

WILLIAMS RURAL FIRE PROTECTION DISTRICT

Special Board Meeting Minutes

January 26, 2024

Called to order: 09:00am

Roll Call:

Board Members Present

Position 1 – Heather Glass

Position 2 – Brian Barton

Position 3 – Claudia Pratt

Position 4 – Bill Ertel

Position 5 – David Applegate

Williams Staff Present

Chief Rick Vetter

Lt. Oskar Sundell

Administrative Assistant – Jennifer Vetter

Firefighter Devin Brennan

Ash Marell - Community Relations Coordinator

Community Members Present:

George Dunkel – SDAO Senior Consultant via Zoom

Announcements:

Memorial Service for Lyndsey Cottrell, Budget Committee Member. Due to the loss, there is a posting accepting application for the open position and those interested can return their applications and come to the next regular board meeting.

SDAO Consultant for Employee Reviews:

Each Board Member gave a personal introduction. George Dunkel explained that SDAO offers the service of the evaluation of the CEO (Fire Chief) through their consulting services program. The Clerk or HR Person, due to the relationship to the Fire Chief has direct supervision by the Board. It is easy to end up, and not unusual, to have family members in an organization within a small community working together. This is not insurmountable and SDAO can help in these instances.

Questions-Answers and Discussion Points:

The Board did some form of evaluation last year. *Did the Board establish expectations or goals for the calendar year?* **No**

Assuming a 360 Evaluation is to be done, a template evaluation form will be sent out to the Board. It will help to form goals, objectives, and tasks that the Board would like to see done in the next year, hoping that this evaluation can be done jointly with the person so everyone is on the same page of expectations.

This evaluation gathers input from internal people that are selected. The goal is to avoid group think. Get the information from those that are going to give a true evaluation of what they see of the person being evaluated.

Who does the Fire Chief interacted with on behalf of the fire district? Other fire agencies, law enforcement, civic groups, grange, and others who are in contact in the environment outside the fire station. How is the face of the organization being seen?

A 360 Evaluation is from the community, technical contacts, internal interactions, and the 5-member board members filling out some type of evaluation.

Everything will run through the SDAO confidentially. The input will be screened for objectivity. The Board will develop the project in conjunction with including input from the Fire Chief and return it to Mr. Dunkel. The evaluation should not be dominated by either party (Board or Fire Chief). This will help to establish what will need to be set for goals and/or objectives for the next year.

Will all information that is received by SDAO will be reported back in writing? **Yes**, a final report will come at some point and there may be questions along the way that the Board and Fire Chief can go over.

What list of organizations has SDAO performed this type of work for before? **Port of Astoria, Lane Fire Authority**

360 Evaluations are done every 3-5 years.

Does the Fire District do an evaluation on a yearly basis? **Yes**, and SDAO can help to coach the process in between the 360 Evaluations.

Does the Board do evaluations on officers under the Chief? **No**, the Fire Chief will do those evaluations.

Will the work be done on site? **There will be one on-site day.** The Fire District gets 8 hours of free service. The Board will enter into an agreement that includes one travel day to the station.

Is there an estimated time frame to complete the 360 Evaluation? **Not at this time.** Using the Port of Astoria as an example, their bill was under \$600

An agreement was sent for \$1500 and this is a not-to-exceed amount which is high rather than estimating low.

What is the Board's time frame to complete the evaluation? **As soon as possible**

Could we get this launched in the middle of February? **Yes**

What is the first step? **The Board is to work through the 360 Evaluation document template.** Between the 5 board members, come up with different questions to add and give the Fire Chief an opportunity to have input as well. This can be worked on without an agreement.

What does the Board need to give to SDAO? **Names, relationship to organization, email, and phone number will need to be provided to SDAO for people of interest to contact.** These people need to have an appropriately applied perspective.

Possible workshop to be scheduled after sourcing days and availability of members.

Pat Fahey Use of Fire Station for Public Forum:

Per Board Member Bill Ertel, Pat Fahey, candidate for County Commissioner would like to use the Fire Station as a place to hold a town hall meeting. What are the legalities to use of the building and what is the policy? Per Board Secretary David Applegate, this is supported by the Citizens for Responsible Government to bring members of the community together to explain what is happening in the upcoming elections in regards to the new charter.

- A motion was made by Claudia Pratt to allow Pat Fahey to use the fire department as a town hall as long as it follows the policies and procedures for use. The motion was seconded by Heather Glass.

Discussion: This meeting is likely to take place after fire department approval.

