

# **WILLIAMS RURAL FIRE PROTECTION DISTRICT**

## **Regular Board Meeting Minutes**

**August 2, 2021**

Called to Order at 6:31pm

### **Roll Call:**

#### **Board Members Present**

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

#### **Williams Staff Present**

Administrative Assistant – Jennifer Vetter  
Captain – Nicco Holt

### **Public Presence:**

Wilma Hyde  
Jeri Alleman

### **Announcements:**

The Josephine County Library in Williams will be moving to I-Park in the near future

### **Agenda Review:**

The agenda for July 22, 2021 was reviewed and the addition of “Wes Nevotti” was added to the agenda.

- A motion to approve the agenda for August 2, 2021 as presented with the addition of “Wes Nevotti” was made by Wes Nevotti and seconded by Heather Glass. The motion passed unanimously.

### **Public Input:**

Jeri Alleman announced that she is resigning from the Williams Fire Support Group. Jeri gave Chairperson Claudia Pratt a copy of her input after reading it to the Board as to why she resigns. The Board Chair will follow up with the concerns Jeri had regarding her daughter’s resignation as a volunteer firefighter.

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

The Regular Board Meeting Minutes of July 22, 2021 were reviewed. Discussion ensued to establish if board documents presented during the meetings are to be attached with minutes or noted as attachments. It was discussed and quickly researched in Robert’s Rules as to how presented documents are noted in the minutes. As of present, attachments are available upon request with attachments noted in the minutes.

Further discussion was held as to rumor mills, health and safety, and possible open discussion/workshop for the board in the near future.

- A motion was made by Claudia Pratt and seconded by Heather Glass to amend the Regular Board Meeting Minutes from July 22, 2021 to reflect the attachment 'Discussion/Email of July 5<sup>th</sup>' in the attachment section. The motion passed with a vote of 3-1 in favor.

- ✚ Heather Glass – Aye
- ✚ Claudia Pratt – Aye
- ✚ Wes Nevotti – Aye
- ✚ Bill Ertel – No

- A motion to approve the Regular Board Meeting Minutes with the amendment of the additional writing of Board Member Bill Ertel's 'Discussion/Email of July 5<sup>th</sup>' added to the attachments was made by Claudia Pratt and seconded by Wes Nevotti. The motion passed with a vote ending in 3-1 in favor.

- ✚ Heather Glass – Aye
- ✚ Claudia Pratt – Aye
- ✚ Wes Nevotti – Aye
- ✚ Bill Ertel – No

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

- **Number of calls**
  - 20 calls total
    - 7 Medicals
    - 3 Traffic Accidents
    - 10 Fire Related Alarms
- **Personnel/Recruitment**
  - 1 new candidate
- **Training**
  - Wildfire Operational Training in Pacifica was successful
  - Mercy Flights training
  - Driver Training
- **Meetings/Events**
  - Coffee with the Chief with Sheriff
    - None held in July
  - Chief attended various regular/operational meetings
  - Captain Holt attended monthly training association meeting

- Chief Vetter will be talking at the County Commissioners Meeting on the 10<sup>th</sup> of August

#### **Discussion:**

Fire on Granny Lane was a holdover from the lightning strikes that preceded in the day(s) before. Williams Fire responded with 3 engines (8711, 8741, 8761) and the Chief's command vehicle along with ODF, a helicopter, and Applegate Fire.

Gates that are present on properties can be mitigated by residents giving their code to the fire department so that dispatch can relay it to incoming units.

- A motion to approve the Chief's Report as presented by Captain Nicco Holt was made by Wes Nevotti and seconded by Heather Glass. The motion passed unanimously.

#### **Other Reports:**

- **Chair**
  - Nothing to report
- **Support Group**
  - Fire Department BBQ August 28
- **Safety Committee**
  - No Report at this time

#### **Unfinished Business:**

- **Update Policies and Procedures Manual Chapter 3 (Presented by Board Member Claudia Pratt)**
  - TABLED
- **Employee Handbook**
  - Currently in the works, pending review

#### **New Business:**

- **What are Board Position Details (asked by Secretary Heather Glass)**
    - Board training could clarify the roles and Chapter 3 of the current Policy and Procedures covers this per Captain Holt
  - **IMT Pool Chief Application, Board Chair Signature Required**
    - The Board discussed the IMT Pool and its purpose to have backups/trainees and provided approval for Chief Vetter's application
  - **Hourly Increase paid by SAFER Grant for Grant Administrator**
    - SAFER Grant provides a \$0.60 increase
- A motion to approve the \$0.60 increase for the SAFER Grant Administrator was made by Bill Ertel and seconded by Heather Glass. The motion passed unanimously.

### **Clerk/Treasurer Report:**

Clerk/Treasurer reports for August 2, 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.

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

Other discussions outside of the agenda included:

- Board Training – Board Secretary Heather Glass would like to attend the virtual SDAO Training.
- Discussion was had to move the regular board meetings to Monday evenings with the exception of the observation of Labor Day.
  - A motion to move the regular board meetings to the evenings on the first Monday of the month at 6pm with the exception of Labor Day was made by Wes Nevotti and seconded by Claudia Pratt. The motion passed unanimously
- Board Member Bill Ertel requested the addition of 'Wes Nevotti' to this meeting's agenda.
  - Board Member Bill Ertel recognized Wes Nevotti as the former Chair as served with distinction, integrity, and commitment.
  - A motion to thank Wes Nevotti for his service performed as Chairperson was made by Bill Ertel and seconded by Heather Glass. The motion passed unanimously

### **Announcement of Next Regular Board Meeting:**

Monday, September 7, 2021 at 6:00pm

**Motion to Adjourn:**

- A motion to adjourn was made by Wes Nevotti and seconded by Heather Glass at 10:25am.

Attachments: Board Meeting Agenda, Letter from Jeri Alleman to the Board of Directors, Clerk/Treasurer's reports for August 2, 2021, amended Minutes of the previous Board Meeting.

Respectfully Submitted:

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Claudia Pratt, Board Chairperson