

WILLIAMS RURAL FIRE PROTECTION DISTRICT

Special Board Meeting Minutes

Tuesday, June 27, 2023

Called to Order at 09:02am

Roll Call:

Board Members Present

Claudia Pratt

Brian Barton

Heather Glass

Bill Ertel

David Applegate

Williams Staff Present

Fire Chief – Rick Vetter

Deputy Clerk – Jennifer Vetter

Announcement:

Chief Vetter announced the 4th of July Parade, come down by 9:30am, and the American Legion was invited as well.

Board Chairperson Claudia Pratt started a discussion under announcements that she had requested Deputy Clerk Jennifer Vetter to define her job description in detail by all the ‘hats’ she wears as the Board Chairperson is unable to decipher what Deputy Clerk Jennifer Vetter does. Deputy Clerk Jennifer Vetter directed the Board Chairperson to confer with the rest of the Board to see if they are in agreement that this is what the Board as a whole would request of her. Board Secretary Heather Glass stated that she didn’t think it was necessary since Jennifer’s job description says everything she does already. Board Chairperson Claudia Pratt stated that Jennifer Vetter’s job description is defined but not separated out and evaluating Jennifer Vetter is challenging because Board Chairperson Claudia Pratt would like to evaluate her for each individual job. Board Secretary Heather Glass stated that she felt that the recent evaluation that she and Board Member Bill Ertel did of Deputy Clerk Jennifer Vetter was covered pretty well. Board Secretary Heather Glass stated it is her concern is that if the job descriptions are separated out that it is possible that the worker can claim to be paid for each job description. Board Chairperson Claudia Pratt wants to have a job description for each job Deputy Clerk Jennifer Vetter does that if Jennifer Vetter leaves, they would have a developed description. Board Vice Chairperson Brian Barton agreed with Heather Glass that it makes more work for the Deputy Clerk and is unnecessary. Board Member David Applegate stated that the Board needs to know what Jennifer Vetter is doing and it is a paper trail stating that it is only the creation of 4 pages. Board

Member Bill Ertel does not see any harm in what Claudia is requesting and has seen Jennifer Vetter's job "morphed around" since she has been here. Board Member Bill Ertel stated that he noticed the Human Resource title in Jennifer Vetter's signature. Claudia Pratt noticed that Jennifer Vetter also stated that Jennifer Vetter's degree is not an HR degree and Jennifer Vetter verified her degree indeed is within the confines of HR and per the current job description is required by her position. Board Member Bill Ertel is wondering why the signature does not say finances? Deputy Clerk Jennifer Vetter stated that the board gave her the title HR after her last review and Board Member Bill Ertel stated he didn't remember doing so. Deputy Clerk Jennifer Vetter stated that by breaking down the job description, the Board will realize that she currently does the work of 2 exempt positions without being classified or paid as exempt. Board VP Brian Barton states that the department is running fine. Board Chairperson Claudia Pratt stated that she wants to know under what job title does Jennifer Vetter open and sort mail. Board Secretary Heather Glass stated that she feels like someone can be hired based off of the current job description in place if Jennifer Vetter were to leave her position. Fire Chief Rick Vetter stated that if her job got so busy that she could not manage we could make an opening for a new hire. Board Chairperson Claudia Pratt stated that if Jennifer Vetter were to leave her position, she does not want to be scrambling to build a description to fill. Jennifer Vetter stated that separating those things out, you are at a question of compensation for each of those 'hats' which could be a problem of pay equality. Board Member Bill Ertel inquired, "why is pay insisted on being linked to a job description?" Board Chairperson Claudia Pratt would like the descriptions portioned out to see what each job does. Board VP Brian Barton proclaimed that every month somebody is asking Jennifer Vetter to do this or do that and it has nothing to do with running the department making him feel like quitting.

Jennifer Vetter added to end the conversation with Claudia Pratt, that under announcements, this discussion was not an announcement and did not follow the agenda as advertised. Board Chairperson Claudia Pratt acknowledged that she presented this outside of what the agenda advertised.

Board Chairperson Claudia attempted to enter an executive session under ORS 192.660(2)(i) without asking Chief Rick Vetter if he wanted his review in open or executive session. Board Secretary Heather Glass interjected to stop the meeting from going into executive based on needing to hear from the Fire Chief. Chief Rick Vetter requested an open session. A discussion ensued that the Chief requested an executive session last meeting. Chief Rick Vetter stated that he never asked for an executive session instead asked for an executive session for other matters to discuss. Board Chairperson Claudia Pratt stated that the Board will not do the Chief's review today. Board Members Heather Glass and Brian Barton inquired why not? Bill Ertel asked why they couldn't do the review at this time? After all the back and forth, Chief Vetter stated that he could do an executive session for his evaluation, Bill Ertel thought the meeting was to deal with an email sent by the chief and the evaluation. Claudia Pratt stated that if he does not want to do the meeting under the executive session in which it was called for then the meeting will be called. Jennifer Vetter asked if he was being forced into an executive session, Claudia Pratt stated, "no" and that his evaluation would be held during the next regular board meeting open session in July since his evaluation would not be done today in executive session. Board Member Bill Ertel

inquired what subsection (i) stood for. Board Secretary Heather Glass inquired if the Board wanted to open an executive session under (b) and it was explained that that subsection also considers the individual's decision to have such in executive or open as well.

A motion to adjourn the meeting was made by Heather Glass and seconded by David Applegate at 9:24am.

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

The motion passed with 3 ayes and 2 nays. Meeting Adjourned.

Respectfully,

Claudia Pratt, Board Chairperson