

WILLIAMS RURAL FIRE PROTECTION DISTRICT

Regular Board Meeting Minutes

October 4, 2021

Called to Order at 6:02pm

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 -Absent

Williams Staff Present

Fire Chief - Rick Vetter
Administrative Assistant – Jennifer Vetter

Public Presence:

Wilma Hyde, Support Group Member, Resident
Jon Scaroni, Volunteer Firefighter, Resident

Announcements:

None.

Public Input:

Wilma Hyde discussed recruitment of new members for the Support Group and wanted to know from the regular board meeting what she should tell people when describing the Williams Fire Department Support Group. It was briefly described that the Support Group is a support to operations of the district, raises funds for the district, and attends markets along with possible ideas that the Support Group may eventually do. This topic was referred to the Support Group as a topic of discussion.

Agenda Review:

The agenda for October 4, 2021 was reviewed. A discussion ensued when Board Member Bill Ertel stated that he misses having the financials at the beginning of the meeting as opposed to the latter end of the meeting. He didn't feel that the Board discusses the finances enough in the meeting. Board Chair Claudia Pratt discussed that the reason why we receive the board packet before the board meeting is to review and find the questions that each member would like to inquire or bring to the Board's attention for discussion at the meeting. Board Member Bill Ertel also stated that he would like to see a 30 minute workshop before every regular board meeting. Board Chair Claudia Pratt explained that a notice would have to be

posted for an earlier second meeting and with a quorum, it is only an extension of the meeting that will be taking place.

- A motion to approve the agenda for October 4, 2021 as presented with the was made by Heather Glass and seconded by Claudia Pratt. The motion passed unanimously.

A separate discussion ensued regarding construction contract bids and proposals. Personal contract services totaling less than \$50k may be awarded by direct appointment without competitive bidding. Bids totaling more than \$50k and less than \$150 will be awarded using three informal quotes. Contracts totaling more than \$150k will be awarded using competitive sealed proposals.

Approval to Accept Board Meeting Minutes:

A discussion was held by Board Member Bill Ertel stating that he did not receive all the documents/attachments for the last meeting. It was concluded that the information was sent out via email and that the other members did receive the same email with the attachments.

Board Member Bill Ertel also discussed the fire on Cedar Flat Road and praised Chief Rick Vetter for a fast response to having personnel on scene to tend to the fire as fast as he did.

The Regular Board Meeting Minutes of September 7, 2021 were reviewed.

- A motion to approve the Regular Board Meeting Minutes was made by Bill Ertel and seconded by Heather Glass. The motion passed unanimously.

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

- **Number of calls**
 - 11 calls total
 - 5 Medicals
 - 2 Traffic Accidents
 - 2 Outdoor Smoke
 - 2 Fire Assist to the public
- **Personnel/Recruitment**
 - Sam Lashley, with the Oregon State Fire Marshal's Office in Josephine County, has turned in his application and will be an asset to the district as a FF1 and EMT.
 - 3 new cadets
 - New academy graduates have been sized for turnouts
- **Training**
 - Captain Holt and Volunteer Firefighter Jennifer Vetter hosted a CPR course in house for four of the current volunteers to get them their certifications (Matt Matula, Jesse Johnstone, Brook Turner-Welch, KC Welch)

