

WILLIAMS RURAL FIRE PROTECTION DISTRICT
Regular Board Meeting Minutes
October 11, 2022

Called to order: 17:59pm

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

Administrative Assistant – Jennifer Vetter
Fire Chief – Rick Vetter

Public Presence:

Jon Scaroni, Firefighter/Community Member
Wilma Hyde, Community Member
Richard Brewster, District Accountant via Zoom

Announcements:

None.

Public Input:

None.

Accountant’s Review:

Mr. Brewster went over the Review Report with the Board and district administrative staff. It was discovered, per Mr. Brewster, that the fire district had followed all state requirements. Donation and Grant monies were reviewed along with the large budget categories of Materials & Services, Personal Services, and Capital Outlay. Mr. Brewster gave a detailed analysis with suggestions and verifications to actual happenings for each broad category.

Mr. Brewster’s evaluation concluded that inflation is real. His suggestion is to save money on one item to spend on another item along with watching the spending or moving money in the budget would be suggest. Property taxes seem to go up 3% per year with other costs going up exceeding that gap.

Board Member Bill Ertel asked if the accountant was okay with the backup being stored in the cloud along with bills being paid only twice per month. Mr. Brewster was okay with the online backup and said twice per month if it works. Board Member Bill Ertel also asked about bonus amounts paid and Mr. Brewster explained that some of that came from grants and that it would be difficult to tie it to a direct line item from where the income had come from. Mr. Brewster answered various questions and stated that he felt that the Board could test and ask if the organization is following policy. Mr. Brewster has an open door and feels that the

organization is handling money appropriately and that any line items discussed were subject to broad category not scrutiny.

Board Member David Applegate appreciated that Mr. Brewster was complimenting the Fire District on the current review.

Approval of Prior Board Meeting Minutes:

The Board Meeting Minutes were reviewed and any questions discussed.

- September 13, 2022 Regular Board Meeting Minutes: Approved with amendments
- September 21, 2022 Special Board Meeting Minutes: Approved
- September 27, 2022 Special and Executive Board Meeting Minutes: Approved
- September 29, 2022 Special and Executive Board Meeting Minutes: Approved with amendments
 - A motion to approve the Meeting Minutes of September 13, 21, 27, 29 of 2022 as presented with recommended changes was made by Brian Barton and seconded by David Applegate. The motion passed unanimously.

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

Chief’s Report:

Alarm Reports (total of 17 calls):

- Medical – 7
- Fires – 3 Grass Fire
- Smoke Investigations – 2
- Public Assists – 2
- Mutual Aid – 1 (Applegate RFPD)
- Motor Vehicle Accidents – 2

Personnel/Recruitment:

- One new application received
- As of Oct 31st funding from OSFM up-staffing grant will end
- Wildfire from Low Divide started off our fire season and responded to the Rum Creek Fire and the 3rd alarm fire in Murphy to add to fires inside the Williams Fire District.
- Received notification of a 3-year upstaffing grant that the district will look into

Operations:

- 8761 – new outboard fire pump system installed
- 8763 – is the only engine that did not pass the pump test and pending emergency lighting system and decaling

Training:

- Captain Holt is working with DPSST to get props for training
- WRFPD has the highest number of volunteers attending school and/or training courses to better their skills
 - Two firefighters in National Registry EMT-Basic
 - One firefighter in the National Registry Paramedic Program
 - Two firefighters awaiting the EMT-Basic in February in Crescent City
 - Chief Vetter and Lt. Sundell are enrolled in the Company Officer Class
 - 3 candidates entering the Firefighter 2 class in November

Meetings:




- Coffee with the Chief
 - Brian Dela Grange attended; John West was invited and unable to show
 - Next meeting is
 - Thursday 10am October 20th with Jonathon Knapp
 - Sheriff Dave Daniel will come at 12noon on Tuesday, October 18th
- Applegate Fire District
 - Operations Chief Chris Wolfard is the acting Fire Chief while Chief McLaughlin is on administrative leave and discussed participation between the two districts
- Meeting with Senator Merkley Representative at Applegate Fire District on October 12 with 4 other fire chiefs
- ISO rating representative is scheduled to come at end of the month

Operations / Station / Land / Equipment:

- Fence Project
 - Completed, thank you from Chief Vetter to firefighters Jon Scaroni, Devin Brennan, Jason Stevens and tractor operator Harold Pratt
- Museum (old fire station)
 - Still moving forward, no updates from committee
- Maintenance Shop
 - Firefighter Scaroni and Johnstone did some organization and will work on gym next

Discussion: Board Member Bill Ertel stated a special note of thanks to Rick and Jenny for hosting the company BBQ.

