election
- SAFER Grant will be ending
 - Consider the budget adjustment needed to retain the Recruitment and Retention Officer
 - Unable to get back-to-back SAFER Grant of same capacity

Old Business:

- Museum Building (Given by Board Member Brian Barton)
 - Light above fuel tanks has been replaced
 - Inside electrical has been made safe inside the building
 - Discussion of bricks to sell for the building
 - Chief Vetter developed letter for old museum for funding and donations
 - Rosie and KC to discuss front of the building
 - Landing, rail, and few other things to be addressed
 - Questions regarding reinstalling the siren and bell tower
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- Lexipol Policy and Procedure Manual
 - Chief Vetter contacted Lexipol, canceled the annual renewal for this portion of the subscription service
 - A printed copy is available
- Station Pick-Up – Vehicle Purchase - Tabled

New Business:

- Office Space – Tabled
- Evaluations of Chief and Administrative Assistant – Tabled
 - Discussion of needed paperwork for conducting evaluations
- Regular Board Meeting Time
 - Considering holding the meeting in the daytime to be able to hear the Lieutenant and Captain give their reports instead of the Chief including the information in his own report
 - Board Members would like to hear from the other staff members
 - Chief Vetter sees that it is more likely for Lt. Sundell to attend than Captain Holt due to the Captain’s scheduling
 - Tabled until next meeting to hear if Captain Holt and Lt. Sundell will be able to attend meetings based on times that are available for them
- Safe Deposit Box
 - Board Members will need to visit the bank and visit the contents
- By-Laws
 - Looking to redo the by-laws to incorporate the medical response
 - Form 2 committees to work on the by-laws in parts
 - Committee 1 – Board Member Bill Ertel, Board Secretary Heather Glass, Deputy Clerk Jennifer Vetter
 - Committee 2 – Board Vice Chairperson Brian Barton, Board Member David Applegate, Chief Vetter
- Approval of Board Member Bill Ertel’s SDAO Conference attendance
 - Board Members Bill Ertel wanted to make sure the Board was aware of the expense of his attendance
 - 2 full days online
- Grant Snapshot Document by Board Member Bill Ertel
 - Board Member Bill Ertel developed a document to implement that will list open grants, grant status, and if awarded with description of funding
 - Board Chairperson Claudia Pratt stated that the Board doesn’t need to approve the grants, just have a form that shows the grant application and tracking.

Clerk/Treasurer Report:

Clerk/Treasurer reports for February , 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:

- 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

Discussion: Board Member Bill Ertel had question about the cost of the QuickBooks Annual Subscription and the costs associated with the State of Jefferson EMS Conference for Chief Vetter and Jennifer Vetter’s attendance. There was also a discussion centered around the department phone bill, the Holmotro service of the extrication tools, and the Profit and Loss expenses of Seasonal Hires and Apparatus Expenses.

- A motion to approve the Clerk Treasurer’s Report as presented 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

Further Discussion: The officers have been voluntarily intermittently augmenting the costs of their gas use in the department vehicles. When earmarked monies come in for the museum, who should manage the donations, the Support Team or the fire department. Board Member David Applegate stated that if the Support Team has their own financial management, we should let them handle the programs that they are involved in and with a committee appropriate discussions can be held as to how to allot for the expenditures or provide the monies to the fire department for expenditure.

Good to the Order: Cascade Fire saw a picture posted online where the volunteer firefighters were wearing their turnouts and their SCBA packs during a flammable liquid and gas training with live fire. They requested permission to use the photo in promotions. Cascade Fire also is looking to be involved in the Chili Cook-Offs that are going to take place.

Next regular scheduled board meeting is scheduled for March 14, 2023 at 6pm. Any public questions can be submitted in writing to WRFPD, PO Box 81, Williams, Oregon 97544.

Attachments: Board Meeting Agenda, Previous Board Meeting Minutes, Fire Chief’s Report, Board Grant Snapshot Document, and Clerk/Treasurer’s reports for January 10, 2023.

Meeting adjourned at: 19:32

Respectfully,

Claudia Pratt, Board Chairperson