

WILLIAMS RURAL FIRE PROTECTION DISTRICT

Regular Board Meeting Minutes

January 25, 2021

Called to Order at 8:38am

Roll Call:

Board Members Present

Position 1 – Claudia Pratt
Position 2 – Sue Nevotti
Position 3 – Todd Rumery
Position 4 – Absent
Position 5 – Wes Nevotti

Williams Staff Present

Administrative Assistant – Jennifer Vetter
Chief – Rick Vetter
Lieutenant – Oskar Sundell

Public Presence:

Jason Stevens – Firefighter, Resident
Wilma Hyde - Resident

Announcements:

Jackie Fredenburg, widow of the recently passed John Fredenburg, is in agreement of Chief Vetter's idea to use contributions/donations in her husband's memory towards the restoration of the old building and the old fire engine.

Agenda Review:

The agenda for January 25, 2021 was reviewed.

- A motion to approve the agenda for January 25, 2021 as presented was made by Todd Rumery and seconded by Claudia Pratt. The motion passed unanimously.

Public Input:

Lieutenant Sundell added that this department is the most amazing department that he has ever seen.

Approval to Accept Board Meeting Minutes:

The Regular Board Meeting minutes of December 30, 2020 were reviewed. Board Member Todd Rumery advised of a change to the minutes to reflect a change in the word 'states' to 'believes' in regards to the discussion of previous special board meeting minutes on discrimination.

- A motion to approve the Regular Board Meeting Minutes of December 30, 2020 with the requested change was made by Todd Rumery and seconded by Sue Nevotti.

The Special Board Meeting Minutes of November 11, 2020 are still unapproved. Vice Chair Bill Ertel is absent, who is also the scribe for those minutes. Those minutes were not presented at this meeting for approval.

Fire Chief's Report:

- **Number of calls in August**
 - 10 calls total
 - 3 Medical calls requiring transport
 - 2 Lift Assist
 - 1 Structure fire that ended up being a burn barrel up against a structure
 - 2 Smoke investigations/Open burn illegal material
 - 2 Motor vehicle accidents

- **Personnel/Recruitment**
 - 3 New volunteers
 - Given required paperwork/course material to complete
 - 2 New volunteers applications
 - 1 new cadet application

- **Training**
 - Trainings focused on structural firefighting and operational functions on fire ground scenes.
 - Trainings are twice per week
 - Tuesday mornings and Wednesday afternoons
 - 3 new volunteers are getting ready to attend a Firefighter 1 Academy
 - Mandatory Covid-19 Training
 - Chief, Jennifer Vetter, and Amy Carlock are enrolled in the EMT at RCC
 - Volunteer Firefighter Jennifer Vetter is taking a pumper operator course through RCC
 - Captain Nicco Holt and Volunteer Firefighter Jennifer Vetter are taking a CPR Instructor Course to benefit the district and the community
 - Training simulators and props obtained
 - Volunteer Firefighter Jennifer Vetter's narrative that was entered into the American AED promotion was chosen for the award of a new AED to the District. Her entry along with Lieutenant Sundell's and Volunteer Firefighter Amy Carlock's entries are some of the entries that came on behalf of WRFPD.

- Recognition was shown on American AED's Facebook page and the District's website and Facebook page.
 - Captain and Training Officer Nicco Holt ordered training simulators to use in our in-house training on AEDs and will be ordering mannequins as well for training purposes
- **Meetings**
 - Josephine County Ops Meeting
 - PPE amounts reviewed
 - State COVID-19 requirements
 - Upcoming proposed February Meeting
 - Fuel Reduction
 - Firewise Program
 - Prepare for upcoming wildland season
 - Upcoming County Commissioner Meeting
 - Insight on the Williams wildland preparedness
 - Proposed for February 16, 2021
 - Upcoming Public Wildness Preparedness Meeting
 - Proposed for February 24, 2021
- **Property/Station/Equipment**
 - Staff Vehicles:
 - New Tires on 8750
 - Regular maintenance with the help of the volunteers time
 - Apparatus
 - Purchased equipment needs
 - Staff and Volunteers have been helping to keep the station and equipment clean and in good working order
 - Volunteer Scaroni and Lt. Sundell helped to get the overhead fill pump back into operation after heavy rain recently

A discussion on the CPR Instructor course was initiated by Board Member Claudia Pratt to recognize that this class is being personally paid for by Captain Holt and Volunteer Firefighter Jennifer Vetter. Lt. Sundell recognized that volunteers put in so much of their personal time and money to volunteer and to advance in certifications that it is an extra burden to ask of the volunteers to pay for what the District will benefit from. Board Member Claudia Pratt expressed interest that the District reimburse the CPR Instructor Course since this is a direct benefit to the District and will be utilized by the District.

