

WILLIAMS RURAL FIRE PROTECTION DISTRICT

Regular Board Meeting Minutes

August 24th, 2020

Called to Order at 6:36pm

Roll Call:

Board Members Present

Position 1 – Dennis Crawford (Absent)
Position 2 – Sue Nevotti
Position 3 – Todd Rumery
Position 4 – Bill Ertel
Position 5 – Wes Nevotti

Williams Staff Present

Administrative Assistant – Jennifer Vetter
Chief – Rick Vetter

Public Presence:

Jason Stevens – Firefighter/Resident (came in a few minutes after roll-call)
Oskar Sundell – Lieutenant/Resident

Agenda Review:

The agenda was reviewed and the following were added by Bill Ertel:

- Discuss process to fill Board vacancy
 - Discuss health care benefits and approval process
- A motion to approve the agenda with the additions was made by Todd Rumery and seconded by Sue Nevotti. The motion passed unanimously.

Announcements:

The Board discussed the tentative resignation of Dennis Crawford (Position 1) for personal reasons.

Public Input:

None.

Approval to Accept Board Meeting Minutes:

The Regular Board Meeting minutes of July 27, 2020 were reviewed with no further actions recommended.

- A motion to approve the Regular Board Meeting Minutes of July 27, 2020 was made by Todd Rumery and seconded by Sue Nevotti. The motion passed unanimously.

Clerk/Treasurer Report:

Clerk/Treasurer reports for August 24, 2020 were reviewed by the board members. 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, and the interest in supporting local businesses.

Each of the reports reviewed included:

- The Chief's credit card
- The Admin's credit card
- The Board Chair's credit card
- The Umpqua Bank Account
- Profit and Loss Statements
- LGIP Account
 - A motion to accept the Clerk/Treasurer's report was made by Sue Nevotti and seconded by Todd Rumery. The motion passed unanimously.

Fire Chief's Report:

- **Number of calls in August**
 - 16 calls total
 - 4 Medical calls with mutual aid received from Applegate Fire, AMR, and JoCo Sherriffs
 - 4 Motor Vehicle Accidents, 1 required transport
 - 1 Fire – request for type 6 engine to stage in GP for Worthington Fire
 - 3 Smoke Investigations
 - 4 Lift Assists – 1 becoming CPR resulting in inability to revive
- **Personnel/Recruitment**
 - Board Trainings – Bill Ertel attended the online seminars
 - No current applications in process at this time due to COVID-19
 - Trainings
 - Held twice per week to ensure attendance by volunteers
 - Extrication Exercises: The department has received 4 donated vehicles
 - RITA Academy next year - commitment of attendance slots needed
 - Medical webinars attended by department to keep up with continuing education units
 - Scaroni and Carlock passed their Firefighter 1 practical and retake from RCC and received their task books
 - Firefighter Scaroni has been deployed by his job to active fires in California for a minimum of two weeks

- Fall EMT Attendance at starting at the end of September
 - Chief Vetter
 - Jennifer Vetter
 - **Meetings**
 - Rogue Valley Chiefs Association
 - RVCA Website will include Williams Fire pictures, events, and information
 - Heroes in the Classroom
 - Discussed the upcoming school year and local responder support from Rural Metro, Veteran Post 50, and school officials
 - Free Masks with Josephine County
 - Surplus of free masks and face shields to share with the public
 - **Old Station**
 - Remodeling funded through donations and T-shirt sales to the Support Group
 - Upstairs – Water council has vacated the space
 - **Property**
 - Station:
 - New changing area for staff and volunteers finished
 - Chief Vetter donated A&M steel braces for the benches
 - Working on the upgrade of the radio base station and replacement antennas
 - Antennas are bad, need replacing, and on order
 - Looking into a Safety & Security Grant
 - Considering fencing & security cameras
 - Purchased signs to keep people from camping in the station parking lot
 - **Safety Committee**
 - Nothing to report.
 - **Apparatus/Vehicles/Equipment**
 - New Contract for another FEPS vehicle has been finalized
 - 8770 – Support Group Vehicle
 - Auction closed on August 3, 2020; sold for \$1800 and new owner has contacted the district to schedule the vehicle retrieval.
 - **Board Training**
 - SDAO Board Member Trainings are recommended by the Training Officer
 - Captain Holt has contacted the board members and assigned training via email
- A motion to approve the Chief's Report was made by Bill Ertel and seconded by Todd Rumery. The motion passed unanimously

Other Reports:

- **Chair**

- Nothing to report
- **Support Group**
 - Picnic before Labor Day
- **Other**
 - Nothing to report.

Unfinished Business:

- **Admin/Deputy Clerk Job Description**
 - Jennifer Vetter's job description
 - Updated to add:
 - QuickBooks Experience
 - Website Experience
 - Grant Writing Experience
 - Change Nominal Administration to include 'Volunteers'
 - A motion to approve the Deputy Clerk Job Description with recommended modifications by Bill Ertel was made by Bill Ertel and seconded by Sue Nevotti. The motion passed unanimously.
- **Rich Cassidy – Mobile Home Project**
 - Walkthrough
 - Checklist of walkthrough items
 - Mobile Home:
 - Contractor has submitted for final payment – still awaiting one of two signatures
 - Board Member Bill Ertel recommended that Chief Vetter make a letter of recommendation for payment
 - Contractor Payments
 - Payment still pending one board member signature

New Business (and other additions to agenda):

- **Possible Vacancy on Board**
 - Recommended by Bill Ertel to put information for board position(s) on the website
 - Can a volunteer or paid employee be a part of the Board?
 - According to discussions this may be possible unless there is an adopted district policy prohibiting such
- **Ratification of Chief's Salary Agreement**
 - Tabled until the next meeting
 - Proposal of term dates
- **Employee Benefits Package**
 - Total Net Cost: \$3438.25/month
 - Gross costs: \$4887.09/month

- Employee reimbursements to the district via payroll deduction plus SAFER Grant monthly reimbursement: \$1448.84
- Annual expense: \$41259.00
- Retention Tool
- Discussed each participant's reimbursement back to the district which reduces the district costs
- Bill Ertel proposed
 - Write a letter of explanation to the Board
 - Develop Policy

Announcement of Next Regular Board Meeting:

Monday, September 28, 2020 at 6:30pm

Motion to Adjourn:

- A motion to adjourn was made by Bill Ertel and seconded by Wes Nevotti at 9:10pm.

Attachments: Board Meeting Agenda with additional agenda points, the Chief's and Clerk/Treasurer's reports for August 24, 2020, and Minutes of the previous Board Meeting.

Respectfully Submitted:

Wes Nevotti, Chairman