

# **WILLIAMS RURAL FIRE PROTECTION DISTRICT**

## **Regular Board Meeting Minutes**

### **May 9, 2023**

Call to Order: 10:00am

#### **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

#### **Public Presence:**

Jon Scaroni – Volunteer Firefighter, Community Member  
Matt McLauchlin – Community Member

#### **Announcements:**

Door code has been reprogrammed.

#### **Approval of Prior Board Meeting Minutes:**

- April 11, 2023 Board Workshop Minutes
- April 11, 2023 Regular Board Meeting Minutes
- April 27, 2023 Budget Meeting Minutes

Discussion: Board Member Bill Ertel stated that a line item would not be budgeted but that the administrative assistants time spent on items would be requested. Board Secretary Heather Glass stated that it is in the minutes that this would not be requested of the Administrative Assistant.

- A motion to approve the Board Workshop Minutes of April 11, 2023, Regular Meeting Minutes of April 11, 2023, and Budget Committee Meeting Minutes of April 27, 2023 with the correction of the “end time” was made by Bill Ertel and seconded by Brian Barton. The motion passed unanimously.

## **Chief's Report:**

### **18 Total Calls for the previous month**

- 10 Medical Calls
- 3 Traffic Accidents
- 1 Open Burn/Illegal Material
- 2 Grass Fire/Vegetation Fire
- 2 Lift Assists

First large grass fire on Sheridan Road – ½ acre

Watts Mine Road – Wildland fire found fire and inaccessible to Williams Fire apparatus so was referred to ODF.

### **Events:**

Earth Day Festival at the SCA; Home Safety and Fuels Reduction  
American Legion Williams Post 50 Community Yard Sale  
Wildfire Readiness Drill hosted by Rural Metro Fire of Josephine County  
Williams Fire District Community Yard Sale hosted by William Fire Support Team  
Williams Community Farmer's Market – Support Team provided information on home safety, defensible space, and fuels reduction.

### **Meetings:**

Budget Review Presentation of 2023-2024  
Josh, CEO of Herb Pharm  
OSFM Josephine County Fire Marshal

### **Grants/Awards:**

The District has been successful in being awarded local and state grants roughly totaling \$850,000

- OSFM Up-Staffing Grant
- OSFM Capacity Grant
- OSFM Engine Grant
- OSFM Community Wildfire Fuel Reduction Grant
- Josephine County Health Services Grant
- The Chaney Family Foundation Grant

The Fire District has been successful in receiving grants as well as awaiting the announcement of the AFG and Josephine County Foundation Grant.

**Discussion:** Board Secretary Heather Glass inquired about which grant is shared with Applegate Fire and the upstaffing grant. Those are located on the Grant Snapshot in the Board Packet.

Board Member Bill Ertel inquired on the 'shared' grant. All grants are going to be managed by Williams Fire and equipment awarded is solely awarded to Williams Fire, however, the usage will be shared with Applegate Valley Rural Fire Protection District. Board members inquired about details that have not yet been developed on the grants. A meeting is scheduled to take place on May 19<sup>th</sup> to discuss this further. Ultimately an MOU will be developed and a management process will be developed. Right now, it is too early in the process.

Board Chairperson Claudia Pratt and Board Member Bill Ertel requested Deputy Clerk Jennifer Vetter to change the budget sheets to show a detailed breakdown of the grants. Jennifer Vetter stated that a line item for Grants is already on the Line Budget Sheets. She stated that what is being requested is asking to repeat and duplicate many hours of work that she has already done in a grant binder that is available for review.