- A motion to reimburse Captain Nicco Holt and Volunteer Firefighter Jennifer Vetter for the CPR Instructor Course was made by Claudia Pratt and seconded by Sue Nevotti. The motion passed unanimously.
- A motion to approve the Chief's Report as presented with the inclusion of the reimbursement of the CPR Instructor Course to Cpt. Nicco Holt and

Volunteer Firefighter Jennifer Vetter was made by Claudia Pratt and seconded by Todd Rumery. The motion passed unanimously.

Other Reports:

- **Chair**
 - Nothing to report
- **Support Group**
 - Elections
 - President – Chief Rick Vetter
 - Vice Chair – Board Chair Wes Nevotti
 - Treasurer – Volunteer Firefighter Jennifer Vetter
 - Secretary – This position is open
- **Safety Committee**
 - COVID Guidelines
 - Disinfecting guidelines

Unfinished Business:

- **Chief's Evaluation by the Board**
 - Tabled
 - Chief Vetter has celebrated his one-year anniversary as Chief

New Business:

- **JoCo Library interested in buying District property**
 - Does not have good access
 - The District just set a mobile home on that land
 - Library has been getting complaints of people parking overnight
 - May create larger problem
 - Tabled for further discussion
- **Upcoming Elections**
 - Positions 3, 4, and 5 are up for election
 - Public announcement to be made on website, newspaper, and Facebook
- **Employment Agreements**
 - Tabled
- **Chief's Salary**
 - Tabled
- **Mobile Home Usage Status – Project Plan**
 - Tabled
- **Meeting Schedules – Next Month – Quarter**
 - Trial run to move the monthly board meetings to the beginning of the month

- A motion to shift the Board Meeting from February 25, 2021 to March 1, 2021 was made by Wes Nevotti and seconded by Todd Rumery. The motion passed unanimously

- **Compensation Packages**

- Tabled

- **Update Polices and Procedures Manual (Presented by Board Member Claudia Pratt)**

- Chapter 2: Board of Directors
 - Board Members to take home an updated copy and review
 - Board Member Claudia Pratt is working on Chapter 3
- Discussions of the addition of a third check signer

- A motion to authorize Board Chair Wes Nevotti at Umpqua Bank to include the Board Chair Wes Nevotti as an authorized decision maker along with Vice Chair Bill Ertel was made by Claudia Pratt and seconded by Todd Rumery. The motion was open to discussion.

- Unanimously Approved:
 - 🗳️ Claudia Pratt – aye
 - 🗳️ Sue Nevotti – aye
 - 🗳️ Todd Rumery – aye
 - 🗳️ Wes Nevotti – aye

- A motion to add a third check signer, Board Member Todd Rumery as a signor at Umpqua Bank was made by Claudia Pratt and seconded by Wes Nevotti. The motion was open to discussion

- Unanimously Approved:
 - 🗳️ Claudia Pratt – aye
 - 🗳️ Sue Nevotti – aye
 - 🗳️ Todd Rumery – aye
 - 🗳️ Wes Nevotti – aye

- **Kuntz Final Paycheck**

- Former Chief Kuntz's final paycheck was never cashed, did not clear the bank, and Former Chief Kuntz does not remember if he actually cashed or received it.

- A motion to cancel the final check to former Chief Mike Kuntz on February 14, 2019 and re-issue a new check with verbiage of 'void after 90 days' was made by Wes Nevotti and seconded by Sue Nevotti. The motion was open to discussion. The motion passed unanimously.

- Unanimously Approved:
 - 🗳️ Claudia Pratt – aye
 - 🗳️ Sue Nevotti – aye
 - 🗳️ Todd Rumery – aye
 - 🗳️ Wes Nevotti – aye

- **Kuntz Credit Card**

- In November of 2019, the District obtained business credit cards to replace the previous credit cards that were in use. The previous cards were somehow associated personally with former Chief Mike Kuntz via his personal identity versus the business EIN. A reoccurring transaction came through for Dropbox of \$119.88 on the former Chief's card for the District that former Chief Kuntz is seeking reimbursement for.
- Chief Vetter will communicate with former Chief Kuntz to resolve the issue. Per Chief Vetter, former Chief Kuntz is willing to work this out and resolve this. If any payments are made to resolve this, a formal letter with signatures of receipt will be drawn up to ensure the District has resolved any monies exchanged.

Clerk/Treasurer Report:

Clerk/Treasurer reports for January 25, 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, and the interest in supporting local businesses.

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 Todd Rumery and seconded by Wes Nevotti. The motion passed unanimously

Announcement of Next Regular Board Meeting:

Monday, March 1, 2021 at 8:30am

Motion to Adjourn:

- A motion to adjourn was made by Claudia Pratt and seconded by Sue Nevotti at 10:35am.

Attachments: Board Meeting Agendas, the Chief's and Clerk/Treasurer's reports for January 25, 2021, and Minutes of the previous Board Meeting.

Respectfully Submitted:

Wes Nevotti, Chairman