

WILLIAMS RURAL FIRE PROTECTION DISTRICT

Regular Board Meeting Minutes

June 13, 2023

Call to Order: 10:05am

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
Lieutenant Oskar Sundell
Administrative Assistant – Jennifer Vetter
Firefighter Devin Brennan
Firefighter Jon Scaroni

Public Presence:

None.

Announcements:

None.

2023-2024 Budget Adoption

- A motion to approve/adopt the Budget for FY2023-2024 was made by Heather Glass and seconded by Brian Barton. The motion passed unanimously.

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

Approval of Prior Board Meeting Minutes:

- May 9, 2023 Regular Board Meeting Minutes
 - A motion to approve the Board Workshop Minutes of May 9, 2023, Regular Meeting was made by Bill Ertel and seconded by Heather Glass. The motion passed unanimously.

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

Chief's Report:

Chief Vetter stated that there are issues that are cancerous to the department. Board Secretary Heather Glass suggested that perhaps an executive session should be held. Chief Vetter recognized that he wrote a letter that addresses what he was going to say.

22 Total Calls for the previous month

2 Structure Fires

- One structure fire received mutual aid from Applegate Fire, Grants Pass Fire Rural Metro fire and AMR
- The second structure fire was a shed and had some extension to the wildland. Oregon Department of Forestry was on scene.

1 Motor Vehicle Accident, non-injury

9 Medical Calls

2 Grass Fire that were dispatched as smoke investigations found to be wildland fires

Open Burn/Illegal Material

Fire Assists to the Public

Discussion: Board Member Bill Ertel stated that he was at church the morning of the first structure fire and was impressed when he saw what was going on at the station across the street with AMR at the station already with the Sheriff and the Williams Fire team responding like a text book. Board Member Bill Ertel presented praise to the fire district for what he witnessed. Fire Chief Rick Vetter explained what a fire assist to the public is.

Fire Chief Rick Vetter recognized 1st Quarter Awards... Jon Scaroni as Firefighter of the Quarter for the training he is putting in and his work with the Oregon State Fire Marshal and Karen Rogers received the award of the Support Team Member of the Quarter.

Lieutenant's Report – Operations:

- Fire Season started June 1
- Lt. Sundell, FF Scaroni, and FF Johnstone finished the EMT at Del Norte Training Consortium. Everyone passed the practical exam. Next step is the NREMT knowledge test.
- Apparatuses and equipment have been upgraded and outfitted for fire season
- 8763 is in service, emergency lights were installed by Firefighter Danny Marler of IV Fire and FF Scaroni and Brennan were able to install the extra parts from the extra back end purchased for parts for 8763
 - Lights and Sirens are installed, decals designed and approved, winch has been ordered
 - Expect to be under budget

On behalf of the Board of Directors, Board Chairperson Claudia Pratt presented Oskar with a Certificate of Excellence for his efforts in grant writing

- Josephine Public Health Grant – four AEDs and two 5,000-gallon water bags
 - Need to train on new AEDs
 - Water bags to be delivered in next few weeks – placement to be at Cedar Flat/Davidson and Blodgett Road/Water Gap – Agreements to be defined
- Tools acquired from Chaney Foundation Grant (written for Williams by Applegate Fire Chief, Chris Wolfard) are on the apparatuses with the exception of the K-12 that we will train on before putting into service.
- OSFM Upstaffing Grant – Employed three full-time and one part-time firefighter for the fire season.

Discussion: Board Member Bill Ertel inquired if we made the Josephine County Foundation Grant truck purchase locally. Lt. Sundell explained that the truck was not purchased locally due to price and availability and the fire department fleet increased by one more apparatus. 8750 will be replaced by the truck which will be 8765, however, 8750 will stay in the fleet as a support vehicle. Board Secretary Heather Glass inquired who the hires are for the Upstaffing Grant. They full-time upstaffing firefighters are FF Brennan, FF Scaroni, and FF Johnstone and the part-time upstaffing position is held by FF Welch is hired part-time to fill-in.

