Williams Rural Fire Protection District

**Regular Board Meeting Minutes**

**January 21, 2019**

Called to Order at 6:35pm

**Roll Call:**

**Board Members Present**

Position 1 – Dennis Crawford,

Position 2 – Sue Nevotti

Position 3 – Todd Rumery (arrived 6:55pm)

Position 4 – Bill Ertel

Position 5 – Wes Nevotti

**Williams Staff Present**

Interim Chief: Lance Lighty

Administrative Assistant – Jennifer Vetter

**Announcements:**

None

**Public Input:**

None

**Approval to accept Board Meeting Minutes:**

Board Meeting Minutes of November 28, 2018, December 26, 2018, and December 31, 2018 were reviewed. Verification to employ Interim Chief Lance Lighty at $36 per hour and Administrative Assistant Jennifer Vetter at $500 per month were verified by both Lance and Jennifer and agreed to buy both Lance and Jennifer while the previous board minutes were being reviewed by all board members. Bill, the Board Chair, signed all minutes and made a statement as the minutes stand as presented.

**Clerk/Treasurer Report:**

Clerk/Treasurer reports for January 21, 2019 were reviewed by the board members. Jennifer answered questions about revenue and expenses for the previous months expenses. Each line item was reviewed in each financial report. Each of the reports reviewed included:

* The chief’s credit card ending in 8161
* The Assistant Chief’s credit card ending in 7759
  + The shelf units that were purchased by TaiLese were considered to be returned as the fire department does not need them.
  + QuickBooks payroll fee of $650 was called into question and was already switched that day by Jennifer from the $650 per year and reduced to $450 with a $2 per month fee per employee paid for that month.
  + Website payment of $15.99 was called into question and asked to be reviewed

A review of what the website costs was discussed. Currently the fire department has a free subscription that can be upgraded to infinite page amounts with a cost of $8.99 per month for the website. This is to be subscribed to as we can keep all the pages active.

* + The firefighter awards in the amount of $210.06 were discussed and the awards are scheduled to be shipped to TaiLese’s home. Bill or Lance will call TaiLese and discuss getting those award items from her.

In discussion of the checks written for the years of service for the volunteer firemen, Bill proposed that the volunteers come to the next board meeting and we take pictures of the firemen with their awards, make a certificate with the amount of years and months each has been with the department and post them on the website. Bill proposed perhaps the district can recognize the volunteers for their service by placing an article in the Courier.

