

WILLIAMS RURAL FIRE PROTECTION DISTRICT

Regular Board Meeting Minutes

December 12, 2023

Call to Order: 10:00am

Roll Call:

Board Members Present

Position 1 – Heather Glass

Position 2 – Brian Barton

Position 3 – Claudia Pratt

Position 4 – Bill Ertel (Late Arrival)

Position 5 – David Applegate

Williams Staff Present

Fire Chief – Rick Vetter

Lieutenant – Oskar Sundell

Administrative Assistant – Jennifer Vetter

District Fire Marshal – Jon Scaroni

Firefighter – Devin Brennan

Public Presence:

Ash Martell – Williams Fire Community Relations Coordinator

Chief John Holmes – Illinois Valley Fire District

Operations Chief Cody Goodnough – Applegate Valley Rural Fire Protection District

Division Chief/Fire Marshal Brian Mulhollen – Applegate Valley Rural Fire Protection District

Marilane Jorgenson – Williams Resident

Matt McLaughlin – Williams Resident

Announcements:

SDAO Conference in February in Seaside, Oregon.

Approval of Prior Board Meeting Minutes:

- October 10, 2023 Regular Board Meeting Minutes – Approved with corrections
 - A motion was made by Claudia Pratt to approve the Regular Board Meeting Minutes of October 10, 2023 as corrected and it was seconded by Bill Ertel.

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

Discussion: None.

- The motion was approved unanimously
- October 30, 2023 Special Board Meeting Minutes – Approved with corrections
 - A motion was made by David Applegate to approve the Special Board Meeting Minutes of October 30, 2023 with corrections and it was seconded by Brian Barton.

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

Discussion: Board Member Claudia Pratt suggested to have a title addition to the White Paper No. 1.

- The motion was approved unanimously
- November 14, 2023 Regular Board Meeting Minutes – Approved
 - A motion was made by David Applegate to approve the Regular Board Meeting Minutes of November 14, 2023 and it was seconded by Claudia Pratt.

Discussion: Board Chair Heather Glass would like the minutes to read that instead of finding the set of by-laws that are discussed to have the minutes say that the by-laws are in possession. Board Member Claudia Pratt wanted to know who makes changes or makes sure changes are made to policy and procedures as discussed by Mr. Brewster. Chief Vetter stated he could take responsibility for making sure changes take place.

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

- The motion was unanimous to approve the Regular Board Meeting Minutes of November 14, 2023 with corrections.

Chief's Report:

Chief Vetter's report was provided electronically before the meeting. Board Member Claudia Pratt inquired about the bay door repairs and quotes to get bay doors replaced. Frank Ault offered to write a grant to replace the bay doors or it may cost \$10k to fix all the mechanisms or replace the doors. The doors use back up batteries at this time.

Board Member Bill Ertel discussed turn out PPE costs in comparison to show rates per volunteer. Chief Vetter acknowledged that the volunteers have other activities and work outside of their volunteer desires. Their no response in the last quarter was due to being in the academy and as Board Member Claudia Pratt explained,

Board Chair Heather Glass stated it is something to be proud of to retain 13 of the 15 volunteers that have come on board since the SAFER Grant has been installed and ended. Total that SAFER has reimbursed is over \$240k.

A discussion of First Due (notification program) and its abilities/advantages it offers besides the 911 dispatch aspect if put into use was discussed. All other mutual aid partners use First Due and Chief Vetter would like to get a rep out to discuss the addition and costs of First Due for the Fire District. With Dispatch using the app as well, each fire agency is part of the information sharing. It is used in both Jackson and Josephine counties. It also allows for hazards and gate codes to be shared across the agencies.

Emergency Preparedness Guide: Board Member Claudia Pratt inquired about who has the keys to the propane tank and access along with the maps for the preparation guide. It is to be adopted by the Board for use.

- A motion was made by Brian Barton and seconded by David Applegate to adopt the Emergency Preparedness Guide.

Discussion: Board Member Bill Ertel inquired if the Chief wanted to implement the guide. Chief Vetter stated that they are preparing for a mock OSHA inspection and would like to be safety minded.

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

- The motion was unanimous to adopt the guide.

Operations Report – Lt. Sundell:

Lt. Sundell's report was provided electronically before the meeting. Board Member Claudia Pratt praised Lt Sundell on his report as well put together. Board Member Bill Ertel inquired about the purchasing of shipping containers. Lt. Sundell stated the long-term goal is to purchase more than the one already purchased to make a 'home' for training.

Lt. Sundell would like the Board's approval for expenditures for the gym. Board Member Claudia Pratt inquired if there is the ability to make an allotment of \$3500. Jennifer Vetter stated that budget preparations make a difference as we go towards the end of the year. She advised make a motion if the Board would like and it can be felt out as time goes on.

- A motion was made by Claudia Pratt to allocate \$3500 to the completion of the gym if the budget will allow and it was seconded by Brian Barton.

