

WILLIAMS RURAL FIRE PROTECTION DISTRICT

Regular Board Meeting Minutes

June 29th, 2020

Called to Order at 6:42pm

Roll Call:

Board Members Present

Position 1 – Dennis Crawford (Absent)
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:

None

Agenda Review:

Agenda was reviewed with no further input or objection.

Announcements:

T-Shirts are being sold by the Williams Fire Department Support Group and selling for \$20 per shirt.

Masks will be required in all public buildings.

Public Input:

None.

Approval to Accept Board Meeting Minutes:

A motion to approve the Regular Board Meeting minutes of June 1, 2020 was suspended for approval by the Board pending the removal of a Board Member's name in the holding of an executive session that was not allowed by ORS. The Board has requested Jennifer Vetter to remove the Board Member's name from formal documentation.

Clerk/Treasurer Report:

Clerk/Treasurer reports for June 29, 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 Todd Rumery and seconded by Sue Nevotti. The motion passed unanimously.

Fire Chief's Report:

- **Number of calls in May**
 - 8 calls total
 - 1 Medical calls
 - 1 Motor Vehicle that required law enforcement
 - 1 Fire – Grass Fire ¼ acre with assistance from ODF
 - 5 Smoke related calls, with no need for other resources
- **Personnel/Recruitment**
 - No current applications in process at this time
 - Lt. Oskar Sundell
 - Working on outfitting department apparatus for grass and wildfires
 - Updating the 2017-18 missing run sheets
 - Capt. Nicco Holt
 - Weekly trainings are getting back on schedule.
 - Wildland certification requirements for staff and volunteers
 - Setting up CAD to be more user friendly
 - Deputy Clerk Jennifer Vetter
 - Closing out 2019-20 Budget
 - Setting up 2020-21 Budget
 - Updating website regularly
 - Updating Facebook regularly
- **Meetings**
 - Bi-weekly teleconference meetings with Josephine County Fire Districts and City of Grants Pass Department of Public Safety
- **Old Station**
 - Being remodeled through the efforts of the Fire Department Support Group from the sale of t-shirts and private donations from the public
- **Property**
 - Mobile Home:
 - Scheduled to be completed by the contractor and sub-contractors by the first week of July.
 - Station:
 - New changing area for staff and volunteers

- **Safety Committee**
 - No Safety Committee meeting to report.
 - **Apparatus/Vehicles/Equipment**
 - All have been serviced and outfitted with wildland equipment
 - 8762 is back in service with a new pump installed
 - 8761 had a new impeller casing replaced due to corrosion build-up
 - **Coffee with the Chief**
 - July 8 at 10am
 - Guests will be Sheriff Deputy Shane Simon and County Commissioner Dan DeYoung
- A motion to approve the Chief's Report was made by Todd Rumery and seconded by Sue Nevotti.

Other Reports:

- **Chair**
 - Nothing to report
- **Support Group**
 - 4th of July Parade and T-Shirt Sale
- **Other**
 - Chief Vetter did a pod-cast with Rural Metro Chief Turnbull which was posted on Facebook.
 - Chief Vetter met with Charlie of Rural Metro and Nancy Trahern of the Rotary Club regarding school program

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:

- **Cloud Storage of Documents**
 - Agendas and minutes are now stored on a cloud via Drop Box.
- **Fire Chief Salary**
 - Suspended until contract can be located
- **Deputy Clerk Salary**
 - No change at this time with Deputy Clerk Salary
 - Deputy Clerk Job Description has been established and presented

Announcement of Next Regular Board Meeting:

Monday, July 27, 2020 at 6:30pm

Motion to Adjourn:

- A motion to adjourn was made by Todd Rumery and seconded by Sue Nevotti at 8:03pm.

Attachments: Board Meeting Agenda, the Chief's and Clerk/Treasurer's reports for June 29, 2020, Fire Chief Position Description, Deputy Clerk Job Description, and Minutes of the previous Board Meeting.

Respectfully Submitted:

Wes Nevotti, Chairman