

WILLIAMS RURAL FIRE PROTECTION DISTRICT
Regular Board Meeting Minutes
Special Guest Richard Brewster, CPA via Zoom
November 1, 2021

Called to Order at 5:58pm

Roll Call:

Board Members Present

Position 1 – Heather Glass - Absent
Position 2 – Sue Nevotti – Late Arrival
Position 3 – Claudia Pratt
Position 4 – Bill Ertel
Position 5 – Wes Nevotti

Williams Staff Present

Fire Chief - Rick Vetter
Administrative Assistant – Jennifer Vetter

Public Presence:

Wilma Hyde, Support Group Member, Resident
Jon Scaroni, Volunteer Firefighter, Resident
Jason Stevens, Volunteer Firefighter, Resident

Announcements:

Board Chairperson, Claudia Pratt would like to see that the Board makes a motion, has a discussion if needed, then votes on the matter.

Public Input:

None.

Agenda Review:

The agenda for November 1, 2021 was reviewed. Board Member Bill Ertel stated that he would like to scratch 10a off the agenda which would address that when independent meetings with the CPA take place that at least a quorum must attend.

Accountant's Review as presented by Richard Brewster, CPA:

Beginning of Zoom ~Mr. Brewster gave an overview of the review done by his office. Gross Receipts or FY2020-2021 reflected \$464,191 with a growth of 31.37% over the previous year. Expenditures were \$372,405 with the previous year reflecting expenditures of \$343,573. Grants that were accepted over the course of the year reflect changes in income and expenses that were accounted for the accountant's office for the fiscal year in the report. Mr. Brewster stated that nothing came to his office's attention that is not right. It is the District's responsibility to have appropriate controls in place.

Board Member Bill Ertel sought clarification regarding some of the line items if those items should show individually for each grant. Mr. Brewster stated, 'Not necessarily', however,

to track it as a whole showing monies coming into the district and expenses going out to reflect gross income/expenses even if it doesn't change the net. Board Member Bill Ertel sought to understand the District's P&L Report and how it reflects expenses. Mr. Brewster gave several explanations to suffice the inquiries and stated a journal entry was made to accommodate the grant differences to reflect the gross income in question.

Board Member Bill Ertel put together a document called "Who Gets Paid What" and stated that one particular member's wages were a challenge for him to find because it was part of the SAFER Grant. Mr. Brewster stated that the reimbursements for this were accounted for in the Journal Entry to cover approximately \$93,000 in reimbursements.

Board Member Bill Ertel was inquiring if the district should have an independent audit for the SAFER Grant. Mr. Brewster stated that if a grant is large enough it may be required to have an audit and none of the grants that the district was awarded were large enough to require an audit.

Mr. Brewster went over the signed forms, his offices recommendations, and reiterated that his office does not express an opinion but to verify oversight, make recommendations and suggestions. ~End of ZOOM

Approval to Accept Board Meeting Minutes:

A discussion was held by Board Member Bill Ertel stating how he worded his desire to have a workshop and compared it to Three Rivers and how they handle their meetings. Board Chair Claudia Pratt stated that at the next meeting if we have something to have a workshop for, this could be brought up.

Board Member Bill Ertel stated that he felt items discussed in the last meeting were missing from the minutes, specifically that there would be a walk through of the old building with the Support Group.

The Regular Board Meeting Minutes of October 4, 2021 were reviewed.

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

Fire Chief's Report (Presented by Captain Nicco Holt):

- **Number of calls**
 - 30 calls total
 - 18 Medicals, one of those was airlifted, one code 3 to RRMC
 - 5 Traffic Accidents
 - 5 Fire Calls
 - 2 Fire Assist to the public
- **Personnel/Recruitment**
 - 3 applications handed out and 2 are in process
 - Youth Program currently has 6 cadets
 - 2 male, 4 female
 - Updating Liability Insurance with new members

- **Training**
 - Held twice per week
 - Holmatro Rep, Chris Mills, gave an in-depth training on newly purchased air bags
 - Volunteer Firefighter Jennifer Vetter was interviewed during a recent training by KDRV 10 news for an upcoming segment about females in the fire service

- **Meetings/Events**
 - Williams Fire hosted an annual open house attended by AMR, Reach Air, OF, US Forest Service, JoCo Emergency Operations Center, KOBI News, and more
 - Chief Vetter Interviews:
 - KAJO regarding upcoming levy renewal
 - Special thanks to Michelle Binker for putting this together for IV Fire, Williams Fire, and JoCo Sheriff's Office
 - Grants Pass Daily Courier
 - KOBI 5 News Medford
 - Josephine County Democratic Party at their monthly meeting
 - Coffee with the Chief
 - Guest speakers: Sheriff Dave Daniel, Under Sheriff Travis Snyder, Cassie Rose with Senior and Disabled Services, and Rick McClintock with GPDPS Firewise Program
 - Chief Vetter Meetings:
 - Jackson/Josephine County partner of fuel reduction annual meeting
 - Rogue Valley Fire Chief's Meeting
 - JoCo 911-TAC Meeting
 - Chief Vetter was invited to proctor on the Applegate Valley Fire Hiring Process for new Captain positions
 - Chief Vetter participated on the hiring committee for the Jackson/Josephine County Project Coordinator II Position.
 - Chief Vetter opted out of participating in the Wolf Creek hiring process to avoid a conflict of interest with a former Williams volunteer attempting to be hired there.

