

**WILLIAMS RURAL FIRE PROTECTION DISTRICT**  
**Special Board Meeting Minutes**  
**May 11, 2022**

Called to Order at 12:32pm

**Roll Call:**

**Board Members Present**

Position 1 – Heather Glass  
Position 2 – David Applegate  
Position 3 – Claudia Pratt  
Position 4 – Bill Ertel via Phone  
Position 5 – Brian Barton

**Williams Staff Present**

Fire Chief Rick Vetter  
Administrative Assistant – Jennifer Vetter  
Lieutenant Oskar Sundell  
Captain Nicco Holt

**Public Presence:**

Wilma Hyde

**Public Input:**

Wilma Hyde was confused about the \$2,500 discussed during the budget committee meeting for the Chief’s compensation. Wilma said that the line items didn’t change from the current year to the next year of \$45,000. Her question is where is the \$2,500 reflected that he received more.

Jennifer Vetter explained that the \$2,500 is inside the \$45,000. The chief’s compensation is less than the \$45,000 budgeted amount allotted for both years and the \$2,500 did not breach the cap budgeted amount which is why the allotted amount did not increase.

Chairperson: Board Chairperson Claudia Pratt expressed her appreciation for the staff members and their presence at the meeting. She expressed her desire to hear from the staff and volunteers when situations arise.

**Mobile Home:**

The mobile home is currently a month-to-month rental that will become a lease in July.

Captain Holt: What area is rental and what is fire department property? Electricity and power usage – the department may have a minimal effect on the bill, however, it will have an effect.

Board Member Brian Barton: What side of the mobile home is utilized the most?

The back part of the home has been used for training in the recent past. Captain Holt is interested in knowing what the Board has agreed to give the rental and stated that the proposed yard needs a fence.

Lieutenant Sundell: Same concerns. Perhaps give the tenant the length of the home and the area that has the septic and leach lines buried beneath.

Chief Vetter: We do not have a good pathway to train that the trucks can pass near the rental that would not infringe on the tenant. The tenant needs a defined yard space that the department can respect. Cars and kids may have access to the cut-up cars that are on the property.

Board Chairperson tasked Board Member Brian Barton to measure out a potential yard.

Board Chairperson Claudia Pratt stated that Wi-Fi is best obtained from a pole on the property for the rental home. The fire department will pay for the conduit and the tenant will provide the trenching at his own expense and the internet service provider will provide the service line and internet service. Claudia Pratt is currently acting as the property manager.

**Volunteer Stipend:**

The budget has been approved to double (from \$5k to \$10k) the volunteer nominal stipend this coming fiscal year. Also, the Board has voted in the past to pay a volunteer that performs work outside of volunteer work compensation of \$15/hour for work performed around the station. Board Chairperson Claudia Pratt requested that there be a sign-up sheet for a list of projects that need to be completed. A volunteer cannot receive a stipend and compensation for the same project.

**Wildland Truck 8763 (former US Forest Service Engine that was with CalFire):**

Board Secretary Heather Glass noted that in a previous meeting Lieutenant Sundell stated that it would take about \$24k to get the truck ready for federal wildland deployment with \$9,400 to paint it. The board at the time stated that they would budget without the paint being done and hold off on painting until the truck has a 'home'. "Do we really want to have fancy paint on a rig that will go into the wildland?"

Lieutenant Sundell stated that the tractor can be moved and 8763 can fit inside that bay for parking/storage. The paint is peeling off of the hood, cab, and roof. The engine needs lighting and it is preferred to paint before mounting the lighting. For the matter of district pride, all the rigs are red and white. Lieutenant Sundell stated that he would donate his time to helping to prepare the engine for paint. This engine is able to be used for structural attack and wildland attack. This engine does not have to paint it for inside district use, however, it makes sense to paint it before putting the light package on it. Per Lieutenant Sundell, a new paint job will extend the longevity of the truck.

Board Chairperson Claudia Pratt would like to know where the engine would be painted. Lieutenant Sundell stated that there is an area in the shop that the engine can be painted. He believes that the paint can be done with the use of donated time and local help in under \$3,500.

Board Chairperson Claudia Pratt wanted to know if there would be any conflict of interest with hiring David Anderson. Chief Vetter explained that David Anderson has worked for a body shop and has experience. He would charge \$800 to prep the engine for paint, Chief Vetter and Lieutenant Sundell will provide donated labor to the project, and Gil Hayes, a painter, can paint the engine at a cost of \$1,400. The department will rent the compressor and buy the paint.

Chief Vetter stated that he wants the engine to represent the image of the district and to keep from confusion of the US Forest Service engines. He also stated that he feels that the cost will be the best deal for the district.

Lieutenant Sundell stated that federal deployment is a great end-goal. However, all our engines are unable to seat more than 3 personnel aside from this one. This engine is mainly for putting 5 personnel on a scene at once as opposed to only 2-3 firefighters at one time per engine.

Captain Holt stated that our federal fire activity may contain sending this engine out after our fire season ends or if there is a conflagration.

Board Chair Claudia Pratt stated that the painting of 8763 has been talked about since day 1 of purchase.

Board Member Bill Ertel (with Board Secretary Heather Glass agreeing) would like to see the equipment/financial proposal of getting the truck operational and ready for service.

Chief Vetter will contact Days Wireless to get 8763's radio in service.

Board members discussed if costs can still be reduced by the painter. Board Member Brian Barton inquired if all the lights, paint, and emergency equipment for \$8763 can be done for under \$10k. Lieutenant Sundell stated that we have achieved some of the supplies/equipment from the VFA Grant.

Chief Vetter stated that he would get some costs together to present to the Board. Board Secretary Heather Glass stated that if the engine could get what it needs including paint for \$10k that that would be great. Board Member Bill Ertel looks forward to seeing this on paper.

**Selma Fire Inquiry:**

Board Chairperson Claudia Pratt inquired why did our district not get called to help with the fire in Selma as it was not reflected in the newspaper. Chief Vetter clarified that we may not have physically gone to the Selma fire, however, WRFPD was requested to move up to the Grants Pass Hillcrest Station to back fill the resources needed in the city/county.

Captain Holt described how the task force deployment/response to illustrate how the system works. Majority of resource pulls come from stations with 24-hour staffing with back-up apparatuses/personnel. Williams historically is not called for primary or secondary responses.

**Administrative Assistant Payroll for 2021:**

Board Secretary Heather Glass received research from Board Member Bill Ertel about the Administrative Assistant payroll during the year of 2021. That position was supposed to get \$2,112.99 that was not paid at \$14/hour for 28 hours/week. Board Secretary Heather Glass calculated the unpaid wages.

- A motion was made by Heather Glass and seconded by Claudia Pratt to pay back-pay to Deputy Clerk Jennifer Vetter in the amount of \$2,112.99 gross for a raise not received in 2021 as calculated by Board Secretary Heather Glass. The motion passed unanimously with all Ayes.

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

**Motion to Adjourn:**

- A motion to adjourn was made by Heather Glass and seconded by David Applegate at 13:32pm. It was approved unanimously to adjourn.

Attachments: Wildland Truck 8763 Paint, NWCG Standards, portions of minutes from April 4, 2022, Chief's Report of April 4, 2022, portion of minutes from March 7, 2022, Chief's Report from December 6, 2021, portion of minutes from November 1, 2021, portion of minutes from June 7, 2021, and the Chief's Report from June 2021.

Respectfully Submitted:

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Claudia Pratt, Board Chairperson