

# **WILLIAMS RURAL FIRE PROTECTION DISTRICT**

## **Regular Board Meeting Minutes**

**April 5, 2021**

Called to Order at 8:45am

### **Roll Call:**

#### **Board Members Present**

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

#### **Williams Staff Present**

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

### **Public Presence:**

None

### **Announcements:**

None.

### **Agenda Review:**

The agenda for April 5, 2021 was reviewed.

- A motion to approve the agenda for April 5, 2021 as presented was made by Wes Nevotti and seconded by Claudia Pratt. The motion passed unanimously.

### **Public Input:**

None.

### **Approval to Accept Board Meeting Minutes:**

The Regular Board Meeting minutes of March 1, 2021 were reviewed.

- A motion to approve the Regular Board Meeting Minutes of March 1, 2021 was made by Claudia Pratt and seconded by Wes Nevotti.

### **General Discussion outside of the Agenda:**

Budget Committee members and prospective candidates. Heather Glass and Lyndsey Hayes have exercised interest. Volunteerism is down. Lyndsey expressed her desire to commit. Post to local informational sites to solicit volunteers. Create budget calendar/timeline to follow.

## Fire Chief's Report:

- **Number of calls (more than normal...seeing an increase)**
  - 17 calls total and 1 mutual aid outside of district
    - 10 Medical calls one requiring Captain Holt to ride to RVMC with AMR to assist with patient stabilization after severe trauma
    - 2 Public Assist
    - 1 Grass Fire
    - 2 Smoke investigations/Open burn illegal material
      - One resident provided a donation to the district after fire department response
    - 2 Motor vehicle accidents
    - 1 Mutual Aid to Rogue River
      - 8701 Fire engine with 3 firefighters (Lt. Sundell and 2 volunteers) to aid in a structure fire
- **Personnel/Recruitment**
  - 3 new volunteers engaged in the classroom portion of the Firefighter 1 Academy will start the physical part of the academy
  - District has a new cadet, Volunteer Firefighter Jesse Johnstone's daughter, Ayanna
- **Training**
  - Trainings focused on Firefighter 1 Academy
  - Trainings are held on Tuesday mornings and Wednesday afternoons
  - Using the old home site for training simulations
  - Numerous classes being held currently
    - Engineering (volunteer Jennifer Vetter)
    - CPR Instructor (Captain Nicco Holt and Volunteer Jennifer Vetter)
    - NREMT (Chief Rick Vetter and Volunteer Jennifer Vetter)
    - EMR (Volunteers Jon Scaroni, Heather Sundell, Jason Stevens)
    - Supervision and Leadership (Chief Rick Vetter, Captain Nicco Holt, Lt. Oskar Sundell)
    - Instructor 1 (Chief Vetter, Volunteers Jon Scaroni, Jennifer Vetter, and Jason Stevens)
    - Wildland Engine Boss (Chief Vetter, Lt. Oskar Sundell, Volunteers Jon Scaroni, Jason Stevens, Jennifer Vetter)
    - Firefighter 1 Academy (Volunteers Jesse Johnstone, Brook Welch, and KC Welch)
  - Captain Holt (with input from Lt. Sundell) has been working on several grant opportunities and Deputy Clerk Jennifer Vetter has helped in supplying needed information to submit the grants
    - Josephine County Youth Foundation Grant
      - Looking to get audio and visual equipment

- Wildland Urban Interface Grant
  - **Operations**
    - Working on improving our preventative maintenance record keeping
      - Equipment checks
      - Trucks are taken out regularly
    - Captain Holt and Lieutenant Sundell working on upgrading our SCBAs by acquiring used tanks and masks through Cascade.
  - **Meetings**
    - Coffee with the Chief with Sheriff Deputy
    - Wesley Mull award presentation
  - **Property/Station/Equipment**
    - Spring clean-up around buildings and grounds
    - Life Pak 12 – possible fix and/or trade up; need to investigate options
- A motion to approve the Chief's Report as presented was made by Wes Nevotti and seconded by Claudia Pratt. The motion passed unanimously.