* + Bill suggested giving Interim Chief Lance Lighty the credit card ending in 8161
  + Bill suggested giving the Administrative Assistant Jennifer Vetter the credit card ending in \*7759
  + Eventually these cards are to be replaced with new cards and the current recurring transactions that are applied to these cards are to be redirected to new cards once new cards are established.
* The Umpqua Bank checking account was reviewed. December and January transactions were reviewed up to January 21, 2019.
  + Reviewed were the amounts paid to each member of the department. The volunteer firemen (John Kester, Richard Rodgers, and Richard Vetter) were paid a nominal amount that is paid every quarter, a length of service amount that is paid at the end of every year, and a year end bonus. Mike and TaiLese also received payroll for the month of December.
  + Payroll liabilities were processed and paid via check and electronic transfer during the middle of the month of December and the year end was paid in January. The Oregon State Transit Tax was discussed as two payments were made to this liability – one to catch up a payment that was not made for third quarter and the second payment was the fourth quarter payment.
  + Umpqua checking account discussion items
    - Century Link and Frontier are currently being paid for the special circuit lines – dispatch lines
    - Dispatch (991 Center) is paid monthly in the amount of $449.42
    - Oregon Hazardous waste fee was discussed and will be researched.
    - Verizon Wireless amount 160.04 was discussed and will eventually be discontinued once a better solution is found to compensate for this service
    - Propane and fuel tanks were filled as they were low. They are typically filled once per year.
      * The propane tank heats the building with the exception of the offices and the conference room which are heated by a small heat pump, the fuel is for the apparatuses and department vehicles
    - Internet was discussed as the department is currently using Outreach, if this expense is absorbed by Frontier, the Frontier bill has minimal change and the Outreach bill is eliminated. Hunter Communications
    - Pacific Power bill of $227.97, used for heat and lights.
    - ARCO was paid $28504.89.
    - Payment to exterminator bi-monthly service for black widows – this will be reviewed by Lance, Wes, or Bill to see if we need them as often as every two months or if this can be adjusted.
    - Outreach $29.99 (may be eliminated)
    - Rogue Valley
    - Verizon Wireless of $160.04 – Data modules inside of the service vehicles. This may be dismissed if found unnecessary.
    - Reimbursement to John Kester for $7.56 for the purchase of a GFI outlet
* Salary Payments – Mike and TaiLese were being paid in advance. Bill proposed that payroll runs at the end of the month instead of the beginning for work already performed instead of being prepaid for work to be performed. A motion was made to revise the payment of employees to make the ending period for the month completed. A motion to accept this was made by Todd Rumery and seconded by Dennis Crawford. The motion passed unanimously.
* Bill proposed that Jennifer’s January 1st payroll salary be allocated to December. A motion was made to pay $500 for the month of December 2018. A motion was made by Dennis Crawford and seconded by Sue Nevotti. The motion passed unanimously.
* A motion was made both Lance Lighty and Jennifer Vetter are to be paid for the month completed starting with the month of January 2019. Todd Rumery made the motion and seconded by Dennis Crawford. The motion passed unanimously.
* **Profit and Loss Statements**
  + There may be money to move forward with the mobile home placement that can be taken from sub-heading ‘OTHER’ under CAPITAL PROJECTS FUND per a discussion between Lance and Bill.
  + RV Pads may be an option for the placement of summer interns
  + Dues and Fees: Pacific Consulting and Investigating, Oregon Government Ethics Commission, Special District Association of Oregon, CLIA Laboratory Program, Richard Brewster, CPA. Lance to look into the CLIA Laboratory Program.
  + Training – overbudgeted – spent $3,997 with a budget of $3,000.
  + Legal Audit – allocate the legal audit amounts to this line item
* Bill suggested that Lance and Jennifer meet the CPA in the near future
* A motion to accept the Clerk/Treasurer reports for January 21, 2019 was made by Dennis Crawford and seconded by Todd Rumery. The motion passed unanimously.

**Fire Chief’s Report:**

* **Number of calls in 2019** 
  + as of January 21st: 13 alarms, 10 medical, 1 fire alarm, 2 MVA.
* **Number of calls in 2018**
  + 150 alarms, 88 medical, 9 public assists, and 36 fire calls (power lines down, structure fires, fire alarms, etc).
* **Personnel/Recruitment**
  + Working in getting a banner to go out front of the fire station, housing for new recruits
  + Currently have two volunteers (John Kester and Richard Vetter)
  + John Kester gave a resignation dated for July 1, 2019
  + Training every Monday. Recently did blood pathogen training and safety
* **Apparatus/Equipment**
  + Need to plan pump testing, hose testing, ladder testing, routine oil changes and maintenance program.
  + Compressor leak on water tender
  + Moved vehicle order in bay to structural fire engine to the front
  + Moved brush rig to the other building
  + Support vehicle is past its life expectancy. Perhaps replace support vehicle with a trailer. Support group to be involved in the decision making process with the support vehicle and solution.
* **Dispatch**
  + Fire reporting was not done accurately for the last 4 years. Lance will start going through and bringing the department up to date on reporting. This will help with grant writing.
  + Lance will get access to the CAD system through VPN
  + Implemented Active 911 system, an app that send the call to devices with routing. Free for 120 days the $14 per device per year. This may take the place of the data in the vehicles. Allows for everyone to see response on each call and the location on map.
  + Radio maintenance company scheduled to review our radio system. Options of phone lines, internet based through fiber optics, and repeaters on mountain tops. Will check to see if we have access to our own repeater.
* **Station**
  + Met with ARCO and the architect and developed a punch list
  + Found contractor tools and look into returning those items if the invoices are found or possibly selling them
* **Old Station**
  + Cleaning and reviewing what is historical and needs to be saved and what can be disposed of.
  + The Water Shed Counsel – are they still using the upper portion of the old building? They can use the conference room for their business. Todd Rumery will ask who he knows on the counsel to find out their status of use of the other building.
* **Computer equipment**
  + Mac computer and tough books will not be used by Lance and Jennifer. They are surplus at this time.
* **Property**
  + Lance purchased a leaf blower and saw and cleaned up brush around property
  + Tractor exercises were performed
  + Stump out front that is a hazard that currently has a cone next to it
  + ADA access to new building is temporary. This needs to be completed as this is not to code.
  + Lance is working on a bid for setting up the manufactured home. A final place for the manufactured home needs to be decided.
* **Meetings**
  + Met via phone with ISO Dave Hyland. Have a scheduled meeting first week of February
  + Department rating is at ISO 7. If the department can get to a 6 it may save the tax payers
  + Met with Chief McLaughlin (Applegate Valley Fire) and willing to provide mutual aid on structural fires
  + Met with Chief Johnson (DPSST)
  + Met resident Deputy Simon at the Legion Hall meeting
  + Dept of Public Safety Training Standards – Lance is now authorized to sign the training standards for the department. Working on getting certified to have in-house training and possibly our own academy.
* **Safety Committee**
  + Re-instated the safety committee and had the first meeting January 21st with the Vice Chair being Wes Nevotti, Richard Vetter as the chair. Meets once per month. Need one board member to participate.
* **Grants**
  + Lance is looking into grant options for the district (training, air packs, equipment)
* **Safety**
  + Mako compressor needs inspection and is two years out of compliance. Cascade fire will be scheduled for maintenance and air quality testing. Applegate Fire will allow us to use their compressor in the meantime.
  + Air packs will need to be replaced soon
* **EMR Class**
  + Applegate Fire is holding an EMR class in April. The class is going to be over 3-4 weekends. Once attended, new volunteer can respond right away
  + Lance has a volunteer prospect (Gill Hanes) that he will be following up on
* **Miscellaneous**
  + Policy book will need updated
  + SDA has incentives that the department can take advantage of
* A motion to accept the Chief’s report for January 21, 2019 was made by Wes Nevotti and seconded by Dennis Crawford. The motion passed unanimously.

