

WILLIAMS RURAL FIRE PROTECTION DISTRICT

Regular Board Meeting Minutes with SDAO Board Assessment

January 10, 2022

Called to order: 18:04pm

Roll Call:

Board Members Present

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

Williams Staff Present

Administrative Assistant – Jennifer Vetter
Fire Chief – Rick Vetter

Public Presence:

Wilma Hyde – Community Member
Harold Pratt – Community Member
Rosie Faith - Volunteer, Community Relations Officer

Announcements:

Christmas Eve Presentation, 5pm for one hour, at the Williams Community Church.

Public Input:





None.

Approval of Prior Board Meeting Minutes:

The Board Meeting Minutes were reviewed and any questions discussed.

- December 13, 2022 Regular Board Meeting Minutes: Approved
- December 27, 2022 Special Board Meeting Minutes: Approved
- December 27, 2022 Executive Board Meeting Minutes: Approved
- December 31, 2022 Special Board Meeting Minutes: Approved
- December 31, 2022 Executive Board Meeting Minutes: Approved

- A motion to approve the Meeting Minutes of December 13, December 27, and December 31, 2022 as presented was made by Bill Ertel and seconded by David Applegate. The motion passed unanimously.

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

Chief's Report:

Alarm Reports (total of 31 calls):

- Medical – 17
- Motor Vehicle Accidents – 4
- Fire Calls – 5
- Public Assists – 5

Discussion: Board Vice President Brian Barton discussed that crews on the roads can be difficult to see. Chief Vetter replied to Board Member Bill Ertel's inquiry of medical call types that the calls can range from a code 3 trauma to a minimal, bandaged injury. Board Member Bill Ertel is interested in finding funding for the medical aspect of the fire district.

Personnel/Recruitment:

- No new or pending applications
- 12 current volunteers / 4 paid staff

Training:

- Every Wednesday (two trainings offered)
 - Medical
 - Fire
 - Morale
- Training Schedule is posted in the Day Room and will be emailed to the Board
- Applegate and Williams share personnel and will discuss training options to train together

Meetings:

- Teresa Vonn, Rogue Valley Integrated Fire Plan Coordinator
 - Notified WRFPD of the receipt of a large chipper awarded to the Fire District worth \$50,000
- Applegate Valley Fire hosted a meeting for fire board directors to learn about the mutual aid agreements and process of hiring a fire chief. Attended with Board Chairperson Claudia Pratt
- SDAO Oregon Legislative Session in Salem regarding funding, grants, and other opportunities for fire districts
 - Will attended with Board Member Bill Ertel and talk about the burden of the infrastructure small departments face along with OHA funding for the medical capacity in which the department performs.

Discussion: The 10" wood chipper was the only item awarded on a recent submission of a grant write up.

Operations / Station / Land / Equipment:

- Report on Museum (Old Station) to be given by Brian Barton
- Williams Fire has been responding to mutual aid calls coming from Applegate Valley Fire District
- 8763: used Type 3 Utility Box has been delivered

Support Group:

- Christmas Dinner and Santa at the Fire Station received lots of good praise and Thank You to the Support Team and to Rosie Faith, Community Relations Officer, for putting the events together
- Award Banquet – Pending for April Date
- January 19 Coffee with the Chief
 - GP Vet Center, Chris Cooper is special guest

Safety Committee:

- No Injuries/No Discrepancies
- Looking into revising SDS Manual and Lock-Out-Tag-Out Program

Discussion: Board Chairperson Claudia Pratt inquired as to who is on the Safety Committee. She has a request to fix the rain gutters.

Good to the Order:

Board Vice Chairperson Brian Barton gave thanks to department members for handling the major wind/storm event that resulted in blocked roads overnight that kept fire crews out all night mitigating road hazards and downed power lines. He expressed appreciation for the personnel for making the roads safe for travel.

Discussion: Rosie Faith will be resigning in March from her position as the department's Community Relations Officer. She will finish her open projects and be done by end of March. Board provided a thank you to Rosie Faith for her services to the department.