- ✚ Heather Glass – Aye
- ✚ Brian Barton – Aye
- ✚ Claudia Pratt – Aye
- ✚ Bill Ertel – Aye
- ✚ David Applegate – Aye

- Motion passes unanimously

Repairs on Modular Home: Board Member Claudia Pratt provided an estimate on damage caused by car ports (owned by tenant) to the siding and fascia board of the home. The estimate is for damage to the building and not the car ports. Per Jennifer Vetter, if the department opens an insurance claim, in comparison to the cost of the deductible, the claim will sit against the district and it would be better for an amount that is close to the cost of a deductible for the estimated costs of repairs to be paid without opening a claim. Board Vice Chair Brian Barton inquired if the tenant has renter insurance and the tenant stated, “yes”. It is uncertain if renter’s insurance covers the outside damages. Per Chief Vetter, a section of the outside panel will need to be removed and requested the Board seek other options rather than paying the contractor to remove the whole panel. Board Member Claudia Pratt believes there will be patchwork if the

whole board is not replaced and without fixing it sooner rather than later, the building could incur more damage in this weather. The original estimate of \$2k can be reduced by painting it in-house. The tenant agreed that \$2k could be high, the damage is exterior and doesn't seem structural, yet, agrees with Board Member Claudia that the damage will need to be addressed. Board Vice Chair agrees the \$2k estimate is high, however, the board will motion to do sections 1, 2, and 3 as listed on the estimate and described in the below discussion. Per Board Member Bill Ertel, Board Member Claudia Pratt is lead as property manager on this project and he advises that the Board follow her best judgment and get the repairs done.

- A motion was made by Bill Ertel approve repairs on the modular home based on the estimate from Cornerstone Construction and Tree Service minus the painting (sections 1, 2, and 3 on estimate. The motion was seconded by David Applegate.

Discussion: Sections 1, 2, and 3 are as follows:

1. Remove damaged hardy board siding and fascia
2. Prep and install new fascia and hard board
3. Two 4ft×10ft sheets of hardy board, one sheet of hardy board fascia, nails, and caulk

- ✚ Heather Glass – Aye
- ✚ Brian Barton – Aye
- ✚ Claudia Pratt – Aye
- ✚ Bill Ertel – Aye
- ✚ David Applegate – Aye

- Motion passes unanimously

Modular Home Visitor: Tenant would like his mother to stay longer than the lease states allowable without permission.

- A motion was made by Heather Glass for tenant's mother to visit and stay in modular home from January 30, 2024 to February 15, 2024. The motion was seconded by Brian Barton.

Discussion: None.

- ✚ Heather Glass – Aye
- ✚ Brian Barton – Aye
- ✚ Claudia Pratt – Aye

- ✚ Bill Ertel – Aye
- ✚ David Applegate – Aye

➤ Motion passes unanimously

RV Space Rental Discussion: Firefighter Ash Martell submitted an email of interest to rent the RV space and a draft agreement was made. Ash is aware that the outlet in her area is also used to power some of the training grounds and she states that she is aware of that. There is a discussion of electrical use the division of any costs. She may begin moving items over before the draft date of February 1, 2024.

- A motion was made by Heather Glass to approve the month-to-month rental agreement for the RV Space behind the station with the caveat of the purchase of the approximate cost of \$300 for the electric usage meter and the ability of the tenant to move in before the 1st of February, up to 5 days early. The motion was seconded by Claudia Pratt.

Discussion: None.

- ✚ Heather Glass – Aye
- ✚ Brian Barton – Aye
- ✚ Claudia Pratt – Aye
- ✚ Bill Ertel – Aye
- ✚ David Applegate – Aye

➤ Motion passes unanimously

Walker Property, 115 East Fork Road: People’s Bank will not loan on the property itself but rather loan on already owned property of the fire department. The bank will need the current budget and an equipment list. No loan amount was given without more paperwork. The bank will arrange a Phase 1 report (cost of \$2500 to the fire department, may not be more than \$1,000) that checks the ground systems (not well and septic) to make sure ground is in good condition from hazards. Well and septic inspections costs will be allocated to the fire department if the inspections are to be done. A lot book for liens, incumbents, and easements costs \$250. Will need to retain legal counsel to review people living on the land and general obligation to buying property through the auction. Pre-approval process is no cost. The property goes up for auction in April.

Where would the proposed mortgage payment come from. Per Jennifer Vetter, this is where the 5-year plan will be important. There is money in Capital Outlay, however, the planning of the spending will be important. Per Lieutenant Oskar Sundell, the district will need to be mindful of cutting into personnel costs as the human assets are important to the organization. Board

Member Claudia Pratt agreed with Lt. Sundell based on call time response being important and the presence of human assets proves this.

- A motion was made by Bill Ertel to approve sending of the budget, tax returns, and list of equipment to the bank, or anything to secure the finances, for the pre-approval process for a loan. The motion was seconded by Heather Glass.

Discussion: None.

- ✚ Heather Glass – Aye
- ✚ Brian Barton – Abstain (wants more information)
- ✚ Claudia Pratt – Aye
- ✚ Bill Ertel – Aye
- ✚ David Applegate – Aye (wants more information)

- Motion passes with 4 ayes and 1 abstain.

A motion to adjourn the meeting was made by Bill Ertel and seconded by Claudia Pratt.

The meeting was adjourned at 10:08am

Respectfully,

Heather Glass, Board Chair