- Pumper Operator Training at Applegate Fire (Lieutenant Oskar Sundell, Volunteer Firefighters Heather Sundell and Jason Stevens)
 - Courses at RCC (Volunteers are paying for their own courses)
 - Volunteer Heather Sundell is attending RCC to become a NREMT
 - Valued estimate \$2500
 - Volunteer Firefighter Jennifer Vetter attending RCC's Advanced EMT/Oregon Intermediate
 - Valued estimate \$3200
 - Discussions ensued about possible reimbursements on the RCC classes being attended. No determinations were made.
- **Meetings/Events**
 - Coffee with the Chief with Sheriff
 - Proposed for third Wednesday in October
 - New Resident Sheriff Deputy and Rob Brandis, County Road Director
 - Chief attended with Board Chair Claudia Pratt and Vice Chair Wes Nevotti a meeting with Lexipol about updating policies and procedures
 - COVID vaccine and testing site held put together by AMR, JoCo EOC, and Asante
 - 9 vaccines and 3 tests administered
 - Chief Vetter and Volunteer Firefighter Jennifer Vetter attended Chief Lang Johnson's retirement Ceremony to celebrate his 34 years of service
 - Open House on October 9 coming up (Thanks to Community Resource Officer Rosie Faith for her work)
 - Smokey the Bear, AMR Ambulance, REACH helicopter, Pacifica, Firewise Program, and more
 - Radio Spot
 - KAJO – Thanks to IV Board Member Michelle Binker for setting this up for IV Fire, Williams Fire, and the Sheriff Department to discuss upcoming levies
 - Jennifer Vetter helped with IV Fire's write-ups of bios for the paid firefighters that their levy sponsors
 - 10/6/2021 at 9:30am
 - **Station/Land/Equipment**
 - Hired Josh Derosier to do apparatus maintenance
 - DOT inspections on all apparatus in fleet
 - Repaired air brake leak in 8701
 - Performed repairs on 8751
 - Putting together a maintenance program and service records
 - \$90 per hour compared to other mechanics at \$110
 - Remodel on old fire station started

- Removing water damaged ceiling
 - Sharing expenses between fire department and Support Group
 - Wilma Hyde is working on old photos and putting together history for old fire house
 - There was \$17k roughly set aside for building expenses
- A motion to approve the Chief's Report as presented was made Heather Glass and seconded by Claudia Pratt. The motion passed unanimously.

Other Reports:

- **Chair**
 - Nothing to report
- **Support Group**
 - Actively working on manufactured home
 - Painting inside and getting furnishings
 - Wilma Hyde is working on old photos and putting together history for old fire house
- **Safety Committee**
 - No Report at this time

Unfinished Business:

- **Update Policies and Procedures Manual Chapter 3 (Presented by Board Member Claudia Pratt)**
 - TABLED – considering Lexipol
- **Employee Handbook**
 - Reviewed by the SDAO and received updates to implement
 - Make a committee date after implementing changes before next board meeting for discussion
 - Working on accountant's review as a priority and will work on handbook after the review is complete.
- **Creek Pump Update**
 - Waiting to hear back from Three Rivers School District
 - Board Member Bill Ertel suggested that the fire district may source separate legal advice
 - Board Secretary Heather Glass has contact information for legal counsel referred by IV Fire
- **Ballot Measure 17-104**
 - The Support Group bought signs
 - Board member(s) to attend open house to speak objectively if needed
 - Chief Vetter would like to continue the district operations and success with response and community involvement. Also recognizing that levy monies are what keep the department afloat.

- Board Member Bill Ertel recognized the importance of this district being able to be self-supporting being in the county
- Board Secretary Heather Glass referred to how much better the response and medical ability the department has shown
- Support Group to make a half sheet flyer to show levy bullet points and the General Store of Williams will provide printed copies
- **Kuntz Workers Comp Claim**
 - Board Chair Claudia Pratt spoke to the SDAO representatives and Board Member Bill Ertel
 - Board Member Bill Ertel supplied Board Chair Claudia Pratt with appropriate information to forward a response to the claim
 - Board Chair Claudia Pratt faxed the information to the SDAO/SDIS attorney
 - Jennifer Vetter provided information related to Kuntz's personnel file that was requested by the SDIS attorney and forwarded all information supplied to all board members as well.

