

WILLIAMS RURAL FIRE PROTECTION DISTRICT

Regular Board Meeting Minutes

March 7, 2022

Called to order: 6:02pm

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
Administrative Assistant – Jennifer Vetter
Operations Officer – Lieutenant Oskar Sundell

Public Presence:

Harold Pratt, Resident
Volunteer Firefighter, Jon Scaroni
Volunteer Community Relations Officer, Rosie Faith
Steve Baltzel, Resident
Cheryl Johnson, Illinois Valley Fire District Board Chairperson

Board Member Position #2 Vote and Swear In:

Discussion: Board Member Bill Ertel stated that the candidates had some of the best answers to the interview questions. For whomever is appointed it is okay to abstain from voting today on the different subject matters.

- A motion was made by Heather Glass and seconded by Bill Ertel to vote in David Applegate to the vacant Board Position #2. The motion passed unanimously with all Ayes. David Applegate was appointed to Position 2 of the Board of Directors.

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

- A motion was made by Claudia Pratt for Steve Baltzel to be appointed for Position #2. No second was made. Motion dead.

Discussion: Steve Baltzel was informed that the department could use members on the budget committee, support group, and other areas of volunteerism. Chief Vetter and the Board Members thanked Steve Baltzel for his time applying and that the department is interested in hearing his input in future areas.

David Applegate was sworn into Position #2 of the Williams Rural Fire Protection Board of Directors effective immediately.

Announcements:

Vietnam Veterans Commemorative will take place on March 29th with Windsong as a special guest singer along with lunch being served for the veterans.

Approval of Prior Board Meeting Minutes:

The Board Meeting Minutes of January 2022 were reviewed.

- January 6, 2022 Workshop Board Meeting Minutes: Approved
- January 6, 2022 Regular Board Meeting Minutes: Approved
- January 18, 2022 Executive Board Meeting Minutes: Approved
- February 3, 2022 Special Board Meeting Minutes: Approved
- February 7, 2022 Regular Board Meeting Minutes: Approved
- February 22, 2022 Executive Board Meeting Minutes: Approved
- February 24, 2022 Special Board Meeting Minutes: TABLED

- A motion to approve the Meeting Minutes of January 6, 18, 2022 and February 3, 7, 22, 2022 was made by Bill Ertel and seconded by Heather Glass. The motion passed unanimously.

Discussion: Board Member Bill Ertel was remembering the well approval for the test sites and that him and Brian Barton will need to go to review the bank lock box.

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

Chief's Report:

Alarm Reports:

- January Alarm Reports: 14 Calls
 - Medical: 5
 - Motor Vehicle Accidents: 2
 - Public Assist: 2
 - Fire Calls: 5 Open Burn-Illegal Material

Personnel/Recruitment:

- One volunteer, Devin Brennan, attending the Firefighter 1 Academy hosted by Illinois Valley Fire District.
- One volunteer, Jacob Bivins, that recently completed RITA Firefighter 1 Academy in White City and Applegate
- One application, Mike Helm, former volunteer firefighter with Evans Valley Fire District. Already has FF1, lives outside Grants Pass near Murphy.
- Lieutenant Oskar Sundell and Volunteer Firefighter Jon Scaroni attending Oregon State Fire Marshal Fire Investigation Course.
- Volunteer Jon Scaroni will also be attending Wildland Task Force Leader Course through RCC
- Volunteer Firefighter Jennifer Vetter is enrolled in the ICS 300 and 400 courses through Josephine County Emergency services to possibly facilitate a management team during a major disaster
- Volunteer Firefighters Heather Sundell and Jennifer Vetter are furthering their emergency medical training skills as they prepare for their national exams.
- Trainings continue to be held on Wednesdays (one training in the morning, one in the evening)

Station / Land / Equipment:

- Old Fire Station
 - Received two roofing bids, a third with details in the works
- Manufactured Home
 - Still painting inside; needs one more coat
- Apparatus Maintenance
 - Caldera Technical Services, LLC, Independent Emergency Vehicle Technician (EVT)
 - Performing services that the diesel mechanic us unable to accomplish
- Creek Pump Project
 - Installation phase
 - Completion date mid-March
 - Electrical still to be done

Meetings:

- Lexipol:
 - Policy and Procedure Manual Development
 - Meeting weekly until all 18 chapters are finalized
- Fire Safety Discussion Group regarding standards for firefighting agencies and personnel that work for these agencies to follow across the board standards to ensure that we are providing the best mutual aid and accountability on large incidents.
- Coffee with the Chief:
 - Rob Brandis, Josephine County Roads Department, was a guest speaker
- Senator Merkley Representative, Dahna Black
 - March 9 at 3:30pm
 - Review challenges our community faces with wildfire

Support Group:

- Helping to get the manufactured home project completed by cleaning and painting
- Organizing upcoming events including:
 - Commemorative Lunch for Vietnam Vets (March 29, 2022)
 - Celebration of Life for Wes and Sue Nevotti (April 2, 2022)

Safety committee

- Addressed need to purchase new air packs; current packs are no longer serviceable

Discussion: Heather Glass asked Jennifer Vetter when her National Registry Advanced EMT testing is. Jennifer Vetter stated that she has completed and passed the psychomotor skills test and awaiting to take her written national registry test after she completes 40+ tests needed in order to open the testing date for her.