Board Member Bill Ertel inquired how many vehicles we will have in 10 years. Lt. Sundell said he didn't have an answer to that. A discussion ensued around get a vehicle dispose of a vehicle. Lt. Sundell explained that in the past the fire district was inadequate versus where it is now. Chief Vetter stated that we definitely aren't taking on more than we need. Every piece of equipment has a reason and a purpose and the fire district is being taxed with the need for more wildland capability. The grant awarded pick-up is currently assigned to Lt. Sundell, however, it is available if needed to be used.

Board Member Bill Ertel, asked how many departments have bladder bags? Lt. Sundell explained that most districts will have water availability in one form or another whether it is an underground or above ground tank. Other districts have some sort of auxiliary water supply. Board Member Bill Ertel would like to see what one looks like.

Board Member Bill Ertel asked about the purchased chain saws in making sure that they don't 'disappear'. Chief Vetter stated that we will have an inventory and accountability on every piece of equipment. Board Member Bill Ertel is concerned that equipment the district has owned in the past has possibly disappeared.

Board Chairperson Claudia Pratt asked for an update on the truck parts and the carport. Lt. Sundell explained that the truck back for parts will be moved to a final resting place and that all the important/expensive items have been removed. The carport has a spot for placement and it will possibly be up by next week.

Captain's Report – Training:

- Weekly Drills
 - DPSST Vehicle Fire Prop
- Wildland Pump Ops
- 3 Weeks of Wildland Refresher Information
- KC Welch received his Oregon EMT License
- EMS Trauma and Patient Assessment
- JoCo EMS Webinar – Head Injuries
- JoCo Wildland Readiness Drill – Annual Multi-Agency Drill
- Cultural Awareness

Chair's Report

- Modular home lease will be tabled until July
 - Rent monies has a line item in the budget, however, has no allocation and goes into the general fund. If monies are desired to be used by operations, a request can be made for approval.

Support Group Report

- Yard sale made almost \$1200
- Shirts/Sweatshirts will be redesigned
- Will attend Monday Farmer's Market

Safety Committee:

No safety hazards and no injury reports at this time. Will be looking to find fixable items and would like to get OSHA invited to do a courtesy inspection. No new business from the Co-Op Meeting.

Support Group:

- Address signs available at the Farmer's Market
- 4th of July Parade with hamburgers and hot dogs at the station
- 4 new support members added

Discussion: Board Chairperson Claudia Pratt asked if there are any new firefighters to add to the fire district. Deputy Clerk Jennifer Vetter explained that we have five new applicants (3 females and 2 males) that are in or past the application phase.

Admin Report:

- SDAO Human Resource Training was attended by Jennifer Vetter, Board Secretary Heather Glass, Board Member Bill Ertel
- Reconvening of the Budget Committee is the difference to any workload currently in process

Discussion: Board Secretary Heather Glass provided feedback from the HR Training that the Board as a whole should consider doing a Board Training. She also added that as a whole we should always have a good face even if members don't agree and support board action moving forward. Board Member Bill Ertel contributed that he felt the HR Training was good.

Board Chairperson Claudia Pratt stated that she heard Deputy Clerk Jennifer Vetter had applied for the upstaffing grant through IV Fire and wanted confirmation from Jennifer if she did. Jennifer Vetter stated 'yes' and it works the same as it did last year. Board Secretary Heather Glass asked if that is even the Board's business. Jennifer Vetter asked Board Chairperson Claudia Pratt if she is asking what she is doing on her days off. Board Chairperson Claudia Pratt stated 'No' and Board Vice Chair Brian Barton interjected and stated that Claudia Pratt *is* asking what Jennifer Vetter is doing on her days off. Board Chairperson Claudia Pratt acknowledged that Jennifer Vetter works for AMR as well and wants to know what Jennifer Vetter is doing on her own time. Jennifer Vetter stated that it has never been a problem before and it is none of the Board Chairperson's business and that it is not the Board's business what she does in her private time. Board Vice Chair Brian Barton and Chief Vetter agreed it is none of anyone's business what Jennifer Vetter does in her private time. Board Chairperson Claudia Pratt continued to insist to know even if it is not her business. Board Chairperson Claudia Pratt continued to insist and Board Vice Chairperson Brian Barton stated that she got her answer that it is not her business. Board Member Bill Ertel thinks it is a valid point to know what Jennifer