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

* **Support Group** – Brian with the antique shop has shown interest in the old fire engine and the support group may be interested in selling it to Brian as long as it stays in the district
* **Building Remodel** – Covered earlier in meeting
* **Painting Project** – Unless there are any objections after review of the formal contract, the motion to move forward with Custom Quality Contracting to paint the outside of the building will take place
* **Outside Projects**: **Storage house, parking lot, back stairs**
  + Lance will work on mobile home. Anything over $15,000 will need bids
  + Sign design: Lance working on quote – concerned with the colors blending in with the new paint background and will have designer try different color design to help sign stand out
* **Recruitment and Retention *–*** Discussed in Chief’s report.
  + Lance mentioned “Have Coffee with the Chief” as an event
  + Bill has a prospect he would like to approach
  + Once per quarter possible recruiter meeting
* **Policies and Procedures Manuals –** Tabled
* **Board Member Compensation –** Tabled
* **911 Alert Notification -** Covered earlier in meeting
* **Operational Phone Lines** 
  + 541-846-7644 is being forwarded to Lance’s cell. He received about 2 calls per day.
  + Looking into possibly getting the phones lines with voice mails over VOIP as there are no phone jacks in the offices
  + Lance will look over the attempted contacts from the public made through the website back from 2016 to present that may not have been answered and attempt to make contact with those people
  + Lance to look into a ‘door bell’ for the side door

**New Business:**

* **Department Credit Cards *–*** Look into replacing the existing credit cards with new cards
* **CPA Office Courtesy Call** – Set up a meeting with the CPA so that Lance and Jennifer can meet the CPA (let Bill know if anyone else wants to attend)
* **Material Services** – Call for approval before spending on department cards

**Close Board Meeting for Executive Session per ORS 192. 660(2)(b)**

**Board meeting closed at 8:40pm for Executive Session**

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

**Reconvene Board Meeting**

**Regular Board Meeting Reconvened at 8:45pm**

**Announcement of Next Regular Board Meeting:**

Change regular board meetings from the 4th Wednesday night to the 4th Monday night at 6:30pm

* A motion to accept moving the regular board meetings to the 4th Monday of the month was made by Dennis Crawford and seconded by Sue Nevotti. The motion did not pass unanimously. (4 yays, 1 no)

**Motion to Adjourn:**

Motion to adjourn by Dennis Crawford and seconded by Sue Nevotti. The Regular Board Meeting adjourned at 8:49pm.

Attachments: Board Meeting Agenda, the Chief’s and Clerk/Treasurer’s reports for January 21, 2019, and Minutes of the Board Meeting.

Respectfully Submitted:

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Bill Ertel, Chairman