

**Williams Rural Fire Protection District**  
**Special Board Meeting Minutes NOVEMBER 19, 2020**

**WRFPD – BOARD ROOM – 211 E. FORK ROAD, WILLIAMS, OR 97544**

Called to Order at 6:32 pm

Roll Call:

Board Members Present-Absent

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

Staff Present – None

Quorum – The chair announced there was a quorum in attendance to conduct business. The chair appointed Bill Ertel as the scribe to record the actions of the board meeting and draft written minutes.

Agenda – The agenda was approved as presented as announced.

Next Meeting – The Chair announced the Chief had contacted him recommending the November board meeting be cancelled due to the COVID -19 restrictions. It was agreed to delay the meeting for two weeks, but a meeting should be held in early December to deal with operational and financial business.

Recess- The special board meeting was not recessed to allow the board to go into executive session. The meeting proceeded in open session

971 Alert – The board discussed the notice from the administrative assistant that staff had acted to removed board members from the system. The exception was Wes Nevotti whom the staff granted an exception for his role in the support group.

Health Care Benefit – The board discussed the health care plan. It is uncertain if anyone on the staff signed a contract with a plan administrator. The board remains uncertain as to the participation rate of family members.

Chief Vetter Evaluation - The board members discussed the draft evaluation of Chief Vetter. It was agreed upon that the next step would be to ask Chief Vetter for his input. One member suggested the inclusion of the chief's staff in the evaluation.

Separation of Duties/ Supervision - The board discussed the district policy regarding supervision and reporting structure of family members holding leadership roles in the organization regarding ORS 244.020 – 14,15, 16 and the adopted WRFPD Policies and Procedures information.

Administrative Assistant J. Vetter – The board discussed the November 10, 2020 email request received from Ms. Vetter, the current occupant of the administrative position. The board discussed:

- The need to comply not only to comply with BOLA standards; and additionally, a desire to compensate the employee fairly. It was agreed that Ms. Vetter is a valued employee.

- The job has a mixture of bookkeeping and administrative tasks and that hourly pay rates may differ in each case. B. Ertel shared some preliminary work in using the current job description to note which category job tasks might fall in.
- Discrimination – It was pointed out that Board member Ertel was guilty of discrimination as he was referring to, in the discussion of the position, to in terms of Jenny and that was in fact discrimination. It was also pointed out that he was trying to pay Ms. Vetter less. Mr. Ertel apologized for the unintended use of a first name and was terribly sorry. It was also pointed out that it was not helpful for B. Ertel to bring up prior work experience as a veteran and prior civilian occupation during board meetings.
- Job consolidation – Task reduction: The board discussed being open to opportunities of ways to eliminate unneeded work, shorter workflows, using labor saving technology and re distributing work assignments.
- History – The board looked at the board minutes which approved the last salary agreement with the current occupant of the administrative position. The board discussed the current situation, which is; a standard salary per month and provides the employee flexibility in both working hours and work location. They discussed the implications of the employees shared office and productivity.
- Time sheets – The board looked at the time sheets provided by the administrative employee but did not discuss in any detail
- Next Step – The board concluded that they were unsure whether the current employee wished to be paid on a salary basis or as a per hour basis. The board agreed to schedule a meeting with the administrative assistant employee for the employee’s input.

There being no further business to bring before the board a motion was made to adjourn the meeting. The vote was unanimous. The meeting was adjourned at 8:20 PM.

Respectfully submitted,

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Bill Ertel, WFRPD Board Member