Chair:

- Board Chair Claudia Pratt discovered the premanufactured building received on a grant that is to be ordered will need permits
 - Will be used to decontaminate firefighters and for laundering
 - This building will go out by the old home on the back property
 - Discussed contents to be placed into building and possible layout
 - Not purchased yet
- Rain Gutters
 - Wants the rain gutters fixed so that run-off can be rerouted
 - Board Member Brian Barton has a rain gutter guy and Chief Vetter can call someone out to get a quote as well
- Chief Vetter stated he could request if Chief Turnbull could speak to the Board Members about mutual aid agreements

Support Group:

- Award Banquet – Tabled
- Support Group is going to donate \$100 for the use of the American Legion building, food is catered

Old Business:

- 115 & 137 East Fork Road
 - Fire District is no longer interested in the property as the seller has come to no agreement to the Fire District's offer
- Museum Building (Given by Board Member Brian Barton)
 - February 3 – Electrician to place light on pole at overhead water fill
 - Committee will get together to discuss Museum building
- Lexipol Policy and Procedure Manual
 - Chief Vetter contacted Lexipol, canceled the annual renewal for this portion of the subscription service
 - A printed copy is available
- SDAO – Board Assessment
 - Board Chairperson sent a letter back to the SDAO representative
- Station Pick-Up – Vehicle Purchase - Tabled

New Business:

- Office Space – Tabled
- Evaluations of Chief and Administrative Assistant
 - Jennifer Vetter – to be evaluated by Board Secretary Heather Glass and Board Member Bill Ertel
 - Chief Vetter – to be evaluated by Board Vice Chairperson Brian Barton and Board Member David Applegate
 - Board Chairperson Claudia Pratt would like to have the evaluations done by February
- IV Fire Strategic Plan Workshop Attendance by Board Chairperson Claudia Pratt, Board Secretary Heather Glass, and Board Member Bill Ertel
 - Discussed the attendees and participants
 - The Strategic Plan will be finalized and Williams Board Members discussed attending the finalization that will take place on Monday, February 13, 2023 at 3pm

Clerk/Treasurer Report:

Clerk/Treasurer reports for January 10, 2023 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.

Each of the reports reviewed included:

- The Operations (aka Chief's) credit card
- The Admin's credit card
- The Umpqua Bank Account
- Profit and Loss Statements
- LGIP Account
- Modular Home Lease Report

Discussion: Board Member Bill Ertel discussed the local option tax income and taxing income for the fiscal year. Board Chairperson Claudia Pratt would like to discuss the ending of the SAFER Grant in the coming future.

Grant for the 4 programs and its submission was discussed. The grant is out for review by Chief Wolfard. The OSFM is looking to give awards for defensible space and community hardening for wildfire season. Chief Vetter, Jennifer Vetter, and Board Chairperson Claudia Pratt met with Applegate Fire to come up with 4 programs that will benefit both districts for 3 years.

- 1- Chipper Program (with personnel and support items)
 - Budget for part-time positions to run the chipper outside of fire season; \$130,900
- 2- Dump Trailer Program (equipment only)
 - Shared between 2 fire districts; \$15,000
 - District 3 has a model program for reference

Discussion: Board Chairperson Claudia Pratt asked if the monies allocated to the chipper program for personnel will be enough to cover any manpower that may be allocated to the other programs and Jennifer Vetter said that with discussions had with Chief Wolfard and Chief Vetter and the needs that both fire districts have that, yes, this would be enough.

Board Member Bill Ertel felt that this is a doable program. Board Chairperson Claudia Pratt would like to see the grants in writing to see the program specs.

- 3- Masticator/Trailer Program
 - Can take down small trees and blackberry bushes; \$21,000
 - Flatbed trailer; \$12,500
- 4- Newsletters
 - Community Outreach Program; \$30,000

Discussion: Topics to example are fire prevention, fire safety, smoke detectors, disaster preparedness, escape routes, etc.

Board Chairperson Claudia Pratt referred to the grant manual and its requirements to serve the underserved and would like to see that the requests are adequate to cover the needs being requested. She is concerned with who is going to have custody of the equipment. Jennifer Vetter stated that a discussion of a Memorandum of Understanding Agreement and a 190 Agreement was already had. Chief Vetter stated that these discussions will happen in better detail as things move forward.

Board Member Bill Ertel had a suggestion/idea to attach the Board Goals Adoption that was discussed in a previous meeting.

- A motion to approve the Clerk Treasurer’s Report as presented was made by Bill Ertel and seconded by David Applegate. The motion passed unanimously.

- David Applegate – Aye
- Claudia Pratt – Aye
- Bill Ertel – Aye
- Brian Barton – Aye

Next regular scheduled board meeting is scheduled for February 14, 2023 at 6pm. Any public questions can be submitted in writing to WRFPD, PO Box 81, Williams, Oregon 97544.

Attachments: Board Meeting Agenda, Previous Board Meeting Minutes, SDAO Board Practices Assessment, Fire Chief’s Report, Termination Agreement for 115/137 East Fork Road, IV Strategic Plan Draft Summary by Bill Ertel, and Clerk/Treasurer’s reports for January 10, 2023.

Meeting adjourned at: 19:38pm

Respectfully,

Claudia Pratt, Board Chairperson