

**WILLIAMS RURAL FIRE PROTECTION DISTRICT**  
**Regular Board Meeting Minutes**  
**July 12, 2022**

Called to order: 18:02pm

**Roll Call:**

**Board Members Present**

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

**Williams Staff Present**

Administrative Assistant – Jennifer Vetter  
Chief Rick Vetter

**Public Presence:**

John Holmes, Illinois Valley Rural Fire Protection District, Fire Chief  
Harold Pratt, Community Member  
Josh Walker, Pastor of Williams Community Church  
Wilma Hyde, Community Member  
Doug Walker, Community Member  
Jason Stevens, Williams Firefighter

**Announcements:**

Josh Walker introduced himself as the Williams Community Church Pastor, new to the community from Hermiston, Oregon.

Coffee with the Chief on July 21<sup>st</sup> at 10am is upcoming.

**Approval of Prior Board Meeting Minutes:**

The Board Meeting Minutes were reviewed and any questions answered.

- June 15, 2022 Regular Board Meeting Minutes: Approved

Discussions: Firefighter Jon Scaroni was employed starting June 1 and all other seasonal hires started July 1 with each having signed a seasonal hire agreement.

- A motion to approve the Meeting Minutes of June 15, 2022 as presented was made by Bill Ertel and seconded by Heather Glass. The motion passed unanimously.

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

### **Chief's Report (Presented verbally):**

#### **Alarm Reports:**

- Fire in Murphy, 6000 sq ft home. Dispatched to send an engine and tender and because of the upstaffing we were able to meet the needs of our neighboring district. Had 5 personnel on this fire, 1 engine, and 1 tender on that fire and still able to man our own district. Cause of fire was undetermined per OSFM. Chief Vetter received a letter recognizing Williams Fire from Rural Metro Chief Austin Prince for attendance on their second alarm fires.
- Chief Vetter will get an annual call volume report for the next regular board meeting

#### **Personnel/Recruitment:**

- Looking at getting our current firefighters all their certifications
- Awarded Oregon State Fire Marshal Grant for upstaffing during fire season during the hours of 10am to 8pm
  - Able to add 2 full time firefighters
    - Jon Scaroni – Engine Boss working on Task Force Leader
    - Devin Brennan – Structural and Wildland Firefighter
  - Able to add 3 part time firefighters
    - Jason Stevens
    - Heather Sundell
    - Jesse Johnstone
- Benefit of upstaffing is the ability to move personnel and apparatus quickly

#### **Training:**





- New SCBA packs have come in and personnel have been training on those

#### **Meetings:**

- Coffee with the Chief
  - Held the meeting in the evening and turnout was no different; will return to morning meeting times
  - Oregon Department of Forestry and City of GP Rick McClintock of Fire Wise Program
  - Encouraging Fire Wise Communities

## Operations / Station / Land / Equipment:

- 8763 Fire Engine
    - Painted still needs touch up done
      - Board Vice Chairperson Brian Barton wants to make sure the engine is placed inside a building when stored
    - Breakdown on costs:
      - Board Secretary Heather Glass stated funds were issued and she doesn't need to see the breakdown
    - Engine is operational to fight fire
      - Still needs light package installed – delayed due to supply chain and availability
      - Illinois Fire Chief John Holmes has a person who can install light package if needed
  - Station
    - Jam Roofing has been removing old roof and installing new roof
    - Purchased material for fence
      - Vice Chairperson Brian Barton had questions and concerns about the fence line, located of the property lines, and the materials purchased.
      - Board Chairperson Claudia Pratt inquired about the pressure treated wood
      - Board Secretary Heather Glass inquired on the time frame of now versus September start/finish date.
      - Chief Vetter will delay the start of the fence project and talk to those heading the project to get answers for the Board
  - Fleet Readiness Report (presented by Bill Ertel)
    - Presented as a possible report to utilize with color code to show apparatus status
      - Chief Vetter states that all the apparatuses have daily checks done
- A motion to approve the Chief's Report was made by Heather Glass and seconded by Claudia Pratt. The motion passed unanimously.

