

**WILLIAMS RURAL FIRE PROTECTION DISTRICT**  
**Special Board Meeting Minutes**  
**January 18, 2022**

Called to Order at 18:03

**Roll Call:**

**Board Members Present**

Position 1 – Heather Glass  
Position 2 – vacant  
Position 3 – Claudia Pratt  
Position 4 – Bill Ertel  
Position 5 – vacant

**Williams Staff Present**

Fire Chief - Rick Vetter

**Public Presence:**

Wilma Hyde, Support Group Member, Resident

**Announcements:**

None.

**Public Input:**

Wilma called Parrot Metal and they are testing for Covid so they will give a bid at some point for the roof on the old fire station.

**Radio Grant with Applegate Fire and Jacksonville Fire**

Chief Vetter spoke about how we used Lexipol to write the grant which they did. Just before submission we were notified by Applegate Chief Mike McLaughlin who is wanting us to go into the grant with Applegate Fire and Jacksonville Fire. They will write the grant and be responsible for the grant funds and for the fund's disbursement.

Williams is at a need for 180K for radio equipment on the grant. Part of the agreement on the grant is we must put in 5% matching which would be \$8,878 as our share to secure the grant.

The difference between what we were doing and what we are going to do now, will be having three agencies included which will help to secure the grant

Jackson county is changing fire radios which means we will not be able to talk to them to help when we may need support. This is another reason doing the grant together makes sense.

This grant is necessary as we are unable to fix our radios any longer.

Chief stated we did talk with Lexipol and there is no real say in whether this will guarantee the grant, but they do believe having the three agencies together will help to get the grant.

The dollar amount is higher than what we were looking for to replace the radios, so they probably are picking out better radios than our original plan. Chief is going to verify what the radios have been picked out. We will also see if we can shop around once and if the grant is awarded to get a better deal.

Bill asked who put together the document of the three agencies working together agreement. Chief Vetter said Lexipol put together the narratives for Williams to use for the Applegate Regional Grant.

The department needs to sign in the grant application to show we want to go into partnership with them.

Claudia asked if the amount awarded will be distributed based on the percentages presented on the form if the grant wasn't awarded to the full amount. Chief Vetter believes they give what you ask for in the grant and not less. Chief Vetter agreed to verify but it did seem as though we would be given it with the percentages listed.

The grant request is due January 21, 2022.

**Motion to approve Grant:**

- A motion to approve the memorandum of understanding was made by Bill Ertel and was seconded by Claudia Pratt. We as a board grant Chief Vetter the approval to sign and get submitted. It was approved with all Ayes.

**Equipment Lease with Three Rivers:**

- A motion to approve the equipment lease agreement with Three Rivers School district was made by Bill Ertel and was seconded by Claudia Pratt. The motion was passed with all Ayes.

Heather went over the details of the lease agreement and the changes made by the district and our requested changes.

Chief Vetter asked who would be responsible if something happened to the pump that destroys the pump. Bill said he has experience in this, and we would be the responsible party.

**Hiring of Maintenance and Janitorial person.**

- A motion was made by Bill Ertel to discuss the possibility of hiring a maintenance and janitorial person.

Bill is asking if he can try and do this job to feel it out and see what it entails.

Chief Vetter states this is not a clean up after the firefighters but rather to sanitize and to keep clean in the main areas.

Offices are subject to cleaning if people are in them or not and up to the discretion of the people using the offices.

Claudia's main concern for this service is she would like to sanitize and have something presentable to the public.

Bill is going to work with Chief Vetter to come up with a list of what is needed to be done. Chief asked about adding the mobile homes to the duties of the janitorial staff. Wilma said people should clean up after themselves regarding adding the mobile home. Chief Vetter said we will need to get cleaning supplies.

The motion is tabled until next meeting so Bill can report back.

Bill talked about his meeting this morning at the church and about how a member of the public really likes the new fire station and how it is being run and especially enjoys the Coffee with the Chief.

**Motion to Adjourn:**

- A motion to adjourn was made by Claudia Pratt and seconded by Heather Glass at 18:37pm. It was approved unanimously to adjourn.

Attachments: none

Respectfully Submitted:

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Claudia Pratt, Board Chairperson