

WILLIAMS RURAL FIRE PROTECTION DISTRICT

Regular Board Meeting Minutes

June 7, 2021

Called to Order at 6:20pm

Roll Call:

Board Members Present

Position 1 – Claudia Pratt

Position 2 – Sue Nevotti

Position 3 – Todd Rumery

Position 4 – Bill Ertel -Absent

Position 5 – Wes Nevotti

Williams Staff Present

Administrative Assistant – Jennifer Vetter

Chief – Rick Vetter

Public Presence:

Heather Glass (General Store Owner)

Volunteer Firefighter Jon Scaroni

Announcements:

None.

Agenda Review:

The agenda for June 7, 2021 was reviewed.

- A motion to approve the agenda for May 17, 2021 as presented was made by Todd Rumery and seconded by Claudia Pratt. The motion passed unanimously.

Public Input:

None.

Approval to Accept Board Meeting Minutes:

The Regular Board Meeting minutes of May 17, 2021, the Budget Committee Meeting Minutes of May 21, 2021, and the Special Meeting minutes of May 21, 2021 were reviewed.

- A motion to approve the Regular, Budget and Special Board Meeting Minutes was made by Claudia Pratt and seconded by Sue Nevotti. The motion passed unanimously

Budget Approval and vote to adopt budget for upcoming fiscal year:

- A motion to adopt the budget presented to the Budget Committee on May 19, 2021 with the approved changes for fiscal year 2021-2022 was made by Todd Rumery and seconded by Claudia Pratt. The motion passed unanimously

- ✚ Claudia Pratt – Aye
- ✚ Sue Nevotti – Aye
- ✚ Todd Rumery – Aye
- ✚ Wes Nevotti - Aye

Fire Chief's Report:

- **Number of calls**
 - 23 calls total
- **Personnel/Recruitment**
 - 3 new volunteers recently graduated the Firefighter 1 Academy
 - Will be having a graduation ceremony later this month and the ceremony be restricted to family only due to COVID restrictions.
 - Volunteer Firefighter/EMT Jennifer Vetter has been hired part time with AMR (ambulance company). She will gain skills that she can bring back to the district
 - Volunteer Firefighters Jon Scaroni and Jennifer Vetter will be solidifying their volunteer applications with Illinois Valley Fire District.
 - Their experience gained there will enhance the district here with the experience they will receive volunteering in the Illinois Valley
- **Training**
 - Days have been changed to Wednesday mornings and Wednesday afternoons to still provide 2 trainings per week
 - Trainings for wildland firefighter type 2 will be held at Applegate Fire District
- **Meetings**
 - Rogue Valley Fire Chief's Association Meeting
 - Williams Fire is becoming part of the bigger picture mobilization plan with outlying agencies/districts
 - Coffee with the Chief with Sheriff Deputy Brand
 - Resident Deputy Simon has been promoted and someone new will fill in for him
 - Covered speeding problems and trash in the wilderness
 - Josephine County Commissioners Board Meeting

- Sara Ruberecht and her staff will come out to the next Coffee with the Chief to discuss evacuations and a preparedness plan
 - Josephine County Ops Meeting
 - Local fire agencies and district working to create effective response to large incidents
 - Williams Fire and AMR were recently interviewed on KOBI News for a life saving story that aired on June 1st
- **Property/Station/Equipment**
 - Staff and volunteers have been working on the old fire station
 - Looking to furnish the mobile home
 - Currently looking for a security system to provided added security
 - Water Delivery System is shared by Three Rivers School District
 - The elementary school uses the water to irrigate their ball field
 - This is additional wear and tear on the pump and system
 - Due to the cost of maintaining this system being solely on the fire department there will be a meeting with Three Rivers School District to address those concerns of financial responsibility being shared with the school district
 - Attempting to get a bid to extend the fence between the library and fire department
 - Sent the old locking system in for service and will be getting those back soon
 - Looking to better secure the grounds and buildings with the higher presence of people hanging around the fire station grounds after hours
 - New to the District Type 3 Fire Engine
 - 8763 is in the shop for a full maintenance service
 - Days Wireless installed radio and will return to install the light package
- A motion to approve the Chief's Report as presented was made by Todd Rumery and seconded by Sue Nevotti. The motion passed unanimously.

Other Reports:

- **Chair**
 - Not present to report
- **Support Group**
 - Public yard sale to be held at the fire department on June 19 & 20
 - Farmer's Market
 - Address signs
 - T-shirts
 - Fire safety
- **Safety Committee**
 - Need Mobile Home Walk-Through to be done

Unfinished Business:

- **Chief's Evaluation by the Board**
 - TABLED
- **Chief's Salary**
 - TABLED
 - Board Member Claudia Pratt stated that her feelings are that since this has been tabled for so long against what would have been a normal time frame to address this, that Chief Vetter should receive any raise/additional compensation retroactively.
- **Update Policies and Procedures Manual Chapter 3 (Presented by Board Member Claudia Pratt)**
 - TABLED
- **Compensation Packages and Employment Agreements**
 - TABLED
 - In discussion, Board Chair Wes Nevotti stated that the Board does NOT need to address any agreements or the need for such for the Training Officer or the Lieutenant as this is part of the Chief's duties to manage and the Board does not hire or manage those positions.
 - Board Member Claudia Pratt stated that we can work on an employee handbook to address policy for all employees.
 - Workshop tentatively scheduled for the last week of June
- **Newly Elected Board Member Heather Glass**
 - Welcome information and tour to come along with a formal swear in at the next board meeting

Clerk/Treasurer Report:

Clerk/Treasurer reports for June 7, 2021 were reviewed by the board members. Deputy Clerk 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, employee benefits package, station maintenance/repairs items, donations, grants, reimbursements, and the interest in supporting local businesses.

Williams Fire was awarded the Volunteer Firefighter Association Grant, the Wildland Urban Interface Grant, and the Josephine County Youth Foundation Grant for an approximate total of \$32,000.

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 to approve the Clerk Treasurer's Report was made by Claudia Pratt and seconded by Sue Nevotti. The motion passed unanimously

Discussion of adding an additional check signor, making three check signers on the operational checking account was had. Initially, Board Member Todd Rumery was going to be the third check signer but that was rescinded when Board Member Todd Rumery did not run in the re-election of his position. Instead, the Board opted to nominate Board Member Claudia Pratt and a vote was taken.

- A motion to appoint Claudia Pratt as an additional check signer to the Umpqua checking account was made by Wes Nevotti and seconded by Sue Nevotti.

- ✚ Claudia Pratt – Abstain
- ✚ Sue Nevotti – Aye
- ✚ Todd Rumery – Aye
- ✚ Wes Nevotti - Aye

Announcement of Next Regular Board Meeting:

Monday, July 5, 2021 at 9:00am

Motion to Adjourn:

- A motion to adjourn was made by Claudia Pratt and seconded by Sue Nevotti at 7:41pm.

Attachments: Board Meeting Agenda, Chief Evaluation, the Chief's and Clerk/Treasurer's reports for June 7, 2021, and Minutes of the previous Board Meetings.

Respectfully Submitted:

Wes Nevotti, Chairman