#### **Lieutenant's Report – Operations:**

- Working on staffing schedule and working through hiring process
- 2 class visits upcoming
- ISO scheduled for end of June
- Extinguisher Testing coming up
- BK Radios
- AEDs – one for each staff vehicle and one for 8701
- Water Bladder Bags are 5,000 gallons each
  - Need Agreement Document between Heather Glass and the American Legion for water bag placement on their lands
- 8763 was dropped off for lights installation, less expenses than anticipated
- DOT checks will be pushed to next budget year
- Last day and practical exam for Lt. Sundell and Volunteer Firefighters Jon Scaroni and Jesse Johnstone

#### **Captain's Report – Training:**

- Weekly Drills
- AMR Ambulance Visit, review of ambulance and equipment
- Pump Operations
- Medical Scenarios
- CPR Renewals
- CPR Instructor Renewals – Captain Holt and Volunteer Jennifer Vetter were renewed as instructors
- Conflict Resolution Webinar
- Josephine County EMS Webinar
- EMT Class continuation for Lt. Oskar Sundell, Volunteer Firefighters Jon Scaroni and Jesse Johnstone

- FF1 Certification for Volunteer Firefighter Devin Brennan
- Oregon EMT Certification for Volunteer Firefighter Devin Brennan

Discussion: Chief Vetter states that this organization has come a long ways. Williams Cub Scouts Troop will be coming to the station at end of month.

### Chair's Report

- Mobile home lease will be tabled until June
  - 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. No new business from the Co-Op Meeting

### Safe Deposit Box:

- Lots of paperwork that went back to the original charter
- Pictures of what is inside and list made
- Second key will be given at change of lock box and minutes will need to be amended and Wes Nevotti removed.

Amendment to minutes in bold: "A motion **to change boxes** within the branch and change access to the Williams Rural Fire Protection District Umpqua Business safety deposit box located at 1670 Williams Hwy Grants Pass add David Applegate and to continue with Bill Ertel and Jennifer Vetter was made by Claudia Pratt and seconded by Brian Barton and remove any other names not mentioned in these minutes.

A motion to change/amend the minutes to reflect the safe deposit box access change and switch the boxes within the bank was made by Bill Ertel and seconded by Heather Glass

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

### Museum:

Electrical panel is done, waiting on county permit and meter to be installed. Originally

budgeted \$10k. Once done \$11,435 would have been spent. Support Team has money for the museum. Need to expense \$250 for materials.

**5-year Strategic Plan:**

Not available yet

**Chief's Evaluation:**

Not available yet

**By-Laws Discussion:**

Continue to review and workshop consisting of Board Secretary Heather Glass, Board Member Bill Ertel and Deputy Clerk Jennifer Vetter. Call workshop when ready to discuss.

**Budget Discussion:**

Reconvene the Budget Committee on June 13, 2023 at 9am before the regular board meeting at 10am

**Treasurer's Report:**

Clerk/Treasurer reports for April 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

Discussion: Board Member Bill Ertel recognized that there are 9 volunteers that participated in district business on some level and received nominal/reimbursement. Board Member Bill Ertel stated he sees an inconsistency with Volunteer Firefighter Jennifer Vetter receiving the same nominal/reimbursement as the other volunteers since she is paid in a different capacity in which she does not volunteer. Board Chairperson Claudia Pratt stated she will deal with that.

A question of volunteer motivation was discussed. Lieutenant Sundell stated that none of the volunteers are motivated by money as they are motivated by other factors to volunteer as opposed to money, hence, volunteer. Board Chairperson Claudia Pratt would like to address the issue and suggested a change in the way the form looks along with the question of changing the points system to those calls that take longer. Lt. Sundell disagreed stating that then

volunteers may pick/choose which calls they show up to by acuity. Jennifer Vetter stated that money motivation among volunteers stifles morale.

Board Chairperson Claudia Pratt explained that volunteer Jason Stevens had called her after he had been working at her residence and requested to get his volunteer reimbursement check before any of the other volunteers would have their checks available to them. Deputy Clerk Jennifer Vetter stated that it is known, and has been previously announced, that checks are ready by a specific date. Deputy Clerk Jennifer Vetter will reinforce the information with a memo to all the volunteers in their folders and her action of doing so will be supported by the Board.

Discussion: Possible fitness trainer to be secured for department members.

Motion to adjourn the meeting was made by Brian Barton and seconded by David Applegate.

Meeting Adjourned: 11:32am

Respectfully,

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Claudia Pratt, Board Chairperson