

WILLIAMS RURAL FIRE PROTECTION DISTRICT

Regular Board Meeting Minutes

October 28th, 2019

Called to Order at 6:31pm

Roll Call:

Board Members Present

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

Williams Staff Present

Administrative Assistant – Jennifer Vetter
Interim Chief – Jim Stearns

Public Presence:

Richard Vetter
Rich Cassidy (Scheduled to be present, but Absent)

Announcements:

SCA Pumpkin walk was a success. The fire engine 8701 was present for show and kids to explore. Rosie Faith has been doing public outreach and creating opportunities for the department to participate in with the community.

Fire department will help the church in seasonal events in December.

Public Input:

Richard Vetter spoke about the department getting community support and receiving positive community input. Rosie has been reaching out successfully. Rick has been continuing in his school safety program that he started and is now an adopted hero at Lincoln Elementary.

Approval to accept Board Meeting Minutes:

A motion to approve the Board Meeting minutes of September 23, 2019 was made by Bill Ertel and second made by Sue Nevotti. The minutes were reviewed and unanimously approved as presented.

A motion to approve the Executive Board Meeting minutes of October 7, 2019 was made by Bill Ertel and second made by Sue Nevotti. The minutes were reviewed and unanimously approved as presented.

Clerk/Treasurer Report:

Clerk/Treasurer reports for October 28, 2019 were reviewed by the board members. Interim Chief Stearns and 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, and station maintenance/repairs items. Discussions took place regarding nominals for volunteers for calls and training.

Each of the reports reviewed included:

- The Chief's credit card ending in 8161
- The Admin's credit card ending in 7759
- 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 Bill Ertel. The motion passed unanimously.

Fire Chief's Report:

- **Strategic Plan**
 - PowerPoint presentation by Chief Stearns
 - Critical to do active reviews of every call
 - Seamless operations – Mutual Training
 - Increase responder numbers and qualifications
 - Physical endurance training
 - Enforce safety guidelines
 - Opportunities for community members to volunteer on non-fire related events
 - ****Be an enjoyable place to volunteer****
- **Number of calls since last meeting**
 - 18 calls total
 - 3 Fire calls locally
 - 13 Medical calls
 - 2 Traffic Incidents
- **Personnel/Recruitment**
 - 3 Candidates for Fire Chief have submitted resumes
 - Executive session to be scheduled in two weeks to discuss this item
 - Proposed Clerk Job Description
 - Still in Review
- **Dispatch**
 - Nothing new to report
- **Station**
 - Rick and Oskar continue working on station projects
 - Cutting and piling brush and debris to clean area for manufactured home set-up
- **Old Station**
 - Nothing new to report
- **Property**

- Mobile Home:
 - Rich Cassidy was supplied with copy of letter department sent to PPL regarding electrical site prep.
 - Met with sub-contractor that will be installing the septic system, waiting on DEQ plan approval
 - Cassidy was supposed to attend this meeting and was absent
- **Meetings**
 - Attended three volunteer training meetings, one Board meeting, one Rogue Valley Fire Chief's Meeting, and the Fire Defense Board Meeting.
- **Safety Committee**
 - September Safety Committee meeting will be reviewing one accident report.
 - Oskar suffered a small puncture wound to his finger when a piece of wire penetrated his glove and his finger became infected and required treatment.
- **Grants**
 - The SAFER Grant was awarded to WRFPD.
 - Funds must only be spent on items identified in the grant
 - Qualifying expenditures that qualify for grant funding cannot take place until December 10th or later
- **Training**
 - Training Officer Nicco Holt has been working on physical agility and fitness in an attempt to get the Firefighter One candidates ready for the rigors of the academy
 - Drilled on pump operation, hose streams, and live fire operations
 - Rick is studying for his upcoming Firefighter 2 Academy
- **Community Outreach**
 - Coffee with the Chief took place in the first week of October and will take place again on November 4th with the Sheriff making an appearance on the 4th.
 - Jennifer continues to update the social media accounts.
- **Apparatus/Vehicles/Equipment**
 - Chief has been in contact with ODF Surplus Property and has received instructions in order to conduct a sale in place for the Federal Excess Property (FEP) vehicle. This may be a 2-3 month process.
 - 8761 (declared surplus) – 1985 GMC sealed bid opening – 8 bids received
 - Highest sealed bid was sent in by Corey Michael Copeland with \$3,000 bid

Other Reports: Chair, Support Group, Other

- **Chair**
 - Nothing to report
- **Support Group**

- Christmas Party is scheduled for December 7th with invites to go out to Applegate, ODF, Deputy Simons, Veterans Post 50, Budget Committee Members, and all firefighters/EMS personnel and their families. This is a family event.
- **Other**
 - Discussion of Christmas decorations and events for the upcoming holidays for the fire department such as Christmas hot chocolate and kid related items/events.
 - A motion was made by Bill Ertel and seconded by Sue Nevottil and passed unanimously to approve the expenditure of up to \$500 for Christmas decorations and activities.

Unfinished Business:

- **Outside Projects – Removed from the Agenda**
- **Policies and Procedures Manuals**
 - Not Discussed
- **Board Member Compensation – Not Discussed**
- **Fire Department Bell – Removed from the Agenda**
- **Building Security**
 - Doorbell has been installed and in working order at both outside man-doors
- **Concrete Sidewalk Extension – Removed from Agenda**
- **Tractor Swap – Removed from Agenda**

New Business:

- **Training Records**
 - Nicco Holt's training report review
- **CPA Correspondence**
 - Looking to hear back from CPA

Announcement of Next Regular Board Meeting:

Monday, November 25, 2019 at 6:30pm

Motion to Adjourn:

- A motion to adjourn was made by Sue Nevotti and seconded by Bill Ertel at 8:12pm.

Attachments: Board Meeting Agenda, the Chief's and Clerk/Treasurer's reports for October 28, 2019, and Minutes of the previous Board Meetings.

Respectfully Submitted:

Wes Nevotti, Chairman