

WILLIAMS RURAL FIRE PROTECTION DISTRICT

Regular Board Meeting Minutes

April 4, 2022

Called to order: 18:04pm

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:

Volunteer Firefighter, Devin Brennan

Announcements:

Vietnam Veterans Commemorative will take place on March 29th with Windsong as a special guest singer along with lunch being served for the veterans.

Approval of Prior Board Meeting Minutes:

The Board Meeting Minutes were reviewed.

- February 24, 2022 Special Board Meeting Minutes: Approved
 - March 7, 2022 Regular Board Meeting Minutes: Approved
 - March 18, 2022 Special and Executive Board Meeting Minutes: Approved
 - March 29, 2022 Special Board Meeting Minutes: Tabled
- A motion to approve the Meeting Minutes of February 24, March 7, and March 18, 2022 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

Chief's Report:

Alarm Reports:

- Alarm Reports: 18 Calls
 - Medical: 8
 - Motor Vehicle Accidents: 5
 - Public Assist: 4
 - Fire Calls: 1, Grass Fire

Personnel/Recruitment:

- One volunteer application in process who is also an Applegate Firefighter, Charles HooperLee.
- One cadet joined, Ezra Guient.

Training:

- Wildland training at the district with simulated fire scenarios
- Medical training skills
- Wildland leadership classes were attended by Volunteers Jon Scaroni and Jennifer Vetter
- Lt. Sundell and Volunteer Firefighter Jon Scaroni finished Fire Investigation Class
- Volunteer Firefighter Devin Brennan finished his Firefighter 1 Academy
 - Graduation to be held on Saturday, April 23, 2022 at 1pm at Illinois Valley Fire District

Operations:

- Lt. Sundell is getting wildland engines prepared.
- All trucks are outfitted appropriately and in working order
- 8763: Looking at cost to paint
- Still awaiting structural gear due to demand causing slow orders/arrivals.

Meetings:

- Coffee with the Chief
- Commemoration of Vietnam War Veterans
- Wes and Sue Nevotti Celebration of Life
- Dahna Black, Southern Oregon Representative for Senator Merkley
 - Wildland preparations and preparedness
- Lexipol
 - Continuation of updates to the Policies and Procedures Manual

Station / Land / Equipment:

- Old Fire Station
 - Move power from front of building to accommodate new roof installation
 - Purchase of Truck Discussion – Max Expenditure of \$50,000
 - Moving of equipment to/from fire scenes, moving of medical equipment if needed, moving of supplies
 - Transportation of dirty hoses and contaminated equipment
 - Discussions of particular needs and options that could be considered
- A motion to accept the Chief’s Report was made by Heather Glass and seconded by David Applegate. The motion passed unanimously.

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

Support Group:

- Chief Vetter thanked the efforts of Rosie Faith for what she does to schedule meetings and events
 - Celebration of Life for Wes and Sue Nevotti (April 2, 2022)
 - Oregon Honor Guard performed great part of the service
 - \$200 donation will be given by Support Group, Chief Vetter will donate personally, and others can personally donate as well.
 - Fire Department can allocated monies to this as well from the donated money given by the Herb Pharm towards the remembrance of Wes and Sue Nevotti.
- A motion to create a resolution to allocate \$100 of the \$200 given by the Herb Pharm in remembrance of Wes and Sue to the Oregon Fire Service Honor Guard was made by Brian Barton and seconded by David Applegate. The motion passed unanimously.

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

Safety committee

- Not Reported

Chair:

- Letter of Interest/Proposal for Mobile Home Rental by Firefighter
 - Volunteer Devin Brennan proposed that he could rent the mobile home if the Board would consider such.
 - Board Secretary Heather Glass inquired what the home was initially intended for and who paid for it
 - Board Member Bill Ertel stated that the home was funded by funds from a levy and it was initially idealized to have a department person in it.
 - Chief Vetter stated that if rented, it is preferred that the home be rented to a firefighter/responder who can respond on behalf of the district.
 - Board Member Bill Ertel brought up that the home is in the middle of grounds that the Fire District uses for training. Chief Vetter stated that we could fence the area off.
 - Chief Vetter stated that the department would have to have a separate shower facility for department use
 - Looking at an estimate \$15,600 per year revenue from the proposed rental
 - Mobile Home rental will be posed to all members of the district for letters of interest to be submitted
 - Discussion of rental contract and further investigation of how to move forward
 - Further discussions will ensue to develop a place to add department showers.
 - Discussion of property management companies and the use of one pros and cons
 - Volunteer Devin Brennan discussed his interest in renting the home and why it is of interest to him
 - Board discussions encompassed the opportunity for the Fire District to make revenue and the pros and cons of doing such. More research and investigations to take place as board members do independent research.

Old Business:

- Policies and Procedures Manual are still in process with Lexipol
- Employee handbook tabled
- Fencing Discussion
 - Review Materials Handout from Captain Holt
 - About 140 feet of fence from chain link to peacock sign

New Business:

- Department Weekend Stipend Match for Duty Officers
 - Currently \$50/weekend day; \$5200/year paid by SAFER Grant
 - Board of Directors discussed to add a department match of \$5200 to next fiscal year’s budget proposal to make a total proposal of \$10,400
- Volunteer Stipend
 - Currently the quarterly volunteer stipend is \$1250 paid by the Fire District; \$5000/year
 - Board of Directors discussed to raise the volunteer stipend by \$1000 to \$6000 on the next proposed fiscal year’s budget proposal.

Clerk/Treasurer Report:

Clerk/Treasurer reports for April 4, 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
- A motion and resolution to approve the reallocation of \$15,000 from Materials and Services to Capital Outlay effective April 4, 2022 was made by Bill Ertel and seconded by Heather Glass. The motion passed unanimously.

Line Item Monies to be Moved FROM Materials and Services:

Travel	\$	1,000
EMS Supplies	\$	2,000
Small Equipment Maintenance	\$	4,000
Liability Insurance	\$	1,000
Training	\$	4,000
Uniforms	\$	3,000
Total Re-Allocation Amount TO Capital Outlay	\$	15,000

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

- A motion to approve the Clerk Treasurer’s Report was made by Claudia Pratt and seconded by Heather Glass. The motion passed unanimously.

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

Next regular scheduled board meeting is scheduled for May 2, 2022 at 6pm.

Motion to Adjourn:

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

Attachments: Board Meeting Agenda, Previous Board Meeting Minutes, Fire Chief’s Report, Devin Brennan Letter of Interest, Captain Holt Fence Worksheet and Clerk/Treasurer’s reports for April 4, 2022.

Meeting adjourned at: 20:12pm

Respectfully,

Claudia Pratt, Board Chairperson