- A motion to accept the Chief's Report as written was made by Heather Glass and seconded by David Applegate. The motion passed unanimously.

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

- ✚ Bill Ertel – Aye
- ✚ Brian Barton – Aye

Support Group:

- Working on updating by-laws and upcoming events
- Trunk or Treat on Halloween – 80's theme; 5pm start time

Safety Committee:

- FF Devin Brennan and Scaroni replaced open seats

Chair:

- Award Banquet is postponed until after the 1st of the year
- Claudia Pratt is no longer on the Support Group and also Rosie Faith will be resigning as well as treasurer
 - Allison Cleveland will be coming on board
- Communication Issues have been resolved with the District due to replacement of the power supply
- 115 & 137 East Fork Road
 - Doug Walker does not want to sell 137 East Fork Road
 - Possible complications with title report
 - Possible resolution soon to this being two separate tax lots
 - Estimates were reviewed for flow test and top 35 of two wells on property
 - Buyers' inspection could be up to \$250 and pumping of the septic could be up to \$500
- A motion to allocate up to \$2000 for inspection of septic and testing of wells on the 115 East Fork Road property was made by Bill Ertel and seconded by Brian Barton. The motion passed unanimously.

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

- Inspection of the home at 115 East Fork Road
 - Quotes were reviewed for the house, shop, and barn
 - It was discussed to have inspections done
 - Inspections will not be done until title is addressed

- A motion to allocate up to \$1200 for inspection of shop, barn, and home on the 115 East Fork Road property 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

- Subcommittee Establishment for property purchase
 - Board Chairperson Claudia Pratt and Board Vice Chairperson Brian Barton will be on the subcommittee for the purchase of 115 East Fork Road

- A motion to appoint Brian Barton and Claudia Pratt to be a sub-committee for the purchase of 115 East Fork Road was made by Heather Glass and seconded by David Applegate. The motion passed unanimously.

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

\$3,500 Earnest Monies:

- A motion to approve the resolution and payment of earnest monies of \$3,500 to First American Title to initiate the buyer's agreement for 115 East Fork Road was made by Claudia Pratt and seconded by Heather Glass. The motion passed with 4-ayes and 1-Abstain.

Discussion: The resolution to approve the distribution of the \$3,500 was reviewed along with the letter of intent, interest rate, and the duration of any loan if a loan is obtained. Bank will finance 75% of purchase price/ 6.5% over 20 years (dependent on appraisal). Rumor of Doug Walker being bailed out of jail due to board interest in land is false. Interested parties can call the Board Chairperson for clarification. Insurance liability would be approximately \$1,000 per year to be considered long term aspect of the proposed purchase.

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

Old Business:

- 115 and 137 East Fork Road
 - Fence (Presented by Brian Barton)
 - To be determined:
 - how many feet
 - Type of material (chain link, metal, wood, height)
 - 50/50 cost
- Museum Building Update
 - Licensed electrician to do hookups and finish the job
- Policies and Procedures Manual - Lexipol
 - 2/3 the way of the policy and procedure release
 - Considering cancellation of Lexipol subscription
- 250 Dreamhill to be on the agenda to be annexed at the next County Commissioners Meeting
- Station Pick-Up – Vehicle Purchase – Tabled
 - \$50k was allocated in budget
- Water Master Contract to Dig Test Holes
 - Waiting to find contractor to dig/drill test holes

New Business:

- SDAO Consulting Service Board Review
 - Scheduled for November 8, 2022 Regular Board Meeting
- Office Space – Tabled

Clerk/Treasurer Report:

Clerk/Treasurer reports for October 11, 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 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

- A motion to approve the Clerk Treasurer's Report as presented was made by Heather Glass and seconded by David Applegate. The motion passed with 3-ayes and 2-abstains.

Discussion: Board Chairperson Brian Barton and Board Member Bill Ertel were unable to review the financial statements before the meeting. They will look at the financials and contact Deputy Clerk Jennifer Vetter with any questions that may exist. Board Member Bill Ertel is asking for a bullet item recognizing bank reconciliations signed by both the Deputy Clerk and the Chief.

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

Next regular scheduled board meeting is scheduled for November 8, 2022 at 6pm. Any public questions can be submitted in writing to WRFPD, PO Box 81, Williams, Oregon 97544.

Motion to Adjourn:

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

Attachments: Board Meeting Agenda, Previous Board Meeting Minutes, Resolution to Approve \$3500 Allocation to Title Company, Clerk/Treasurer’s reports for October 11, 2022.

Meeting adjourned at: 20:12pm

Respectfully,

Claudia Pratt, Board Chairperson