- A motion to approve the Fire Chief's Report 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

Chair:

- March 18, 2022 at 11am (tentative) Executive Board Meeting to be scheduled to discuss the two employees of the Board evaluations.
 - Board Chair Claudia Pratt and Board Member Brian Barton will meet with Administrative Assistant Jennifer Vetter before the executive meeting
 - Board Secretary Heather Glass and Board Member Bill Ertel will meet with Chief Rick Vetter before the executive meeting

- 5 minute Rule
 - A motion to approve/adopt a five minute discussion rule was made by Brian Barton and seconded by Bill Ertel. The motion passed unanimously.

Discussion: Board Member Bill Ertel stated that he is in favor, leans towards transparency, and encourages board member to share their thoughts and that it is helpful to hear feedback.

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

- Wes and Sue Nevotti Celebration of Life
 - Chief Vetter and Board Member David Applegate
 - Looking into getting Honor Guard & Flag Ceremony
 - Cheryl Johnson, member of the ODDA, will look into program to honor the Nevotti's
 - Herb Pharm would like to send flowers
 - Take Place at fire station
 - Chief Holmes and Chief McLaughlin very willing to help in any way
 - Air raid siren will sound
 - Snacks and drinks will be put together

- Calendar of Plans
 - Events that will be happening throughout the year
 - Upcoming board meetings/Support Group meetings
 - Awards Banquet
 - Yard sale
 - July 4 Parade
 - Open House
 - Halloween Trunk or Treat
 - Christmas Party

- Santa Arrives
- Needs/Wants List
 - Air Packs (SCBAs) – Presented by Lt. Oskar Sundell
 - 7 seating positions that require SCBAs in the first due engines
 - Current packs are in need of replacement; becoming unserviceable
 - Received quotes and seeking approval for 10 packs to cover the 7 seating positions and the 3 officer positions and training purposes
 - SAFER Grant will provide reimbursement for volunteer firefighter face masks that are under the SAFER Grant recruitment process
 - Lt. Sundell presented a Draeger SCBA pack loaned for trial by Cascade Fire and compared them to the current Scott packs that are in service
 - Cascade Fire is a local company to purchase from/12 week turnaround
 - 5 month turnaround if ordered from competitor
 - Applied twice (2 consecutive years) to achieve the AFG Grant for this purchase and were unsuccessful both years; unable to put off any longer
 - Each pack assembly is about \$6,000 to 7,000
 - A motion and resolution to approve the purchase of 10 air packs with a max expense of \$75,000 from Cascade Fire was made by Heather Glass and seconded by Brian Barton. The motion passed unanimously.

Discussion: Supply chain issue at the moment. The purchase will most likely take place in the next fiscal year, however, the order will go in as soon as possible to avoid delaying the purchase.

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

- Radios
 - Regional Grant has been applied for by Applegate Fire District to include Jacksonville Fire and Williams Fire
- Creek Pump
 - Quotes for 2 different styles of foot valves; \$500 - \$1500
 - Quote for hard suction hose vs galvanized pipe due to weight
 - Total costs estimated to be about \$15,000 (costs shared with Three Rivers School District)
- 8763 Wildland Truck
 - Needs emergency radio, lights/sirens, and paint

- Needs to be service ready; planned for June 2022
- ADA Compliance/Parking Lot
 - Quote from Copeland; \$5,420
 - Board Member Brian Barton recommended getting quote from Moser Paving, they may be better priced
- Old Fire Station Roof
 - Quotes from Lawless Roofing, Jam Roofing, Edge Builders were reviewed
 - Jam Roofing to resubmit quote due to wrong material quoted
- Apparatus Building for overflow fleet – On wish list
- Wood Fencing between driveway/library
 - Captain Holt researched costs for fencing
 - Labor to be done by department personnel/firefighters
 - In favor of fence due to neighbor cutting wire fence to bypass the neighbor's broken gate
- Peacock Sign
 - Going to be placed at end of fence line
- Sign Board – On wish list
- PA System – On wish list
- Vehicle Decals
 - Staff cars' decals are coming off/molding under decals
 - Potential costs: \$400-\$700
- Extra Turn Out PPE for consecutive calls – On wish list
- Changing Room/Bathroom/Shower Addition – On wish list
- Pick Up Truck for District – On wish list

Discussion: Needs/Wants List has potential to be budgeted in. Topics will need to be prioritized and added to budget if going to be considered.

Support Group:

- Looking for more members.

Safety Committee:

- Refer to Lt. Sundell discussion about SCBA replacement.

Old Business:

- Policies and Procedures Manual are still in process with Lexipol
- Employee handbook tabled
- Kuntz Workers' Comp Claim
 - Per legal counsel, if a discussion is desired, an executive session can be called

- Janitorial Position
 - Discussions and misrepresentations of what the fire department needed had taken place on Facebook. Department looking for periodic deep cleaning
 - Tia Star volunteered several hours of her time and stated the overwhelming need for a deep cleaning beyond the daily cleanings

New Business:

- Security Cameras
 - Received quote for \$8,000
 - Took care of installation ourselves (minimal cost)
 - Cost of cameras were under \$300
- Self-Contained Breathing Apparatuses (SCBAs)
 - Discussed earlier
- Employee Evaluations
 - Discussed earlier

Clerk/Treasurer Report:

Clerk/Treasurer reports for March 7, 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

➤ A motion to approve the Clerk Treasurer's Report was made by Bill Ertel and seconded by Claudia Pratt. The motion passed unanimously.

- ✚ Heather Glass – Aye
- ✚ David Applegate – Aye
- ✚ Claudia Pratt – Aye

✚ Bill Ertel – Aye
✚ Brian Barton – Aye

Next regular scheduled board meeting is scheduled for April 4, 2022 at 6pm.

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

Meeting adjourned at: 7:52pm

Respectfully,

Claudia Pratt, Board Chairperson