Vetter does in her private time. Board Secretary Heather Glass calculated hours left over in a week and stated that Jennifer Vetter has hours in a week to do what she wants in her private time.

Chair Report:

The modular home lease has been updated to include a male cat and the purchase of a washer/dryer and permission to put a storage building with conditions.

- A motion to accept the rental lease agreement as written was made by Bill Ertel and seconded by David Applegate. The motion passed unanimously.

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

A picture was taken with the Board of Directors, Lt. Sundell, and Deputy Clerk Jennifer Vetter

Board Member David Applegate has left the meeting

Safe Deposit Box:

- Board Member David Applegate picked the keys up after becoming a signer to access the box.
- Keys will be kept at the department with one key accessible to the Board via a lock box

Other Discussion Topic: Board Chairperson Claudia Pratt handed out a document she typed up titled 'Communication'. Board Chairperson Claudia Pratt went over the line of people that a chain of communication took regarding a leak in the roof that went through 6-7 people and thinks that the first person that found the leak should have contacted the roofing company. Fire Chief Rick Vetter contacted the committee that is working on the project to communicate to those in charge of projects, Board VP Brian Barton went to the person in charge of the roof who is Board Chairperson Claudia Pratt and so on.

Museum:

Nothing new to report. Chief Vetter is looking for someone to stain the steps.

Swear In of Newly Elected Board Members:

Heather Glass and Brian Barton were sworn in. David Applegate will be sworn in at the next meeting.

Chief's Evaluation:

Chief Vetter stated his evaluation can be moved to the next meeting since David Applegate was part of the evaluation and is not currently present. A date picked was Tuesday, June 27, 2023 at 9am for an Executive Session ORS 192.660.2(b)

By-Laws Discussion: Tabled

Discussion: Board Member Bill Ertel stated that he had asked if IV Fire had by-laws and were sent a policy manual.

On behalf of the Board of Directors, Board Secretary Heather Glass presented Jennifer Vetter with a Certificate of Excellence for her efforts in grant writing

Treasurer's Report:

Resolutions to accept grant monies into the budget line items were presented.

- A motion to approve Resolution 2022/2023-6, the receipt of FEMA Grant Monies was made by Bill Ertel and seconded by Heather Glass.

Discussion: Board Member Bill Ertel asked if this is the last of the SAFER Grant monies. Deputy Clerk Jennifer Vetter stated that this will come up again in the next fiscal year again.

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

The motion passed 4/4 with 1 Absent.

- A motion to approve Resolution 2022/2023-7, the receipt of Josephine County Foundation Grant Monies was made by Heather Glass and seconded by Bill Ertel.

Discussion: None.

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

The motion passed 4/4 with 1 Absent.

Clerk/Treasurer reports for May 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:

- District credit cards
- The Umpqua Bank Account
- Profit and Loss Statements
- LGIP Account
- Modular Home Lease Report

Other Discussion: Chief Rick Vetter reminded all that on June 29th is a Coffee with the Chief to include discussions of fuel reduction and the Oregon State Fire Marshal's Office. Deputy Clerk Jennifer Vetter presented an updated Grant Snapshot Sheet for review.

Motion to adjourn the meeting was made by Brian Barton and seconded by Heather Glass.

Meeting Adjourned: 11:37am

Respectfully,

Claudia Pratt, Board Chairperson