Discussion: Jennifer Vetter stated that money is available and can be dealt with in the budget later. Lt. Sudell answered Board Member Claudia Pratt's inquiry of if there is need of weight equipment and he let her know that he will reach out to the community and appreciates offers of equipment.

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

- The motion was unanimous to allocate \$3500 to the completion of the gym.

Training Report – Captain Holt

Captain Holt's report was provided electronically before the meeting. Lt. Sundell addressed Board Member Bill Ertel's question about a "practice car" letting the Board know that we use it as a car fire prop and can use more donated vehicles if they come with a title.

Safety Committee:

District Fire Marshal Jon Scaroni stated that the banister on the interior stairs need to be better secured. The rear stairs on the outside of the main building need repairs. District Fire Marshal Scaroni stated that next week on the 19th will be the mock inspection. No time given. The Safety committee members are DFM Scaroni, Lt. Sundell, Chief Vetter, FF Brennan, and FF Johnstone.

Chair's Report

Board Chair Heather Glass stated that a standard SDAO review form was sent out and she is inquiring if SDAO will do the board employee reviews. She has not heard back. The question was asked by Board Member Claudia Pratt in terms of being able to review more than one review sheet. Board Chair Heather Glass asked the Board if the Board would like to spend the time researching different review forms or wait to see if SDAO will do the reviews for the Board. Board Secretary David Applegate stated that last year when he and Brian did their review of the Fire Chief last year, there were several forms in use and he would like to push for one form to be used. He noted that SDAO offers a management and non-management review template. Board Chair Heather Glass stated that if SDAO does the review, they would come in do a review and present it to the Board and then the Board can put their input in. Board Member Bill Ertel asked Applegate Fire and Illinois Valley Fire if they use the SDAO form and IV Fire stated that they do and they also use their form. Applegate is using the form as a template but not the SDAO personnel to perform the review.

Unfinished Business:

Internal Controls: Board Member Bill Ertel presented his document for review and approval. Several board members wanted to take the document for further review. This was tabled until next month's meeting.

- A motion was made by Brian Barton to approve the Williams Rural Fire Protection District Internal Expense Controls for 2023-2024 with the possibility of amendments being made and include changes. It was seconded by David Applegate.

Discussion: Board Member Bill Ertel stated that he worked closely with Jennifer Vetter and tweaked it. Board Member Claudia Pratt stated that she revised it to make it in a chronological order and flow better and her changes were thrown out the window. Board Member Bill Ertel stated in 6 months it will be reviewed again. Discussions ensued several changes that could be made to the safety deposit box. Board Member Bill Ertel recommended that these discussed revisions be made note of for the upcoming future review and to proceed with the adoption of the document with the changes discussed.

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

➤ The motion was approved 4 ayes to 1 nay.

Museum: Chief Vetter reached out to Aaron Perea to come out to look at the old station to see about starting the interior. The paint bid to paint the station is roughly \$6k and will keep the quote until May to await the weather for painting the outside. The one bay that will be done internally is the gym bay. Shelving was provided by the library for the museum. There is still much work interiorly that needs to be done. An electrician will be needed in the future for outlets and lighting. Chief Vetter and Ash Martell are looking to get donations from the community for the building/museum.

By-Laws Discussion: Board Chair Heather Glass and Board Member Bill Ertel are still working on it. Tabled at this time.

5-year Plan: Tabled until January. Chief Vetter and Board Member Bill Ertel will get their committee together after the holidays. Board Member Claudia Pratt asked to add the yearly calendar for the fire department to be put together, per policy, along with the 5yr plan.

New Business:

Mobile Home Update: Board Member Claudia Pratt stated that the back door is repaired and fixed. Same price as quoted. FF Brennan described the issues and water damage to the home and some of the work that was done to repair the home. Board Member Claudia Pratt added that there will be future repairs needed to the access door(s) and their porches/stairs along with any electrical/plumbing upgrades that may be wanted. The living room has a spot in the sub-floor that will need addressing. It was discussed to fix the hole in the floor and lay carpet back down at the same time when funds permit.

Addition of Dog Adoption: Devin Brennan requested permission to adopt a female dog companion for their current dog living there. The dog is currently there temporarily for a trial run and is seeking Board approval. Fire department staff has already met the dog and can vouch for the temperament and behavior. The rental agreement does not limit animals; however, it is written that the tenant has one dog and one cat.

- A motion was made by Claudia Pratt to add a female dog (Valkerie), roughly 15 months old, to the lease and it was seconded by Bill Ertel.

Discussion: Discussion ensued around any concerns. No concerns were mentioned with the training area nearby.

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

- The motion was approved unanimously.

Property Behind the Fire Station:

Doug Walker has a pretrial on February 5th and sometime in January there is a meeting pertaining to a settlement regarding the shooting he was involved in. The outcome may open avenues to the property. Board Member Claudia Pratt is unable to get a definite answer out of Doug Walker as to the ongoings of the property. Chief Vetter stated it would be a large training ground if acquired. It may be preferred for the property to be foreclosed on.

