Williams Rural Fire Protection District

**Regular Board Meeting Minutes**

**July 22, 2019**

Called to Order at 6:39pm

**Roll Call:**

**Board Members Present**

Position 1 – Dennis Crawford,

Position 2 – Sue Nevotti

Position 3 – Todd Rumery (Late)

Position 4 – Bill Ertel

Position 5 – Wes Nevotti

**Williams Staff Present**

Administrative Assistant – Jennifer Vetter

Interim Chief – Lance Lighty

**Public Presence:**

SDAO Representative: Jim Stearns

Candidates for Fire Chief position: Glen Fleur, Eric Dieffenbach, Cody Shipp

**Announcements:**

A long time community member has passed away, Cecil Kline. Memorial Service will be held at 11am at the Williams Community Church on Saturday July 27, 2019.

**Public Input:**

 None

**Approval to accept Board Meeting Agenda:**

Board Meeting Agenda of July 22, 2019 was reviewed. The board meeting agenda was accepted as presented.

**Approval to accept Board Meeting Minutes:**

Board Meeting minutes of June 24, 2019, Budget Meeting minutes of June 24, 2019, and the Executive Board Meeting minutes of June 24, 2019 were reviewed. A motion to accept the Budget Meeting minutes was made by Dennis Crawford and a second by Wes Nevotti. A motion to accept the Regular Board Meeting minutes was made by Wes Nevotti and a second by Dennis Crawford. A motion was made to accept the Executive Meeting minutes by Dennis Crawford and a second by Sue Nevotti. Each motion passed unanimously. All the Budget, Board, and Executive minutes stand as presented and were signed by the Chair, Bill Ertel.

**Speaker: Jim Stearns of SDAO – Contract through SDAO for the Candidate Process**

 Total of 4 candidates, one dropped out. Interviews will start at 9am on July 23, 2019 with evaluators arriving at 8:30am. Two panels of evaluators consisting of the board, fire department personnel, community, and local area fire chiefs. After lunch a couple board members will discuss the candidates and a board interview will take place for each candidate: 1:30, 2:30, and 3:30pm.

**Clerk/Treasurer Report:**

The LB 30 was updated after the accountant had reviewed the previous years’ numbers and found the entries to be incorrect for the last three years. Significant changes were made in the operating contingency from $115k to $64k and all the historical data had to be updated and corrected.

Clerk/Treasurer reports for July 22, 2019 were reviewed by the board members. Interim Chief Lighty and Jennifer answered questions about revenue and expenses for the previous month’s expenses. Each line item was reviewed in each financial report. Discussions included spending on district credit cards, payroll, payroll taxes, regular monthly bills, authorization of payment for training of volunteer recruitment and fingerprinting fees, and the addition of light and siren package to the 2017 Dodge Durango. Each of the reports reviewed included:

* The Chief’s credit card ending in 8161
* The Admin’s credit card ending in 7759
* The Umpqua Bank Account
* Profit and Loss Statements
* LGIP Account
* A motion to accept and approve the Clerk/Treasurer reports for July 22, 2019 and a deposit/transfer into the operating account of $50k was made by Dennis Crawford and seconded by Sue Nevotti. The motion passed unanimously.

**Fire Chief’s Report:**

* **Number of calls since last meeting**
	+ 9 calls total
		- 2 mva’s and 6 medical
		- 1 Structure Fire: Two engines and a tender from our department with mutual aid from Applegate
* **Personnel/Recruitment**
	+ Rick and Oskar are summer hires as duty officers and shift captains
		- 2 shifts that each will manage
		- Doors are open every day
		- Community response is good
		- Board is pleased with Oskar and Rick
	+ Response times are good
	+ Made every call that was in our district
	+ Drills are going well
	+ Holding trainings every Monday or when available
* **Dispatch**
	+ Rates were adjusted due to call volume last year, we received a credit
* **Station**
	+ Rick and Oskar are working on station projects
* **Old Station**
	+ Needs roof repair and some siding work – could use painting, possibly to be done by Rick and Oskar
* **Property**
	+ Rich Cassidy was supposed to make this meeting and was unable due to prior obligation
* **Meetings**
	+ Not addressed
* **Safety Committee**
	+ Not addressed
* **Grants**
	+ SAFER grant has been submitted
		- Waiting to hear back
* **Fire Reporting**
	+ Up to date
* **Training**
	+ Addressed under Personnel/Recruitment
* **Community Outreach**
	+ Fire Danger is the concern of the community
	+ Field calls daily on complaints
* **Apparatus/Vehicles/Equipment**
	+ Rigs will need oil changes, air filter changes, and fix the brake lock up on the tender
	+ 8701 has a leak in the packing
	+ Pump in creek is leaking and will look into a bid to refurbish
* **Chief Hiring Process**
	+ Addressed by Jim Stearns
* **Recruiting and Retention**
	+ No information at this time
* A motion to accept the Chief’s report for July 22, 2019 was made by Wes Nevotti and seconded by Dennis Crawford. The motion passed unanimously.

**Other Reports: Chair, Support Group, Other**

* **Chair**
	+ Nothing at this time
* **Support Group**
	+ Would like to be of more help to the department.
	+ Willing to be trained in traffic control and will be available for needed placement on calls to support the fire department.
* **Policies and Procedures Manuals**
	+ Would be beneficial for Board to review once per month
* **Board Member Compensation –** Tabled
* **Back Stairs**
	+ Look into fixing closer to fall
* **Operational Phone Lines**
	+ 541-846-7644 is being forwarded to Lance’s cell.
	+ All phone lines are working
* **Fire Department Bell**
	+ Last place it was seen was in the bay (per previous chief)
* **Firemen Awards**
	+ Given to the firemen
* **Building Security**
	+ Secure

**New Business:**

* **Building**
	+ HVAC System is down
* **Board Elections**
	+ Effective September 1st, 2019
		- Bill to step down as Chair
		- Wes was nominated by Bill
		- Bill was nominated as Vice Chair
* A motion to nominate Wes Nevotti as the new Chair was made by Dennis Crawford and seconded by Sue Nevotti. The motion passed unanimously.
* A motion to nominate Bill Ertel as the new Vice Chair was made by Dennis Crawford and seconded by Sue Nevotti. To motion passed unanimously.
* **Basic 40 Class – Tabled**
* **Board Training**
	+ Discussion of attending the next seminar held by the SDAO
* **Tractor Swap**
	+ Discussion to trade the current tractor for a smaller tractor

**Close Regular Board Meeting for Executive Meeting**

**Regular Board Meeting closed at 7:51pm for Executive Meeting**

\*\*\*\*\*\*\*\*\*\*EXECUTIVE MEETING IN SESSION\*\*\*\*\*\*\*\*\*\*

**Announcement of Next Regular Board Meeting:**

Monday, August 26, 2019 at 6:30pm

Attachments: Board Meeting Agenda, the Chief’s and Clerk/Treasurer’s reports for July 22, 2019, and Minutes of the previous Board Meetings.

Respectfully Submitted:

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Bill Ertel, Chairman