#### **Other Reports:**

- **Chair**
  - Nothing to report
- **Support Group**
  - Received more T-Shirts and sweatshirts to sell at events and on the Facebook page
- **Safety Committee**
  - Working on list

#### **Unfinished Business:**

- **Chief's Evaluation by the Board**
  - Chief Vetter was given a copy of the Chief's evaluation by Chair Wes Nevotti and Vice Chair Bill Ertel
    - Discussion was held in Executive Session
- **Compensation Packages**
  - Vice Chair Bill Ertel would like to have salary comparisons for the Chief, Captain, and Lieutenant
    - Interested in knowing what the other two firefighter positions have been paid in the last 6 months in comparison to Chief Vetter
- **Update Policies and Procedures Manual (Presented by Board Member Claudia Pratt)**
  - Chapter 2: Board of Directors

- Reviewed Chapter
- Read-Add Secretary/Treasurer back into the language
- Considering having a copy of Robert’s Rules available for each board member and the option to provide a Board Member with a copy of the book
- Addition of third signer
  - This will be revisited after the May Special Election
    - Board Member Todd Rumery is the nominated 3<sup>rd</sup> signer, however, he is not on the May ballot for re-election. This matter is tabled until after the Special Election.
- Board Member Education
  - Add an Appendix D with offered trainings
  - Consider a training packet for Board Members

#### **Discussion Item – Check Countersigning**

Vice Chair Bill Ertel claims he was personally contacted by a private attorney citing an ORS (which he did not state) and if Vice Chair Bill Ertel wanted to ‘fix’ it regarding counter-signing the employee benefits checks stating that this contact happened “in the last three or four months”. Vice Chair Bill Ertel claims that he was told that a call was made to the ethics board in regards to his signature on specifically only those checks for the employee benefits package and continued to state that he was told it is a \$10k fine. Board Member Claudia Pratt inquired what was the money that was spent without the knowledge of the board and why did it take three months for Vice Chair Bill Ertel to inform the Board of this ‘contact’. Vice Chair Bill Ertel stated ‘someone called a private attorney’, but does not know who did so, and stated that this is one of those things that fell through the cracks. Continuing to inquire, Board Member Claudia Pratt inquired deeper to make the point that Vice Chair Bill Ertel could have informed the Board as a whole of this ‘contact’ that Vice Chair Bill Ertel states took place. Vice Chair Bill Ertel called it a learning point and not a big deal as it never rose to an official complaint.

- Board Member Copies of the Policies & Procedure Manual
  - Make available
  - Listed as a copy is available at the public library
    - Checked with the librarian and she was unable to locate it
- Board Member Compensation
  - Changes were made to adjust \$50 to \$45 for each board member once per month
  - An appendix item in the Policy and Procedure Manual will be created for a form that allows a board member to accept or decline the \$45 per month
- A motion to approve the updated Policies and Procedures Manual Chapter 2 as presented with the discussed revisions to be implemented as of 4/5/2021

was made by Bill Ertel and seconded by Wes Nevotti. The motion passed unanimously.

- A motion to approve the implementation of Board Member Compensation as per the updated Policies and Procedures Manual of \$45 per Board Member per month was made by Claudia Pratt and seconded by Wes Nevotti. The motion passed unanimously.

**New Business:**

- **Board Member Candidate on May Ballot**
  - Heather Glass – Position 1
  - Claudia Pratt – Position 3
  - Bill Ertel – Position 4
  - Wes Nevotti – Position 5
- **Chief Performance Evaluation Discussion before Executive Session**
  - Vice Chair Bill Ertel and Board Chair Wes Nevotti did the original evaluation without the presence or input of the other 3 board members
  - Chief Vetter was not given the opportunity to participate in the evaluation or do a self-evaluation

**Recess Regular Board Meeting for Executive Session per ORS 192.660(2)(i)  
Regular Board Meeting recessed at 10:41am for Executive Session**

\*\*\*\*\*EXECUTIVE MEETING IN SESSION\*\*\*\*\*

**Reconvene Regular Board Meeting  
Regular Board Meeting Reconvened at 11:44am**

**Clerk/Treasurer Report:**

Clerk/Treasurer reports for April 5, 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.

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 Bill Ertel and seconded by Wes Nevotti. The motion passed unanimously

**Announcement of Next Regular Board Meeting:**

Monday, May 3, 2021 at 9:00am

**Motion to Adjourn:**

- A motion made to adjourn was made by Bill Ertel and seconded by Wes Nevotti at 12:01pm.

Attachments: Board Meeting Agendas, Chief Evaluation, the Chief's and Clerk/Treasurer's reports for April 5, 2021, and Minutes of the previous Board Meeting.

Respectfully Submitted:

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Wes Nevotti, Chairman