

WILLIAMS RURAL FIRE PROTECTION DISTRICT
Regular Board Meeting Minutes
March 14th, 2023

Called to Order at 18:03pm

Roll Call:

Board Members Present

Claudia Pratt
Brian Barton
Heather Glass
Bill Ertel
David Applegate

Williams Staff Present

Chief Rick Vetter

Announcement:

None.

Previous Board Minutes

Motion to approve the Regular Board Meeting minutes of Feb 14th 2023 was made by David Applegate and seconded by Bill Ertel. The motion passed unanimously.

We are tabling the minutes approval of January 18th until everyone can review a rebuttal that Board Chairperson Claudia Pratt handed out for everyone to review. Her document contained the document submitted for approval with her rebuttal in red print.

Board Member Brian Barton suggested Chief Vetter get his report out with the packet so he does not have to read it during the meeting and we can just ask questions, in an effort to save time.

Chief's Report

20 Total calls
 15 med calls
 1 MVA
 2 Lift Assists
 2 Fire calls one of which a 35' travel trailer and the other was a loss of a shop building and pickup truck.

Personnel/recruitment

2 volunteer firefighters, KC Welch and Devin Brennan are taking their final exam for NREMT class.

Operations

Shower building has been ordered but no update on time for delivery.

Working on some new grants for chainsaws and equipment. Applied to the Chaney Foundation. Lt. Sundell is working on ISO renewal and annual hose testing and completed a grant to the JCYF for a new pickup truck.

Training

CPR renewals and DPPST props are being worked on. Jason Stevens was sent to Winter Fire School in Salem for Extrication which will help him learn some more tactics.

Meetings

- Retirement Lunch for Rural Metro Fire Chief Phil Turnbull.
- State of Jefferson conference attended by Chief Vetter and Deputy Clerk Jennifer Vetter
- Met with John West to explain how county leadership can help with support for our Fire District
- Met with AMR Supervisor to get supplies so we can manage medical needs before the ambulance arrives on scene.

Support Group

Chili Cook-Off raised about \$700 dollars for the museum. About 100 people showed up. Congratulations to Aaron Holmes who is part of our Support Team. Award banquet needs to be scheduled.

Safety committee

Took care of the rain gutters to keep the walkway clear. Blocked/Rerouted the downspout.

Other Discussion: Board Member Bill Ertel asked how the meeting with the new commissioner went. Chief said he seemed supportive. He said they are thinking about hiring a grant writer and Chief asked if the grant writer could help with our department grants.

Chief Vetter showed the training scheduled to the board.

Board Chairperson Claudia Pratt made a motion to make the Chair position a one-year term. Brian Barton 2nd the motion.

_____ During the discussion Board Member Bill Ertel brought up pros and cons for the change. A con would be that the Chair could take a couple of months to get going so the year is

part over. The pro is it gives other people a chance to do it. The Chairperson can be re-elected if they want to be Chairperson again.

The motion was approved unanimously. All positions will be voted on in June with a one-year term: Chairperson, Vice Chairperson, and Board Secretary.

Board Member Bill Ertel brought up the planning guide. He was thinking of adding it to every packet for the meeting. He thought we should review the goals every quarter. Claudia noted to ask Deputy Clerk Jennifer Vetter to add it to April Regular Meeting and the month following every quarter.

A motion was made by Board Member Bill Ertel made schedule a review the yearly goals every quarter. The motion was seconded by Brian Barton and approved unanimously by all. Our next review will be in April.

Chief Vetter said the Safety Meeting is working on the SDS Manual. Chief Vetter said a Lock out tag is when any equipment is being worked on or needs to be worked on, you lock the equipment, and it is tracked on who locked it. There will be a training on it in the future.

Per Chief Vetter there is no new news on the digging of test holes from the water master.

Board member Brian Barton gave a handout on the Bricks R US. Firefighter KC Welch is working on a sketch of the new building and Chief Vetter finished his letter for the museum for fund-raising.

A regular board meeting schedule time change for future meetings has been proposed. Chief Vetter checked with the other staff, and they are amiable to coming to the meeting. Board Member Bill Ertel stated it is an opportunity for staff development. The Board would like to hear staff reports/input and be able to make inquiries. It was determined Tuesdays would be the best day. Board Member Brian Barton motioned to move the meeting to the second Tuesday of the month at 10am. Board Member David Applegate seconded the motion, and after roll call, it was approved unanimously by all.

Board Member Bill Ertel brought up the lock box and maybe the by-laws might be in the lock box. He has agreed to go with Deputy Clerk Jennifer Vetter and make a log of the items.

A motion to change boxes within the branch and change access to the Williams Rural Fire Protection District Umpqua Business safety deposit box located at 1670 Williams Hwy, Grants Pass, add David Applegate, and to continue with Bill Ertel and Jennifer Vetter was made by Claudia Pratt and seconded by Brian Barton and to remove any other names not mentioned in these minutes. The motion passed unanimously with 5 ayes and 0 naves.

Heather Glass	aye
David Applegate	aye

Claudia Pratt	aye
Bill Ertel	aye
Brian Barton	aye

Board Members Bill Ertel and David Applegate along with Deputy Clerk Jennifer Vetter will catalog the contents of the Lock Box.

Board Member David Applegate asked if Deputy Clerk Jennifer Vetter could change the board positions of David Applegate and Brian Barton to the correct position numbers. Also, his phone number should be 76 at the end of the number.

Board Chairperson Claudia Pratt asked Chief Vetter about the 5-year plan. Board Member Bill Ertel asked for Chief Vetter to go to the IV meeting. Chief Vetter said he cannot go because the District won't be covered so he cannot attend. Board Chairperson Claudia Pratt asked if Chief Vetter came up with a committee to get the 5-year plan. Chief Vetter will get a copy of the draft and adapt to the plan they have done. Chief Vetter agreed to get a committee together to move forward. Board Member Bill Ertel said he wants to make sure we get this done.

Board Chairperson Claudia Pratt asked if there was any feedback on the financials. Board Member Bill Ertel said Deputy Clerk Jennifer Vetter is working on April 27th for the first budget meeting. Bill talked to Jenny about topics the board might want to bring up for the budget. Bill brought up on the profit and loss we are about out of fuel money. Claudia reminded everyone we already talked about this last meeting. Personnel costs seem about right for the year. Volunteer compensation has been used 65% and this is also about right. Hopefully, the higher compensation is helping retain volunteers.

AFG Regional application grant writing was paid at \$500, this is for the radio grant. Board Chairperson Claudia Pratt said we should bring this up at the budget meeting in regard to hiring a grant writer and maybe putting it in the budget. Claudia suggested to plan a workshop.

Board Member Bill Ertel made a motion to approve the financials. Heather Glass seconded. Roll call was taken and all approved.

Board member Claudia made a motion to have a workshop regarding grants at 9am on April 11th Brian Barton seconded the motion. All approved.

Board member Heather Glass made a motion to adjourn. David Applegate 2nd. All approved. At 19:35pm.

Respectfully,

Claudia Pratt, Board Chairperson