Williams Rural Fire Protection District

**Special Board Meeting Minutes**

**February 1, 2019**

Called to Order at 3:07pm

**Roll Call:**

**Board Members Present**

Position 1 – Dennis Crawford,

Position 2 – *Absent*

Position 3 – Todd Rumery

Position 4 – Bill Ertel

Position 5 – Wes Nevotti

**Williams Staff Present**

Interim Chief – Lance Lighty

Administrative Assistant – Jennifer Vetter

**Announcements:**

None

**Public Input:**

None

**Close Special Board Meeting for Executive Session per ORS 192. 660(2)(b)**

**Special Board Meeting closed at 3:15pm for Executive Session**

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

**Reconvene Special Board Meeting**

**Special Board Meeting Reconvened at 3:30pm**

**Approval to accept Board Meeting Minutes:**

Board Meeting Minutes of January 21, 2019 were reviewed and stand as presented. The minutes were signed by the Board Chair, Bill Ertel.

**Clerk/Treasurer Report:**

Checks were presented to be signed:

* Bill Ertel – Reimbursement check for $117.98 for a printer for the admin’s office
* Lance Lighty – Payroll check for 83 hours for the month of January.
* Jennifer Vetter – Payroll check for the month of January.

Custom Quality Contracting exterior paint contract was signed and sent to the contractor to begin progress.

The Clerk/Treasurer’s reports for February 1, 2019 were tabled until the next regular board meeting.

The meeting minutes are to be drafted and sent to the board within 48-72 hours of the end of the meeting.

Resolution 2019-01 WRFPD Check Signing and Expenditure Authorizations

* Resolve that all known and unknown individuals are removed from check signing and expenditure approval authority effective -2-01-2019.
* Resolve that Charles (AKA Bill) Ertel - board member and Wes Nevotti - board member effective 2-01-2019 are authorized to sign disbursement checks on behalf of the department and authorize electronic payments. Expenditures $2,500.00 and above require two signatures
* A motion was made by Todd Rumery to adopt resolution 2019-01 and seconded by Dennis Crawford. The motion passed unanimously.

Resolution 2019-02 Safety Deposit Box

* Resolve that all known and unknown prior individuals are removed from the access and control of the safety deposit box effective 02-01-2019.
* Resolve that effective 02-01-2019 Bill Ertel, Wes Nevotti, and Jennifer Vetter are to have access to the safety deposit box
* A motion was made by Wes Nevotti to adopt resolution 2019-02 and seconded by Dennis Crawford. The motion passed unanimously.

**Fire Chief’s Report:**

* Building remodel:
  + ARCO Builders wants to be paid for the punch list and ARCO Builders’ request was denied
  + ARCO Builders will come back by the end of February to finish the punch list.
  + ARCO Builders requested to be reimbursed for purchases and this request can be met upon approval
* Medical Calls
  + 4 calls (all medical) since last meeting
* Safety Committee Meeting
  + Safety Committee Meeting to be held on Monday, February 4th, 2019 at 1400 hours
* Recruiting and Retention
  + Banner is now hanging outside requesting volunteers
  + EMR class to be held in Applegate
  + Bill proposed a recruiting night
* Outside Projects
  + Bid for gravel driveway for $4600. This will be tabled until further review.
  + Exterior sign $1250 to be installed.
  + Manufactured home – Lance researching ideas on project and costs that can be most efficient
* Community
  + Met with Chief of Applegate – Working on emergency evacuation plan
  + Communication with Community
    - Lance is on FB group and looking to get on Jo’s List
    - Performed driveway inspection and smoke detector inspections
    - Bill proposes that the Board and Chief (when possible) attend the Pancake Breakfast that happens the second Sunday per month
    - Rick as Liaison – to be under the Chief’s direction
* Miscellaneous
  + CLIA Labs – there were 4 charges of $150 each charge over the years to this vender. Lance to investigate
  + Mako air filling machine to fill SCBA bottles – sample kit is coming – servicer not available until June.
  + Researching to purchase a computer for Lance’s office
    - Lance to look into a Costco card if the department does not have one

**Other:**

* **Support Group** – The Support Group is independent of the fire department. Should the support group be covered by some type of liability coverage in case of injury when aiding the department?
  + Lance to check with the Special Districts
* **Storage** – Where is the bell? This will be looked for around the property and Lance may call TaiLese to see if she is aware of where the bell may be.
* **Invoice from TaiLese** – $150 approved for payment for 5 hours of work for her help in the transition after her resignation
* **The Water Counsel** – Per Todd Rumery, the counsel is using the room solely for storage at this time and are open to using the conference room in the fire department for their quarterly meetings.

**Announcement of Next Regular Board Meeting:**

Next regular board meeting to be held Monday, February 25, 2019 at 6:30pm

**Motion to Adjourn:**

Motion to adjourn by Dennis Crawford and seconded by Todd Rumery. The Regular Board Meeting adjourned at 4:15pm.

Attachments: Board Meeting Agenda and Minutes of the Board Meeting for February 1, 2019.

Respectfully Submitted:

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Bill Ertel, Chairman