

WILLIAMS RURAL FIRE PROTECTION DISTRICT

Regular Board Meeting Minutes

September 13, 2022

Called to order: 18:15pm

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
(30 min late arrival, 911)
Fire Chief – Rick Vetter (30 min late arrival,
911)

Public Presence:

Jesse Johnstone, Volunteer Firefighter/Community Member
Rosie Faith, Community Member & Public Relations Officer for WRFPD
Wilma Hyde, Community Member
Allison Cleveland, Community Member
Pat Adams, Community Member

Announcements:

Board Secretary Heather Glass recognized from doing the last meeting minutes that as a group, meetings need to stay on topic, less repetition, and stay on task to cut down meeting times. Board Member Bill Ertel will give ideas on board training later in the meeting.

Public Input:

Allison is interested in the property development and will listen to the meeting first and then would like to know based on her research, she is supportive.

Approval of Prior Board Meeting Minutes:

The Board Meeting Minutes were reviewed and any questions answered.

Discussion:

Agenda does not require approval. Public input will still be accepted at a 2 minute duration. Any questions can be submitted in writing at end of the meeting.

- August 9, 2022 Regular Board Meeting Minutes: Approved
- August 19, 2022 Special Board Meeting Minutes: Approved

- A motion to approve the Meeting Minutes of August 9, 2022 and August 19, 2022 as presented 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

Chief's Report:

Alarm Reports (total of 21 calls):

- Medical – 15
- Fires – 3 Grass Fire
- Public Assists – 2
- Deployments – 1
 - Rum Creek Fire for Rogue Valley 3 Task Force
 - 5 engines from any agency within the county with resources available to respond
 - 4 people from Williams were deployed (2 were representing IV Fire and Applegate Fire)

Personnel/Recruitment:

- In second month of OSFM up-staffing grant
 - \$35 was given to cover wildland, structural, and deployments
 - Able to have regular staffing
 - Thanks to the volunteers that signed up for the grant participation
 - Helps in combination with the district budget for upstaffing

Training:

- All firefighters are successfully trained on the new airpacks

Meetings:

- Logan Taylor of Talent Oregon (Fallen Firefighter) Procession
 - Lt. Sundell and Chief Vetter attended with one staff car and 8761
 - Capt. Holt, Chief Vetter, and Firefighter Jennifer Vetter stood watch prior to ceremony
- AMR Supervisor Dave Matthews Luncheon for his 40 years of serviced
- Fire Marshal and Chief Vetter walk-throughs

- Williams Elementary School
- American Legion Hall
- Herb Pharm is scheduled for near future
- Williams Fire will have an engine at the Williams General Store during their 125th celebration and making cotton candy to hand out
- Looking to set up a meeting with Sheriff Dave Daniel
- Coffee with the Chief will be Thursday, October 15
 - Guests will be commissioner candidates

Operations / Station / Land / Equipment:

- Neighboring land
 - Captain Holt wrote up his pros and cons to support the District’s interest in the land
- Fence Project
 - Fence between fire station and library; will be finished soon
- Museum Roof (old fire station)
 - Walk-through with Board Vice Chairperson Brain Barton
 - Current phase is completed and moving to next phase

ISO Rating:

- Looking to establish a review in the near future
- Have not had one in about 10 years
- End of October possible review date
- A motion to accept the Chief’s Report as written was made by Claudia Pratt and seconded by David Applegate. The motion passed unanimously.

Discussion: Board Member Bill Ertel came a few weeks ago and watched a training and found it ‘quite exciting’ and expressed that he was impressed. Board Member Bill Ertel also attended the Logan Taylor Procession. Claudia Pratt will be with the support group until after the next meeting.

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

Support Group:

- Working on updating by-laws
- Claudia Pratt will be resigning
 - Chief Vetter thanked her for her service and projects completed so far

- BBQ for district members and family
 - Will be at Rick and Jenny’s home at 2pm
 - Potluck style, bring chairs
- Department Awards Ceremony in November
 - At the American Legion Hall, Chief Vetter to verify
 - Proposed for November 19 or November 30
 - Costs to be determined
 - Nominations – Contact Chief Vetter

Safety Committee:






- Nothing to report

Chair:

- Neighboring Property For Sale
 - Steve Thomas, Realtor, unable to attend last walk-through
 - Walk-through scheduled for Thursday 10/15/22 at 10:30am
 - Will give professional input on the property
 - Will be asked to give formal presentation at a Special Meeting
 - No formal service contract with him at this time
 - Time will be compensated, no specific compensation allocation at this time
 - Modular Home Rental
 - Waive \$70 late rental fee due to personal circumstances
 - Rent will be paid by the 15th of the month
- A motion to approve the waiver of the late rent fees was made by Claudia Pratt and seconded by Brian Barton. The motion passed unanimously.

