

WILLIAMS RURAL FIRE PROTECTION DISTRICT

Regular Board Meeting Minutes

April 11, 2023

Call to Order: 10:07am

Roll Call:

Board Members Present

Position 1 – Heather Glass
Position 2 – David Applegate
Position 3 – Claudia Pratt
Position 4 – Bill Ertel
Position 5 – Brian Barton

Williams Staff Present

Fire Chief – Rick Vetter
Captain Nicco Holt
Lieutenant Oskar Sundell
Administrative Assistant – Jennifer Vetter

Public Presence:

Jon Scaroni – Volunteer Firefighter, Community Member

Announcements:

None

Discussion:

Claudia Pratt requested that ‘lock box’ be addressed as ‘safety deposit box’

➤ **Approval of Prior Board Meeting Minutes:**

A motion to approve the regular meeting of March 14 was made by Bill Ertel and seconded by Brian Barton. The motion passed unanimously.

The executive meeting minutes will be discussed last.

Chief’s Report:

The board reviewed the Chief’s Report earlier. The lights for 8763 will be discussed by Lt. Sundell along with the truck box. The building that was purchased for under \$500 was purchased for covering apparatus. Heather Glass asked for the Chief’s report to be delivered to the Board Members earlier and would like it to be inside the Board Packet for the month before.

Lt Sundell’s Report – Operations:

Josephine County Grant (preparedness grant):

- 4 Life Pak AEDs, professional grade to put in all staff rigs

- 5,000 gallon water bags: Low profile and placed in areas of the district are dry with no water access. Heather Glass will have one of these water bags on her property off of Davidson Road and the Legion Hall will also be requested to have a bag on their property.

Josephine County Foundation Grant:

- \$40k for a pick-up truck.
- \$10k from the district to put the light package and other accessories

Shed is coming on Thursday this week.

Heather Glass: Asked if we are in compliance with the grant reporting. Claudia asked if it will just be a shed for now. Lt. Sundell stated if and when we decide to change it to showers, we will follow up with the appropriate compliances as previously suggested by Board Chairperson Claudia Pratt. These grants are on the grant snapshot sheet.

The Mako compressor will be serviced on Wednesday. DOT Inspections will happen as well. Pump testing will happen in June.

Board Member Brian Barton inquired if the 8763 wildland engine will be ready soon. Danny Marler of IV Fire will be installing the light package for WRFPD.

Lt. Sundell is in the NREMT Basic class in Crescent City.

The newly awarded tender will come fully equipped and be ready tentatively by next year. The equipment becomes property of the district. It is tactical with 4-wheel drive. The caveat is that the district must respond to large scale events when called in return for the supply of the equipment to the district.

Board Member Bill Ertel states that this is probably a good deal but has reservations about having it. He states we have more equipment than we can keep up with. He is unsure who will man it, drive it, and where will the funds come from to maintain it. He is worried about the state fire marshal shuffling equipment down to the districts.

Lt. Sundell will be working on ISO planning for the rating evaluation and he is updating the water sources as the water master has cut off water supply for old ponds. Reliable sources for previous years are now gone and he is looking for reliable water sources. He does this annually.

Board Member Bill Ertel has a suggestion/request – trying to improve communications with the department and the Board. He asked for a hand sketch from Oskar and Board Secretary Heather Glass stated it should go through the Chief.

Captain's Report – Training:

- Bleeding Control, instructed by Jenny
- Building exposure, obstetrics and childbirth
- Structure Fire Scenario, search, rescue, mayday, assistance (task book sign offs)
- Cultural diversity

- Flashpoint, Frank Viscusco nationally renowned on leadership brought in by Medford Fire. Attended by Captain Holt and Deputy Clerk Jenny Vetter
- Rick and Jenny attended EMS State fo Jefferson Conference
- Rick went to 2day calss on all hazards incidents (officer level)
- Devin and KC passed their NREMT; 3 still in the ongoing EMT Class (Lt. Oskar Sundell, Volunteer Firefighter Jon Scaroni, Volunteer Firefighter Jesse Johnstone)
- RITA Association Meeting was held at WRFPD in March.
- We have 9 out of 14 people with EMS training/Certifications
- Prehospital EMS meeting quarterly attended

Board Member Bill Ertel stated that this is the best by far we have ever been. He inquired about the 2 trainings held morning and afternoon every week and why do we need 2 classes. "It makes it easier to fit volunteer schedules" was the answer he received from Captain Holt and there are no night trainings at this time. Trainings are based on what works for our volunteers and the Captains schedule. Average class size varies.

The rain gutter was leaking and the gutter guys did come back out and plug the spout.

IV Fire will be holding a chili cook off on May 20 from 3-5pm

Chair's Report

Current tenant will renew the lease for the mobile home for another year. Per Chief Vetter, it is a benefit to have a responder there as he is on a duty section where he is obligated to respond. There are no problems or complaints either direction so far regarding the modular home occupancy and the Fire District.

5-year plan for WRFPD is not complete and Chief Vetter will get together with Chief Holmes to discuss it.

Safe Deposit Box – Board Members Bill Ertel and David Applegate will communicate a time and date and get back to Jenny on meeting at the bank to inventory the items in the box.

Doug has called Claudia to state that everyone is off the property and is informing the Fire District of the property status if and when the district shows interest again.