New Business:

- **Internal Controls**
 - Board Member Bill Ertel and Jennifer Vetter to create an updated version on their own time and share the finished version with the Board
 - The un-updated document submitted for 2020-2021 is from 2018 and outdated. Some information needs to be updated for this fiscal year.
- **Trunk or Treat**
 - Sunday, October 31, 2021
 - Display old fire truck and hand out candy in the parking lot

A discussion took place to buy dressers and twin bed for the manufactured home.

- A motion to approve the purchase of dressers and a twin bed for the manufactured home in the amount of \$150 was made Bill Ertel and seconded by Heather Glass. The motion passed unanimously.

A separate discussion held by Board Chair Claudia Pratt to bring to the attention of the Board that the well at the manufactured home is sending sand into the home. Suggestions of testing and static level check of well water ensued. May have Quinn's come out and do a well test.

- **Lexipol**
 - Policy and Procedure building service that can add in regulations and appropriate guidelines with updates
 - Annual Membership of \$3210
 - Chief Rick Vetter spoke to another department that used their services
 - Board Member Bill Ertel stated that the department should spend the money to get the Policy and Procedure Manual up to date.

- A motion to approve the allocation and expenditure of \$3210 for the use of Lexipol services to update the Policy and Procedure Manual was made by Bill Ertel and seconded by Heather Glass. The motion passed unanimously.

Clerk/Treasurer Report:

Clerk/Treasurer reports for October 4, 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.

Jennifer Vetter advised the Board that the District at this moment is ahead monetarily of where the District was the previous year by \$100k. She also met with Jessie of Brewster's office. Initially, Jennifer Vetter was advised by the accountant's office to record grant reimbursements as pass through funds on a separate spread sheet. After the accountant's office had reviewed that over \$90k had come in from grant monies, the accountant's office advised Jennifer Vetter to track all grant reimbursements as income starting this fiscal year of 2021-2022. Jessie of the accountant's office said Jennifer did a 'good job' in presenting information for the review.

Board Member Bill Ertel had questions about the expenses and income on the Profit and Loss report in regards to the SAFER Grant. Jennifer Vetter explained how pass-through funds worked last fiscal year and how this year it will reflect differently in the Profit and Loss report. The accountant's review will adjust appropriately and meet with the Board at the next meeting via Zoom. Board Member Bill Ertel stated that he had been working on a chart to see who gets paid what on a compensation chart. In his attempt to use the year end Profit and Loss statement, he learned that he had to use the SAFER Grant document to match up Captain Holt's earnings. Board Member Bill Ertel feels that the approval of the year end Profit and Loss was "a bunch of huey". In Board Member Bill Ertel's research of Captain Nicco Holt's payroll, he stated that he was surprised that Captain Holt was not only paid by the SAFER Grant but was also paid by the district for hours above the 20 hours that the SAFER Grant covers. Also stating that the SAFER Grant pays a reimbursement for medical benefits for Captain Holt and that it costs the district to cover employees for medical benefits. Board Member Bill Ertel feels that Captain Nicco Holt's position is 'misleading' for being fully reimbursed since he cost the district more than the reimbursements covered calling the position high priced for a small fire department. Board Member Bill Ertel stated that at least the department gave the chief a raise and it being 'funny' that the chief manages someone who makes more than the chief.

Board member Bill Ertel stated that he was glad that Jennifer Vetter had a conversation with Brewster's office, however, he feels that the district financials are not true.

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 for September was made by Bill Ertel and seconded by Claudia Pratt. The motion passed unanimously

Announcement of Next Regular Board Meeting:

Monday, November 1, 2021 at 6:00pm with special guest speaker, Mr. Brewster.

Motion to Adjourn:

- A motion to adjourn was made by Bill Ertel and seconded by Heather Glass at 7:56pm. It was unanimous to adjourn.

Attachments: Board Meeting Agenda, Previous Board Meeting Minutes and notes as taken by Board Secretary Heather Glass, Fire Chief's Report, and Clerk/Treasurer's reports for October 4, 2021.

Respectfully Submitted:

Claudia Pratt, Board Chairperson