Discussion:

Board Member Bill Ertel found the discussion of the waiver to be acceptable. The renter has a good record and due to personal circumstances, the board is approving this.

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

Old Business:

- Museum Building Update
 - Stairs have been replaced outside

- Walls cleaned, sealed, vapor barrier is up
- Sheetrock is hung and will be tape and textured this week
- Total current costs: \$6507.70 (material and labor) from budget of \$10k
- Electrical is in progress at the moment
 - Meter will be moved
- Estimate on sheet metal, finish wall, and insulation on ceiling \$7500
 - Not immediate and still to be discussed/determined for costs and labor
- 115 and 137 East Fork Road
 - Power Poles were found; meter boxes are not on file with PPL and a work order is out to walk the property
 - Planning commission paperwork reviewed
 - DEQ – verbal report given to Board Chairperson Claudia Pratt who asked in person
 - Front property has no negative notes with DEQ
 - Back property has hoop house on back on DEQ notes
 - 2 wells on property (one well goes to house and physically need to find the 2nd one)
 - Buildings on front property may need to come down
 - Hand written document for review to discuss at next meeting
 - Water master states the district has rights to draft in an emergency
- Policies and Procedures Manual - Lexipol
 - Emails were sent out to review the policy and procedure manual
 - Chief Vetter will get a report of who has reviewed them per the request of Board Chairperson Claudia Pratt
- Grants Writer Discussion
 - OSFM will have a SAFER Grant coming out in the near future
 - Currently receiving the FEMA SAFER
 - Waiting to hear back on regional radio grant with Applegate and Jacksonville Fire
 - Grant writer may be a compensated individual(s)
 - Board Secretary Heather Glass is concerned that the department may be missing out on grants
 - Chief Vetter will get more information on possible grant writers
 - Jennifer Vetter recognized that there are possible local grant writers that we could locate first before outsourcing
 - Community Member Allison Cleveland gave input towards grant workshops/grant writing/management to help direct possible avenues
 - Illinois Valley Fire may have grant writer referrals as well

New Business:

- 250 Dreamhill annexation into the Williams Fire District (presented by Board Member Bill Ertel)
 - Currently not paying into any fire district for fire protection
 - Completed form for annexation into district

- A motion to approve the inclusion of 250 Dreamhill Drive into the Williams Rural Fire Protection taxing district was made by Bill Ertel and seconded by Heather Glass. The motion passed unanimously.

Discussion:

The homeowners were afraid that if the home had a fire that it would not have any response. This property is currently unprotected and this was confirmed by the county offices. Are there other properties out there that are inside the district but not covered? Properties must have a structure to be annexed. Board Member Bill Ertel volunteered to take the first step of analyzing the district for unincorporated properties.

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

- SDAO Conference (Update given by Bill Ertel)
 - Board Chairperson Claudia Pratt and Board Member Bill Ertel attended an all-day training session on August 17, 2022
 - Board Member Bill Ertel took notes during the session and presented them to the Board (his notes were reviewed)
 - Both members received a certificate of attendance by email, the Fire District got credit for the topics attended.

Discussion:

General summaries in the minutes would be okay on some issues and other issues the minutes should reflect the conversation of the topic. This will be a topic to inquire about during the SDAO consultation.

- SDAO Consulting Service
 - A Board Training Session was offered to the fire district where a consultant is sent to attend for 90 minutes; free service
 - Good opportunity to view improvement
- A motion to employ the SDAO Consulting Service to conduct a Best Practice Exercise with the Board and Staff was made by Bill Ertel and seconded by Heather Glass. The motion passed unanimously.

Discussion:

Dates proposed are November 8, 2022 and February 14, 2023. The possible understanding is that the SDAO Consulting Service comes to observe/listen at a regularly scheduled board meeting.

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

○ Office Space

- The old Water Council space is vacant. This can be used as an office if needed by the department's Community Relations Officer. The office space does not have wi-fi and the moment.
- Future developments may include office space close to the main offices for bathroom access and wi-fi availability.
- Everyone currently shares offices and space is running short as the District maintains itself and considers future growth
- Board Member Bill Ertel inquired on expected growth of the Fire District personnel.
 - Board Chairperson Claudia Pratt is concerned with being unprepared for future growth whether it comes to fruition or not. Proposes the thoughts of thinking ahead in case growth does happen.

Clerk/Treasurer Report:

Clerk/Treasurer reports for September 13, 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

- A motion to approve the Clerk Treasurer's Report 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

Next regular scheduled board meeting is scheduled for October 11, 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 David Applegate. The motion passed unanimously.

Attachments: Board Meeting Agenda, Previous Board Meeting Minutes, SDAO Information by Board Member Bill Ertel, Clerk/Treasurer's reports for September 13, 2022.

Meeting adjourned at: 20:05pm

Respectfully,

Claudia Pratt, Board Chairperson