Support Group Report

- Yard sale in May

Safety Committee:

Volunteer Firefighter Jon Scaroni is the new chairperson of the Safety Committee. He also will be attending the coop meetings to discuss fire prevention in the county. Grants Pass will offer their chipper program information to Firefighter Scaroni. Chief Vetter is looking to utilize Firefighter Scaroni in fire prevention.

Awards Banquet:

- Chief Vetter stated that it could possibly be done quarterly, costs of awards are double in price. Board Member Brian Barton suggested a local person (Misha) who has recently advertised for engraving.
- Good for morale and recognition.

Grant snapshot:

A handout was given to each member regarding the tender grant awards from OSFM. Fire District 3 is overseeing the chipper purchases and disbursements. Both the tender and the chipper will end up becoming district property after the required reporting is done.

Museum:

Monies from the yard sale will go towards the museum. Last meeting a handout was given for bricks for sale for \$100/brick. Claudia thought it may be costly, however, 10 years ago a brick could be purchased for \$75. Volunteer Firefighter KC Welch will be doing a mural. The electrician will have information next month in order to continue. The museum has been on hold for funding.

January 2023 Executive Minutes Discussion Regarding Claudia's Rebuttal:

Board Member Bill Ertel commented:

- He was disappointed on many players and in no particular order in Claudia's rebuttal, an elected official was trying to contribute and a (not our fire chief) but a fire chief had a short-coming with working with a board member. We all come with personalities and interest items. It seems that Claudia put an effort into an interest item, took time to attend a meeting, and not sure if the Applegate Interim Chief and our Fire Chief were comfortable. Claudia has a way of participating that might rub the fire chiefs in the wrong way and it was unsure by looking at the minutes if the 2 Fire Chiefs showed interest in Claudia's interests.
- An appreciative approach could possibly have been given towards Claudia that may not have been given during the meeting. How this unfolded reflects badly on Applegate Fire and Williams Fire. Disappointed it got out of hand and part of the events happened at the Fire Chief's personal residence. He appreciates that Claudia took the time to write the rebuttal. These things are going to happen and it won't be the last time. This is a really good team and we need to work together. There are opportunities such as the Grant Snapshot tool that we can use to share information so we are all on the same page.

Chief Vetter stated that he spoke to Chief Wolfard who offered to apologize. He states that maybe he handled the situation wrong and he hopes that this does not take too much time to get over. He is learning professional conduct like anyone else and perhaps we can learn appropriate parameters to avoid such. He takes responsibility for what happened with Claudia during a previous meeting and stated his appreciation for Claudia. Claudia does not require any apologies and he wishes the best.

- A motion was made by Brian Barton to approve the Executive Board Meeting Minutes with the red rebuttal provided by Claudia Pratt to be included. The motion was seconded by David Applegate. 4 ayes with 1 abstain from Claudia Pratt.

Treasurers Report:

Board Members Bill Ertel and Board Chairperson Claudia Pratt will follow up with Deputy Clerk Jennifer Vetter at a later time with some of their questions with one question regarding the shed refund. The invoice submitted was without a discount that was given thus the refund.

Administrative Assistant Evaluation:

Jennifer Vetter met several times together and separately with Board Member Bill Ertel and Board Secretary Heather Glass who conducted the evaluation. Discussed all the duties she does.

- Quality of work: Very Good; Always does the right thing.
- Creates a successful work environment
- Good Financial Reports
- Good grasp on QB and PR Taxes (rare quality to have)
- Teamwork – motivates, promotes best in people, works well with staff, volunteers, and Board
- Results oriented
- Comprehensive Board Packet
- Job knowledge and technical skills - Goes above and beyond normal accounting expectations
- Consults with others in similar fields for more knowledge
- Communication – very professional communication style, diplomatic
- Organization and Time Management – holds herself and others accountable; realistic priorities
- Overall – really close to exceeding expectations

Critiques/Suggestions:

- Give times when she can be expected in the office or when she may be unavailable.
- Prep board room before meeting
- Have backup plan in case she is not around
- Don't get caught up in office stuff; ask for help if needed
- Discuss job changes with Board
- Know that the Board supports her

Jennifer Vetter stated that the best part of her job is the autonomy. She gets to fulfill her job how she knows to be successful. She likes to get feedback so that if she knows what to change, she can make those changes. She feels she works for a great Board and appreciates that she is allowed and supported in her free time to grow and learn in ways that are interesting to her. The support of the Board of her desire to learn fire operations and medical experiences in other higher volume organizations is appreciated. She also states that it is rare that when she is sought by Board members that she is unavailable. She noted that she usually responds no matter what time of the day or night to requests even if she is not in the district or at her desk.

Board Member Bill Ertel stated that the evaluation is focused on the administrative side, however, they know that she contributes a lot to operations.

Board Chairperson Claudia Pratt announced the Chief Vetter's evaluation will be done in May.

Deputy Clerk Jennifer Vetter presented an SDAO training for the Board to review and let Jenny know if they would like to attend so she can register them.

(Internet was lost for Zoom)

Motion to adjourn the meeting was made by Heather Glass and seconded by David Applegate.

Meeting Adjourned: 11:40am

Respectfully,

Claudia Pratt, Board Chairperson