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

## Support Group:

- Board Member Bill Ertel has a \$20 donation for the Support Group

**Chair:**

- Doug Walker discussed land he has for sale
    - 5 acres with shop, 2-story house, and barn
    - On the market for \$350,000, for sale by owner
    - Discuss any fire department interest
    - 2<sup>nd</sup> tax lot (not currently listed) is behind the one for sale that would need an easement
    - Needs money up front if the fire department is interested in the purchase
  - Board Secretary Heather Glass would like to have a Board Workshop to understand where the Board draws the line regarding micromanaging and their responsibility to the public
    - Chief Holmes stated that there are SDAO Conferences
    - Board Chairperson Claudia Pratt discussed becoming a member of the Oregon Fire District Directors Association – cost is prorated for the calendar year
- A motion to join the OFDDA was made by Heather Glass and seconded by Brian Barton. The motion passed 3 ayes -1 abstain.

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

- Discussion of calendaring a board workshop
  - Monday, July 25, 2022 at 9am
    - Topics
      - Micromanagement
      - Fence
      - House

**Old Business:**

- Policies and Procedures Manual - Lexipol
  - 3 chapters released
- Rental Agreement with Mobile Home
  - Renter’s Insurance vs District Liability Insurance

**New Business:**

- Land Boundaries/Survey of Back Property
  - Haven’t heard back from the Surveyor
- 2022-2023 Goals Discussion (Presented by Bill Ertel)

### **\$35,000 from the State Fire Marshal:**

This employs 3 part-time positions and 1 full-time position:

- A motion to receive the Oregon State Fire Marshal Grant Monies was made by Heather Glass and seconded by Brian Barton. The motion passed unanimously.

Discussion: Board Member Bill Ertel inquired if the grant covers benefits. Per Jennifer Vetter, the grant covers personnel overtime, seasonal hires under the grant, and does not pay for benefits, trainings, or equipment. The grant is meant to employ operational ready personnel and offers 10% of the grant to cover administrative costs. Board Member Bill Ertel asked if the grant will cover Jennifer Vetter's extra time involved and she answered 'yes'. If an employee under the grant is deployed on a wildland contract, they will be released from their seasonal employment commitment for the rest of the grant.

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

### **Liability Insurance on the Old Fire Truck 01:**

Board Chair Claudia Pratt would like to ask for reimbursement from the Support Group who owns the old fire engine for the annual liability insurance paid by the district on the engine the Support Group owns.

### **Clerk/Treasurer Report:**

Clerk/Treasurer reports for July 12, 2022 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 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
- Modular Home Lease Report
- OSFM Staffing Payroll Report

Discussion: Board Member Bill Ertel inquired if the report for the Modular Home is another task added to the admin's desk. Board Chairperson Claudia Pratt stated that Jennifer Vetter has access to this information and the best suited to develop this report for the district.

Board Member Bill Ertel asked for detail on the Profit and Loss Budget vs Actual Detail. Jennifer Vetter answered his questions regarding grant income, donations, other income, and Personal Services.

- A motion to approve the Clerk Treasurer's Report was made by Heather Glass and seconded by Brian Barton. The motion passed unanimously.

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

Final Discussion:

- Board Agenda:
  - Jennifer Vetter will send out a proposed agenda ahead of time for the Board to review and make additions if necessary

Next regular scheduled board meeting is scheduled for August 9, 2022 at 6pm.

**Motion to Adjourn:**

- A motion to adjourn the meeting was made by Brian Barton and seconded by Heather Glass. The motion passed unanimously.

Attachments: Board Meeting Agenda, Previous Board Meeting Minutes, 2022/2023 Goals as presented by Board Member Bill Ertel, Resolution for to Accept State Fire Marshal Grant Monies, Clerk/Treasurer's reports for July 12, 2022.

Meeting adjourned at: 19:49pm

Respectfully,

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Claudia Pratt, Board Chairperson