

# WILLIAMS RURAL FIRE PROTECTION DISTRICT

## Regular Board Meeting Minutes

### June 15, 2022

Called to order: 11:02am

#### Roll Call:

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

Position 1 – Heather Glass - Absent

Position 2 – David Applegate

Position 3 – Claudia Pratt

Position 4 – Bill Ertel

Position 5 – Brian Barton

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

Administrative Assistant – Jennifer Vetter

Chief Rick Vetter

#### Public Presence:

Harold Pratt, Community Member

Scotty Kaesser, Community Member

#### **Announcements:**

Scotty Kaesser proposed a small structure/shed to house yard tools on fire department property to have a central location to store tools/equipment for maintaining/trimming the roadsides. Chief Vetter offered that if Scottie is on a blind corner, personnel would help to flag for his safety.

- A motion to appoint Chief Vetter over the storage shed for community roadside equipment project with Scottie Kaesser was made by Claudia Pratt and seconded by David Applegate. The motion passed unanimously.

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

The Board Meeting Minutes were reviewed and any questions answered.

- May 2, 2022 Regular Board Meeting Minutes: Approved
- May 11, 2022 Special Board Meeting Minutes: Approved

- A motion to approve the Meeting Minutes of May 2 and May 11, 2022 was made by Bill Ertel and seconded by Brian Barton. The motion passed unanimously.

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

#### **Chief's Report:**

**Alarm Reports:**

- Alarm Reports: 17 Calls
  - Medical: 6
  - Motor Vehicle Accidents: 3
  - Public Assist: 2
  - Smoke Investigations: 5
  - Fire Calls: 1, Grass Fire 4.17 acres

**Personnel/Recruitment:**

- Hired one full time seasonal position (Firefighter Jon Scaroni) from June 1 through September 30
  - Holds all certification to be able to deploy as needed within the region
- Awarded Oregon State Fire Marshal Grant for upstaffing during fire season
  - \$35,000 for seasonal hires
  - Intent is to staff station during warmest part of the day and red flag
  - \$15 per hour starting wage

**Training:**

- Wildland fire fighting trainings
- Spring exercise by Rural Metro Fire and City of GP in Board Shanty area
- Southern Oregon Wildfire School

**Meetings:**

- Coffee with the Chief
  - Animal Control Deputy
  - Rick McClintock of Fire Wise Program
- Meeting with Senator Merkley Rep Dahna Black
- Lexipol Meeting
- Josephine County Ops Meeting
- Josephine County Fire Symposium
  - Chief Vetter and Board Member Bill Ertel Attended
- Meeting with Applegate Fire and City of GP Chiefs
  - Establishing response capabilities for large fires in Williams
- Greater Applegate Meeting
  - Evacuation and Fire Info packages to possibly be given out to realtors as part of the sale of the home to get information out to the public.

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

- Lt. Sundell

- Trucks are getting run time
  - 8763 is getting ready for being placed into service
  - Pump Service and certification process
    - 8761 did not pass and will need about \$1500 in repairs
- Station
  - Preparing for roof replacement on old station
    - Removal of bell tower
  - Preparing for asphalt on front parking area
  - Preparing for wooden fence in front between library and station
    - Board Member Brian Barton to get another estimate for fencing
- A motion to accept the Chief's Report was made by Brian Barton and seconded by Claudia Pratt. The motion passed unanimously.

