

# **WILLIAMS RURAL FIRE PROTECTION DISTRICT**

## **Budget Committee Meeting Minutes**

**May 19<sup>th</sup>, 2021**

Called to Order at 4:04pm

### **Roll Call:**

#### **Board Members Present**

Position 1 – Claudia Pratt  
Position 2 – Sue Nevotti (Absent)  
Position 3 – Todd Rumery (Absent)  
Position 4 – Bill Ertel  
Position 5 – Wes Nevotti

#### **Williams Staff Present**

Administrative Assistant – Jennifer Vetter  
Chief Rick Vetter  
Captain Nicco Holt

Lieutenant Oskar Sundell  
Volunteer Firefighter – Jon Scaroni

#### **Budget Committee Members Present**

Position 1 – John Kester  
Position 2 – Dorothy Butz  
Position 3 – Rebekah Hinson (Absent)  
Position 4 – Mike Connor  
Position 5 – Lyndsey Hayes

### **Public Presence:**

Greg Hyde – Community Member

### **Nomination of Budget Committee Chair:**

A motion to make Wes Nevotti the Budget Committee Chairperson was made by Bill Ertel and seconded by John Kester

### **Nomination of Budget Committee Vice Chair:**

A motion to make Mike Connor the Budget Committee Vice Chairperson was made by Wes Nevotti and seconded by Bill Ertel

### **Presentation of Budget Message:**

Chief Rick Vetter presented his budget letter to the community and Budget Committee. The Budget Message followed after which explains the breakdown of each of the line items on each of the LB-Sheets. The proposed budget includes personnel service items that break down each item of payroll, the inclusion of employee benefits, payroll taxes, material and service items, and the Capital Projects and Capital Outlay items. Discussions were held on the use of the SAFER Grant and how it ties into the proposed budget for the 2021-2022 district expenses.

**Discussions:**

Each line item was gone through discussed and their proposed budgeted pay for the upcoming fiscal year. The SAFER Grant currently reimburses in the position of training and recruitment, duty officer, and grant management.

\*SAFER Grant funds are not included in the budget as it is a pass-through item\*

Cash on hand was discussed to consider a grant received today for \$21,201 which is not reflected in the current budget proposal. The old fire station building was discussed in regards to if enough funds were set aside to address the roof, provide needed restoration efforts, and improvements for that building. The outcome was that besides the monies that were set aside for building improvements in capital outlay, that there were other monies available through the Williams Fire Department Support Group and grants plus any unused funds in capital outlay that can contribute to such costs as needed as long as it does not exceed the LB-30 requirements summary.

Legal and Accounting (line 13 of LB-31) was proposed at \$5700 and will be raised to \$6000 in light of the new invoice from the accountant received after the preparation of the budget documents.

Legal Matters, such as retainers and legal advice/action that is not in our budget is available in the contingency line.

Consulting Fees (line 14 of LB-31) will be raised from \$500 to \$1000. The total Materials and Services summary will be increased by \$800. To accommodate the changes, the contingency line will be reduced by \$800 to set the new contingency amount for the budget at \$79,600. This will allow the budget to keep the same bottom line with these adjustments.

Budgeted areas of Materials and Services that showed an increase from the previous year include Apparatus Maintenance, Dues & Fees, Elections, EMS Supplies, Fire Equipment/Supplies, Legal and Accounting, Consulting Fees, Miscellaneous, Office Supplies, Personal Protective Equipment, Small Equipment Maintenance, Uniforms, and Utilities. This is due to the increase of personnel, greater call volume, apparatus needs, and for overall better district performance.

- A motion to approve the 2021-2022 budget as presented with the noted increased changes to Lines 13 and 14 on page 1 of the LB-31 and the noted decrease in contingency was made by John Kester and seconded by Bill Ertel. The motion passed unanimously with all ayes from each present member of the Budget Committee and the Board of Directors.

**Motion to Adjourn:**

- A motion to adjourn was made by John Kester and seconded by Claudia Pratt at 5:56pm.

Attachments: Budget Committee Meeting Agenda, Chief's Budget Letter and Budget Message, Budget Sheets.

Respectfully Submitted:

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Wes Nevotti, Chairman