- **Station/Land/Equipment**
 - Old Station
 - Saggy ceiling in Bay 2 removed
 - Replaced rotten steps outside of building
 - Need material to finish the steps
 - Looking at painting inside of Bay 3
 - Manufactured Home
 - Support Grout has been working on painting inside
 - Apparatus

- Looking for bids to get the newly purchased wildland truck painted and outfitted with emergency lighting
- 8701 Batteries were installed by staff
- Safety
 - Asking if Board would approve COVID-19 waiver for volunteers.
 - One active member is unvaccinated
 - Other departments have waivers in place before allowing patient contact
 - At this time there is no patient contact allowed

Board Member Bill Ertel offered praise to Chief Vetter for his time on the air and at meetings representing the district.

A discussion was held regarding REACH vs MERCY for air services and their ability to transport from Williams. If one is unavailable the other has the possibility to respond to take a patient to medical services from the Williams area.

- A motion was made by Bill Ertel and seconded by Claudia Pratt to appoint Chief Vetter and Board Vice President Wes Nevotti to coordinate Christmas Party. The motion passed unanimously.
- A motion to approve the Chief's Report as presented was made Wes Nevotti and seconded by Sue Nevotti. The motion passed unanimously.

Other Reports:

- **Chair**
 - Nothing to report
- **Support Group**
 - Actively working on manufactured home
 - Painting inside and getting furnishings
 - Wilma Hyde is working on historical items, old photos, and putting together history for old fire house
 - Group is preparing to elect new officers
 - Preparing for working with the JoCo EOC call center
 - Getting ready for annual Christmas Party
- **Safety Committee**
 - No Report at this time

Unfinished Business:

- **Update Policies and Procedures Manual Chapter 3 (Presented by Board Member Claudia Pratt)**
 - TABLED – Engaging in Lexipol Agreement to provide updates
- **Employee Handbook**

- Reviewed by the SDAO and received updates to implement
 - Make a date with Heather and Claudia after implementing changes
- **Internal Controls**
 - Board Member Bill Ertel and Deputy Clerk Jennifer reviewed and updated
 - A motion to approve the update of the internal expense controls as presented with mentioned updates was made by Bill Ertel and seconded by Claudia Pratt. The motion passed unanimously.
- **Creek Pump Update**
 - Waiting to hear back from Three Rivers School District after leaving a message
 - Pump may come in November for installation
 - If contract is not signed, water supply to school may be halted.
- **Ballot Measure 17-104**
 - Chief Vetter meets with KDRV at 10am on day of election
- **Kuntz Workers Comp Claim**
 - SDIS denied the claim
 - Kuntz claim possibly suggests this is from a specific call
 - State Fire Marshal Office states no reports substantiate this WC claim during his time period with Williams
- **Sand in the Well at the Mobile Home**
 - Chief Vetter will get Quinn's to look at it

New Business:

- **Independent Board Member Meetings with CPA**
 - Board Member Bill Ertel stating he didn't think it was worth discussing and thinks it is a non-issue.
 - Board Chair Claudia Pratt stated that the Board and CPA would rather questions be done as a quorum
- **Security Grant**
 - No answer on this matter as of yet
- **Discussion of REACH and MERCY Subscriptions (Presented by Board Member Wes Nevotti)**
 - At one time department provided subscriptions to the volunteers
 - Chief Vetter to research costs to see about a department price

Clerk/Treasurer Report:

Clerk/Treasurer reports for November 1, 2021 were reviewed by the board members. Deputy Clerk Jennifer Vetter answered any questions about revenue and expenses for the previous month's expenses previously distributed electronically. Items of review in the financial reports included spending on district credit cards, payroll, regular monthly bills,

employee benefits package, station maintenance/repairs items, donations, grants, and reimbursements.

Board Member Bill Ertel had questions regarding expenses and income on the Profit and Loss report in regards to the SAFER Grant and other grants. Jennifer Vetter explained that Mr. Brewster had attempted to answer this question several different ways including a journal entry and she explained that the profit and loss has been updated to reflect expenses that are reimbursed to show reimbursements as income. This process of making these adjustments current will take some time but eventually this will catch up to current. Jennifer Vetter is not changing anything historically, however, with the new adjustments in the QuickBooks background to accommodate certain reimbursements to reflect as income, the report(s) will reflect retroactively.

Board Member Bill Ertel had a question about Fire Equipment/Supplies expenditure of \$4456. He asked that since half the budgeted line item was already spent for the year if that was a problem and what kind of supplies were purchased. Jennifer Vetter stated that budget items may or may not be spent early on during a year and are dependent upon needs throughout the year.

Board Member Bill Ertel asked about the Training Officer line item, who this expense is for, and if it is SAFER monies. He asked specifically if this was Nicco. Jennifer Vetter stated yes as Nicco Holt is our only Training Officer and the Training Officer is paid by the district.

Board Member Bill Ertel asked about the direct deposit amounts and verified they matched the employee checks. He also asked about the checks written to himself, Claudia Pratt, and Heather Glass. He was reminded that those items for the board members were part of the board compensations that they had voted on and accepted to receive.

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 for October was made by Claudia Pratt and seconded by Bill Ertel. The motion passed with 3 ayes and 1 nay

- ✚ Sue Nevotti – Aye
- ✚ Claudia Pratt – Aye
- ✚ Bill Ertel – No

👤 Wes Nevotti - Aye

Motion to Adjourn:

- A motion to adjourn was made by Sue Nevotti and seconded by Wes Nevotti at 8:04pm. It was unanimous to adjourn.

Attachments: Board Meeting Agenda, Previous Board Meeting, Fire Chief's Report, Profit and Loss from June 2021, 2019 Safer Grant Reimb Spreadsheet, DRAFT Internal Controls, Safer Award Grant Package, Lexipol Agreement, WRFPD Financial Report, and Clerk/Treasurer's reports for November 1, 2021.

Respectfully Submitted:

Claudia Pratt, Board Chairperson