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

**Support Group:**

- Getting ready for annual fire department yard sale

**Safety committee**

- Set up annual service of all fire extinguishers

**Chair:**

- Holding discussions with Sue Densmore regarding grants and other resources
- Expressed thanks for the \$35,000 OSFM grant being applied to by Administrative Assistant Jennifer Vetter on short notice


**Old Business:**

- Policies and Procedures Manual released
  - Link to be sent out to the volunteers/members of the district
- Rental Agreement with Mobile Home
  - Property Management is costly
  - July 1 start of 1 year lease
  - Captain Holt and Board Member Brian Barton measured property for lease use

## New Business:

- Safer Grant Administrator Compensation
  - Increase of \$0.60 to the grant administrator
- OSFM Grant Administration 10% allowance
  - \$3500 to be split amongst those administering the grant to the seasonal hires
- Land Boundaries / Survey of Back Property
  - Property owner behind the district is placing their property over the property line, breaking down the fence, and dumping burn garbage on district property.
  - Cost of surveyor
  - Get copy of deed and survey costs
- Board Positions
  - Brian Barton nominated Heather Glass for Secretary and Claudia Pratt seconded the motion. The motion passed unanimously.

 David Applegate – Aye


 Claudia Pratt – Aye

 Bill Ertel – Aye

 Brian Barton – Aye

- Claudia Pratt nominated Brian Barton for Board Vice Chairperson and David Applegate seconded the motion. The motion passed unanimously.

 David Applegate – Aye

 Claudia Pratt – Aye

 Bill Ertel – Aye

 Brian Barton – Aye

## 2022-2023 Goals (Presented by Board Member Bill Ertel):

Goals consisted of Personnel, Facilities, Financial, and Organizational Management, Oversight, Transparency, Communications.

### Discussions:

- District response times took place to recognize the difference between day and night responses when the station is not staffed at night and on the weekends. Seasonal Hire Jon Scaroni is staffing the station on the weekends and the command vehicles are able to provide quick first response from time of tone-out.
- The district currently has 2 EMRs, 2 EMTs, 1 EMT Intermediate, 1 Paramedic. Everyone is CPR trained and the district has 2 in-house CPR instructors.
- District received a grant for a small building for a shower/laundry facility.
- Develop a recurrent report on operational status of vehicles and could be included in Chief's report

- Chief Vetter is still looking for a pickup
- Goal of improving training grounds
- Grant reports
- Educational opportunities for key staff members
- Avenues to enhance communications with the community

**Clerk/Treasurer Report:**

Clerk/Treasurer reports for June 15, 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

Discussion: Board credit card will be decommissioned. The district still has the same spending power, however, the need for a third card is not necessary.

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

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

- A motion to accept resolution to reallocate funds within the budget and accept SAFER Grant funds was made by Dave Applegate and seconded by Bill Ertel. The motion passed unanimously.

Discussion:

District spending stayed within the budget, however, there were unexpected expenditures (i.e. creek pump failure). Distributions will be as follows in a resolution (see resolution):

Materials & Services: Increase by \$10,000

Personal Services: Increase by \$5,000 and acceptance of SAFER reimbursements of \$50,000

Contingency: Reduction of \$15,000.

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

#### Final Discussion:

- Board Chairperson Claudia Pratt inquired how 8763 was coming along. Discussion ensued about painting the apparatus and requested of the Fire Chief that he investigate OSHA standards, PPE, etc. Chief Vetter stated that the department will investigate to make sure compliance is followed. \$10,000 is still the target amount for getting this apparatus ready.
- Chief Vetter offered to the Board of Directors that if they are interested, any of the WRFPD members can visit or get in contact with Wolf Creek to see if they would like to provide input to help get Wolf Creek Fire back on track.
- ISO rating review will be taking place in September.
- Chief Vetter encourages board members to keep coming down to the station to see the department events, happenings, trainings. Chief Vetter gave a gentle reminder to the Board Members to maintain the chain of command when information is requested so that it can be delivered appropriately to subordinates.

Next regular scheduled board meeting is scheduled for July 12, 2022 at 6pm.

#### **Motion to Adjourn:**

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

Attachments: Board Meeting Agenda, Previous Board Meeting Minutes, 2022/2023 Goals as presented by Board Member Bill Ertel, Clerk/Treasurer's reports for June 15, 2022.

Meeting adjourned at: 13:22pm

Respectfully,

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Claudia Pratt, Board Chairperson