Williams Rural Fire Protection District

**Regular Board Meeting Minutes**

**April 22, 2019**

Called to Order at 6:33pm

**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

Interim Chief – Lance Lighty

**Public Presence:**

Firefighter One Trainee – Oskar Sundell

Structural Firefighter – Rick Vetter

Desiree Anderson – EMR Trainee

Marni Brown – Community Member

**Announcements:**

None

**Public Input:**

Rick Vetter spoke on his meeting with the PFO (formally the PTA) at Madrona School and will have a presence along with other first responders in the area on the part of Williams Fire for the children during their jog-a-thon. Also, to say thanks to the Board for their support in his efforts to create a ‘Safe Schools Program’ with the former US Representative Peter Buckley.

**Approval to accept Board Meeting Agenda:**

Board Meeting Agenda of April 22, 2019 was reviewed. A motion to accept the board minutes was made by Wes Nevotti and a second by Dennis Crawford.

**Approval to accept Board Meeting Minutes:**

Board Meeting minutes of March 25, 2019, Executive Board Meeting minutes of March 25, 2019, and the Executive Board Meeting minutes of April 1, 2019 were reviewed. A motion to accept the board minutes of March 25, 2019 was made by Dennis Crawford and a second by Wes Nevotti. A motion to accept the Executive Board Meeting minutes of March 25, 2019 was made by Dennis Crawford and a second by Sue Nevotti. A motion to accept the Executive Board Meeting minutes of April 1, 2019 was made by Wes Nevotti and a second by Dennis Crawford. All minutes stand as presented and were signed by the Chair, Bill Ertel.

**Clerk/Treasurer Report:**

Clerk/Treasurer reports for April 22, 2019 were reviewed by the board members. Jennifer answered questions about revenue and expenses for the previous month’s expenses. Each line item was reviewed in each financial report. Discussions included payroll, payroll taxes, regular monthly bills, authorization of payment for training of volunteer recruitment. Each of the reports reviewed included:

* The Chief’s credit card ending in 8161
* The Admin’s credit card ending in 7759
* The Umpqua Bank Account
* Profit and Loss Statements
* LGIP Account
* A motion to accept the Clerk/Treasurer reports for April 22, 2019 was made by Todd Rumery and seconded by Dennis Crawford. The motion passed unanimously.

**Fire Chief’s Report:**

* **Number of calls in 2019** 
  + For the year through the month of April 22, 2019: 51 calls for service
  + March 1-25, 2019
    - 5 medical calls
* **Personnel/Recruitment**
  + 7 week’s into our new recruit’s (Oskar) Firefighter Academy training
  + Have 10 applicants in the EMR class
  + Peer Support/employee assistance program
  + Working on an order for new shirts coats, and hats for new recruits
* **Station**
  + Received a bid for the handicap walk and ramp.
    - Needs to be re-bid
  + Working on manufactured home placement
    - Has new locks now
  + New sign is in place
  + Board Door has been recoded
* **Old Station**
  + Had a work party and cleaned the old station.
    - Thanks to the numerous volunteers
  + Needs roof repair and some siding work.
* **Property**
  + Working to trim trees and mow the field prior to fire season (no spray)
  + Will need to purchase a brush hog for tractor and a weed eater
  + New locks on old fire station, fence, and generator
* **Meetings**
  + Met with Chief McLaughlin, standing monthly meeting
  + Met with Dian Johnson of AMR
  + Worked remotely with Indigenous fire group for their proposed program
  + Coffee with the Chief (May 6, 2019 at 10am)
* **Safety Committee**
  + Mako Compressor is back in service
  + Extractor (washing machine) is back in service
  + Board entry door combo has been changed
* **Grants**
  + SAFER grant has been submitted
    - Waiting to hear back
  + Josephine County Foundation Grant up to $25k.
    - May be able to use to upgrade the radio system, we have to match up to $2500.
    - Have a bid from Sis-Q for $6700 and adjusted the bid to add 10 pagers. (about $450 per pager)
    - We RECEIVED the grant
  + AFG coming up soon
    - Working with a fire chief who will write the grant for free for us.
  + SDAO summer intern grant
  + Fire house sub grant
* **Fire Reporting**
  + Up to date
* **Training**
  + **Training Record Program** 
    - TargetSolutions: Loading data into system and have a webinar this week
* **Community Outreach**
  + Gave out 3 address markers
  + Held a fund raiser at the Grange
  + Field calls daily on driveways and burn complaints
  + Next Coffee with the Chief is May 6, 2019 at 10am
* **Apparatus/Vehicles/Equipment**
  + Support Vehicle has an interested party in Sisters Camp Sherman
* A motion to accept the Chief’s report for April 22, 2019 was made by Wes Nevotti and seconded by Dennis Crawford. The motion passed unanimously.

**Other Reports: Chair, Support Group, Other**

* **Chair**
  + Looked into what is needed to cite the mobile home from county
    - Decide where to place the mobile home
    - Decide what to do with the old home
      * Considering using it for training as opposed to a tear down
* **Recruitment and Retention *–*** Discussed in Chief’s report.
* **Policies and Procedures Manuals –** Tabled
* **Board Member Compensation –** Tabled
* **Operational Phone Lines** 
  + 541-846-7644 is being forwarded to Lance’s cell.
  + Purchased phone with expanded cordless handsets
    - Phones now ring inside of the station
    - Need to have a permanent place for base phone inside the bay
    - Cost effective compared to wiring for phones inside the building
* **Fire Department Bell**
  + Bill to call the Webb Family
* **Firemen Awards**
  + Looking for opportunities to recognize the volunteers
  + Chief Lighty to get in contact with TaiLese regarding returning the awards purchased last year for the volunteers
* **Building Security**
  + Look into a door bell for the station

**New Business:**

* **Building Security**
  + 2019-2020 Budget Planning
    - April work session
    - May – Meet with Budget Committee
    - Needs to be completed by June Meeting
* **Permanent Long-Term Chief Position**
  + Post an ad 5/1/19
  + Due 5/17-24
  + Process 6/3-5
  + Psyc Eval, Criminal Background, Medical Exam
* A motion to move forward with the proposal to advertise for the Chief’s position as outlined, the proposal is to be cleaned up, sent to Board Members, and confirmed with the appropriate authorities (SDAO) was made by Dennis Crawford and seconded by Todd Rumery. The motion passed unanimously.
* **Board II Member Election**
  + July – 2019
* **Community Burn Class and Basic 40 Class (Tabled until more information is available)**
  + Costs
  + Class location – Possible use of the conference room, the bay, or the Grange
  + Safety equipment
    - Need to have an understanding of WRFPD capacity due to possible liability
  + Some aspects pushed off until the fall
* **Former Chief Mike Kuntz**
  + Officially no longer with the organization as of February 8, 2019

**Announcement of Next Regular Board Meeting:**

Monday, May 20, 2019 at 6:30pm

**Motion to Adjourn:**

Motion to adjourn by Dennis Crawford and seconded by Sue Nevotti. The Regular Board Meeting adjourned at 8:45pm.

Attachments: Board Meeting Agenda, the Chief’s and Clerk/Treasurer’s reports for April 22, 2019, and Minutes of the previous Board Meetings.

Respectfully Submitted:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Bill Ertel, Chairman