

WILLIAMS RURAL FIRE PROTECTION DISTRICT

Regular Board Meeting Minutes

June 1st, 2020

Called to Order at 6:35pm

Roll Call:

Board Members Present

Position 1 – Dennis Crawford
Position 2 – Sue Nevotti
Position 3 – Todd Rumery
Position 4 – Bill Ertel
Position 5 – Wes Nevotti

Williams Staff Present

Administrative Assistant – Jennifer Vetter
Chief Rick Vetter

Public Presence:

Wilma Hyde – Support Group Member and Community Member
Doug Gee – Department Photographer
Jesse Forest (aka Dragonfly)

Agenda Review:

Agenda was reviewed with no further input or objection.

Announcements:

Jesse Forest presented a possibility of placing a 10x18 tool shed on fire department property that will include a composting toilet and tools for road-side clean up.

Public Input:

None.

Approval to Accept Board Meeting Minutes:

A motion to approve the Regular Board Meeting minutes of May 11, 2020 was made by Bill Ertel and second made by Sue Nevotti. The minutes were unanimously approved as presented. A motion to approve the Budget Committee Minutes of April 27, 2020 was made by Bill Ertel and seconded by Dennis Crawford. The minutes were approved as presented.

Clerk/Treasurer Report:

Clerk/Treasurer reports for June 1, 2020 were reviewed by the board members. Jennifer Vetter answered questions about revenue and expenses for the previous month's expenses. Each line item was reviewed in each financial report. Discussions included spending on district credit cards, payroll, regular monthly bills, and station maintenance/repairs items. A discussion was held regarding spending locally as much as possible utilizing local businesses.

Each of the reports reviewed included:

- The Chief's credit card
- The Admin's credit card
- The Board Chair's credit card
- The Umpqua Bank Account
- Profit and Loss Statements
- LGIP Account
 - A motion to accept the Clerk/Treasurer's report was made by Dennis Crawford and seconded by Todd Rumery. The motion passed unanimously.

Fire Chief's Report:

- **Number of calls in May**
 - 10 calls total
 - 2 Medical calls
 - 2 Motor Vehicle that required law enforcement
 - 1 Fire – false alarm
 - 5 Open or illegal burns
- **Personnel/Recruitment**
 - Due to gathering requirements, we are holding off on processing new applicants and trainings
 - Lt. Oskar Sundell
 - Working on Preventative Maintenance Schedules
 - Received state approval of the Williams Fire Department Youth Firefighter Program
 - Capt. Nicco Holt
 - All EMRs have completed re-certification training hours required by OHA.
 - Working on wildland certifications requirements for staff and volunteers
 - Thursday night training sessions will start again on June 4
 - Deputy Clerk Jennifer Vetter
 - Working on upcoming year budget requirements and deadlines
 - Reviewing current costs for routine purchases to find cost effective solutions
- **Meetings**
 - Weekly tele-conference meetings with other districts in the county regarding COVID-19 and preparations for PPE securement/management and community response
 - Meeting with Rogue Valley Fire Chief's Association – wildland preparedness and mobilization for southern Oregon fire departments
- **Old Station**
 - Nothing new to report

- **Property**
 - Mobile Home:
 - Set up and in the process of connecting utilities and interior finish work.
 - Will need ground work done and Cassidy to keep District apprised of progress
 - Asked Cassidy to keep costs to the amount required to complete final inspection
 - Board would like to see more detail in Cassidy's billings
 - Station Well Water System:
 - 25-year-old pump failed and quit working. Replacement and repairs were done by Quinn's Pump Service.
 - Radios:
 - Station base unit, mobiles, and handhelds were serviced by Day Wireless.
 - 2 hand-held radios were taken out of service and will be used for parts, have 13 in-service hand-held units
 - Current in-use hand-held radios have been discontinued and District has been advised that replacement radios will start at a cost \$4,000 per hand-held unit.
 - Recommend replacement of both outside antennas on the building that serve the base unit
 - **Safety Committee**
 - No Safety Committee meeting to report.
 - **Apparatus/Vehicles/Equipment**
 - 8762 is out-of-service due to pump replacement.
 - 20 year-old pump has failed and 8762 will be back in service pending pump replacement
 - 8711 will serve in place of 8762 if needed.
- A motion to approve the Chief's Report was made by Dennis Crawford and seconded by Todd Rumery.

Other Reports:

- **Chair**
 - Nothing to report
- **Support Group**
 - Will purchase water and Gatorade for firefighters
 - Support Group has been receiving regular donations from community members to refurbish old station
 - Working on a calendar
 - Will start selling t-shirts
- **Other**

- Nothing to report.

Unfinished Business:

- **Wildland Certifications and other trainings**
 - Wildland training is taking place at the station and Pacifica
 - EMR renewals are due by end of June

New Business:

- **2020-21 Budget**
 - New FY2020-2021 budget has been approved by the Budget Committee and Board of Directors for July 1 administration.
 - A motion to adopt the 2020-2021 budget was made by Dennis Crawford and seconded by Sue Nevotti. The motion passed unanimously.

Wilma Hyde and any other members of the public were asked to leave the meeting to pursue an executive session. Chief Vetter left the meeting on his own. The proposed executive session is not recorded as executive due to it not being held within the Oregon Statutes ORS 192.660(2) as originally requested by a board member to be placed on the June 1, 2020 Agenda. By reporting the following as executive would be in violation of ORS 192.660(8) which states “**A governing body may not use an executive session for purposes of evaluating a chief executive officer or other officer, employee or staff member to conduct a general evaluation of an agency goal, objective or operation or any directive to personnel concerning agency goals, objectives, operations or programs**” therefore the following is the remainder of the Regular Board Meeting that was held:

A discussion was initiated by Board Member on the use of district vehicles with Board Member reiterating that Chief Vetter has operational command of district vehicles to facilitate emergency response and district errands.

Announcement of Next Regular Board Meeting:

Monday, July 29, 2020 at 6:30pm

Motion to Adjourn:

- A motion to adjourn was made by Bill Ertel and seconded by Dennis Crawford at 9:23pm.

Attachments: Board Meeting Agenda, the Chief’s and Clerk/Treasurer’s reports for June 1, 2020, and Minutes of the previous Board Meeting and Budget Committee Meeting.

Respectfully Submitted:

Wes Nevotti, Chairman