Bonuses: This was not discussed as a resolve came before the meeting.

Treasurer's Report:

Clerk/Treasurer reports for November 2023 were reviewed by the board members. 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.

Each of the reports reviewed included:

- District credit cards
- The Umpqua Bank Account
- Profit and Loss Statements
- LGIP Account

Discussion: Jennifer Vetter advised the Board that there will be a large expense coming through for the software (QuickBooks) that she uses to process district business. The current version in use will become obsolete. She also replaced 2 office printers and the old ones will be utilized elsewhere.

Board Member Bill Ertel stated that at this point, 70% of the district's income is grant money per the Profit and Loss. Jennifer Vetter stated that being halfway through the year, the budget monies will be moved around to allocate grant monies or a resolve to move monies as needed.

Board Member Claudia Pratt recognized a missing receipt noted in the finances. Chief Vetter will be going back to US Cellular to get the missing receipt for the item he had purchased. Board Member Claudia Pratt inquired about a check for \$40 that was issued, stop payment placed (with fee), and then reissued months later. Jennifer Vetter stated that the check was voided, the recipient burned the check, a new check was reissued. Board Member Claudia Pratt requested to have the stop payment fee reversed.

Safer Grant has officially ended on December 9th. A reimbursement was sought for \$24k and was recently received.

Chief Vetter stated that he attended the Illinois Valley Fire Christmas Dinner and he announced that Jenny Vetter was awarded the 2022 Firefighter of the Year from Illinois Valley.

Fuels Reduction Specialist Presentation by Brian Mulhollen:

Division Chief and Fire Marshal Mulhollen of Applegate Fire gave his background information and the fuel reduction program information that is implemented between Williams Fire and Applegate Fire. A portion of the grant monies is allocated to getting a masticator for the Williams Fire tractor. Due to cost, the masticator for the tractor is now double the expense at \$40k roughly with \$21k budgeted. DC Mulhollen proposes to buy a masticating head for forestry mulching with the grant monies to be used with the Applegate Partnership and Watershed Council's caterpillar 305 mini-excavator. Applegate Fire is working on an MOU with Applegate being custodial to that piece of equipment. He guarantees work to Williams Fire with this equipment. The Shark Masticating Head would be Williams Fire's contribution of the \$21k in grant monies toward the attachment.

DC Brian Mulhollen cannot guarantee but would like to purchase the \$40k attachment for Williams Fire's tractor. He also would like to have a stationary collection yard at the BLM seed orchard. He is asking to work in spirit and partnership and purchase the \$19k Shark Masticating Head. The piece of equipment would be owned by Williams and no matter who owns it everyone benefits greater than any one of us.

Chief Vetter stated that Williams Fire would own this piece of equipment that won't attach to any of Williams Fire District's current equipment but be used with another entity's equipment.

It has a value afterwards and the question posed to the Board is to purchase out of the grant this piece of equipment. FF Brennan asked if the agreement with the Water Shed is set in stone and DC Mulhollen said it is waiting to be signed. Chief Goodnough expects the agreement to be signed at Applegate Fire's next board meeting. Board Chair Heather Glass stated that it sounds messy.

Board Member Bill Ertel inquired of Chief Vetter if our tractor will be used. Chief Vetter stated that the Williams Fire tractor will be used, however, the articulating head is needed as well. Board Member Bill Ertel inquired if the program will receive a release of liability from landowners for the work being done.

Chief Vetter clarified that the question is if the Board would grant the monies to buy the Shark masticating head and District Fire Marshal Jon Scaroni clarified that DC Mulhollen will in turn attempt to get (through the grants DC Mulhollen has going) the \$40k piece of equipment that matches Williams Fire's tractor.

Jennifer Vetter asked about the open inquiry with OSFM and Teresa Vonn with other options instead of a masticating head. She has not come back with any information at this time. DC Mulhollen stated that it is his understanding that it is an issue to move forward. Chief Vetter stated that we should follow up with Teresa Vonn of OSFM. Chief Goodnough stated that we found the appropriate equipment and therefore can move forward without the information from Teresa Vonn.

Board Member Claudia Pratt inquired to clarify if money will be spent on a piece of equipment that neither district has the equipment to put it on.

- A motion was made by Bill Ertel to authorize the expenditure of \$21k for the masticating head to be purchased by the Williams Rural Fire Department understating it will not be used on our equipment and come from grant money. It was seconded by Brian Barton.

Discussion: Board Member Bill Ertel inquired of Chief Vetter if this is what Chief Vetter wants. Chief Vetter stated "he looked at every option, he wished it would be something that worked on the department's equipment, but this is the best the guys had and we need to move forward."

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

- The motion was approved unanimously.

Other Discussion: The MOU with Applegate is still outstanding per Chief Vetter

Next regular board meeting is January 9th at 10am.

- Motion to adjourn the meeting was made by Brian Barton and seconded by Claudia Pratt. Unanimously approved.

Meeting Adjourned: 11:40am

Respectfully,

Heather Glass, Board Chairperson