Williams Rural Fire Protection District

**Regular Board Meeting Minutes**

**August 26, 2019**

Called to Order at 6:38pm

**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 – Jim Stearns

**Public Presence:**

Karen Rodgers

Wilma Hyde

Darryl Jackson

Laurence McCurda

**Announcements:**

None.

**Public Input:**

Darryl Jackson spoke of the intersection change at East Fork, Williams Hwy, and Cedar Flat Road. His question was if we will have fire issues because of the street intersection changes. This was discussed and mulled over.

Laurence McCurda wanted to ask if there are ways to report hazardous acts that include fire, do we have approved landing zones for medical helicopter landings, and ways to support Williams Fire. Mr. McCurda was instructed to use the resources of 911, pointed in the direction of the Williams Fire Department Support Group, and helicopter landing zones were identified. AMR ambulance comes out of Grants Pass, Mercy Flights from Medford, and we have responders that work and live very close to the station.

The Chief and Board Chair have addressed that we have had a manned station for the last month and worked on having good response times.

The Vice Chair shared that the proceeds from the belt buckles sold in their yard sale have been donated to the fire station.

**Approval to accept Board Meeting Minutes:**

Board Meeting minutes of July 22, 2019 were reviewed and approved as presented.

**Clerk/Treasurer Report:**

Clerk/Treasurer reports for August 26, 2019 were reviewed by the board members. Interim Chief Stearns and Jennifer 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, payroll taxes, regular monthly bills, fuel purchases, station maintenance/repairs items for the back stairs, firefighting PPE and structural gear purchases, heat pump repair, and the descriptions of foods/snacks/water/Gatorade bought for the kitchen. 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 and approve the Clerk/Treasurer reports for August 26, 2019 was made by Dennis Crawford and seconded by Todd Rumery. The motion passed unanimously.

**Fire Chief’s Report:**

* **Number of calls since last meeting** 
  + 8 calls total
    - 3 fire calls locally
      * Panther Gulch Fire
      * Fire on Water Gap 1/10 acre that smoldered overnight
    - Mutual aid to Grants Pass with WRFPD tender to assist
    - 4 medical calls
      * One call required Mercy Flights and utilized an ODF hand crew to help move patient down from a mountain trail.
        + Thank you cards were prepared for the aiding agencies to include: Mercy Flights, AMR, Applegate Fire, and ODF
* **Personnel/Recruitment**
  + Rick and Oskar are summer hires as duty officers and shift captains
    - Contracts expires at the end of August
      * A motion to keep Rick and Oskar another month thru September was made by Todd Rumery and seconded by Dennis Crawford. The motion passed unanimously.
    - Rick and Oskar have done a great job meeting and greeting the public
      * + Public comment is happy with their presence
    - Rick and Oskar have been selling address markers at the farmer’s market
    - Doors are open every day
    - Community response is good
    - Board is pleased with Oskar and Rick
* **Dispatch**
  + Rates were adjusted due to call volume last year, we received a credit
* **Station**
  + Rick and Oskar are working on station projects
* **Old Station**
  + Not Addressed
* **Property**
  + Rich Cassidy was supposed to make this meeting and was unable due to prior obligation
* **Meetings**
  + Attended three volunteer training meetings, one Board meeting, one WFD Support Group meeting, One Rogue Valley Fire Chief’s meeting.
* **Safety Committee**
  + Discussed having an AED available in the fire station conference room. Costs range from $1000 to $15000
  + Discussed SDAO Safety & Security Grant
* **Grants**
  + Will try for a grant for AED’s for the station and staff cars
  + AFG will open soon and we will try for SCBA breathing apparatuses and turnouts
    - They will expire soon and will need replacement
  + SAFER grant has been submitted
    - Waiting to hear back
* **Training**
  + Working off monthly training calendar along with online assignments
  + Nicco Holt will be out to review our records and make sure we are on track with what we are doing.
* **Community Outreach**
  + The wildland fires in the area raised awareness and community interest in the fire district. We have worked closely with the local Facebook groups to try to keep information accurate.
  + New Facebook page is up
  + Fire Danger is the concern of the community and the wildfires have raised awareness
  + Field calls daily on complaints
* **Apparatus/Vehicles/Equipment**
  + Mechanic is working on servicing all the vehicles.
  + Two have had their first oil changes
  + Rigs will need oil changes, air filter changes, and fix the brake lock up on the tender
  + Chief is working on a replacement schedule for future budgeting
  + Pump in creek is leaking and will look into a bid to refurbish
* **Recruiting and Retention**
  + Two applications out for two new volunteers
* The Chief’s report for August 26, 2019 stands as presented.

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

* **Chair**
  + Discussed SDAO training that Chief Stearns, Bill Ertel, Wes Nevotti, and Jennifer Vetter attended
    - Meant to train members on legal and ethical values
* **Support Group**
  + Would like to be of more help to the department.
  + ODOT will give training at the next Williams Fire Support Group Meeting (9/9/19 at 6:30pm).
  + BBQ held for everyone in the department to include the Board, Budget Committee, Support Group members, and ODF personnel.
* **Policies and Procedures Manuals** 
  + Delayed until September
* **Board Member Compensation –** Not Discussed
* **Operational Phone Lines** 
  + Not Discussed
* **Fire Department Bell**
  + Not Discussed
* **Building Security**
  + Not Discussed
* **Tractor Swap**
  + Chief Stearns to follow up

**New Business:**

* **Board Training**
  + Swearing in of the Board and anyone taking official action of behalf of the District
* **Clerk Treasure Position** 
  + Original agreement $500/month for 10 hours per month
  + Bonused for extra work completed
  + After 6 months, this job requires more than 10 hours per month and needs pay to be reviewed and a job description developed
  + Jennifer is a current I/O Psychology student that will attain her Bachelor’s Degree next year
  + Jennifer has a Firefighter Type 2 certification, EMR license, and NFPA Fire Apparatus Driver/Operator and responds on fire and medical calls
  + Some of the administrative duties include but are not limited to:
    - Supervision and Administration of Payroll
    - Payroll Tax Preparations, Payments, and Filings
    - Administration of Payables/Receivables
    - Public Entity Specific Filings
    - Budget preparations and management
    - Employee maintenance
    - Assists with volunteers and their management
    - The application of financial controls to maintain financial integrity within the organization
    - Work closely with accountant
    - Website Administration
    - FaceBook Administration
    - and other various duties
  + Board Member Comments
    - The Board members all commented positively on Jennifer’s performance when given the opportunity to comment.
    - The Board members discussed what is a fair compensation
    - Chief Stearns will write up a job description that will apply to the Clerk/Treasurer position and submit it for approval.
* A motion to increase Jennifer Vetter’s compensation to $1000 retroactive as of August 1, 2019 was made by Wes Nevotti and seconded by Dennis Crawford. The motion passed unanimously.

**Announcement of Next Regular Board Meeting:**

Monday, September 23, 2019 at 6:30pm

**Motion to Adjourn:**

* A motion to adjourn was made by Dennis Crawford and seconded by Todd Rumrey at 8:10pm.

Attachments: Board Meeting Agenda, the Chief’s and Clerk/Treasurer’s reports for August 26, 2019, and Minutes of the previous Board Meetings.

Respectfully Submitted:

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Wes Nevotti, Chairman