

WILLIAMS RURAL FIRE PROTECTION DISTRICT

Regular Board Meeting Minutes

March 1, 2021

Called to Order at 8:42am

Roll Call:

Board Members Present

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

Williams Staff Present

Administrative Assistant – Jennifer Vetter
Chief – Rick Vetter

Public Presence:

Jim Foss - Resident

Announcements:

Chair Wes Nevotti reminds current board members of filing deadline for the upcoming special elections in May 2021. There are 3 full terms and one half term available for the running.

Agenda Review:

The agenda for March 1, 2021 was reviewed.

- A motion to approve the agenda for March 1, 2021 as presented was made by Bill Ertel and seconded by Todd Rumery. The motion passed unanimously.

Public Input:

Jim Foss presented a Bargain and Sale Deed that needed signing and notarization. That was agreed to take place after the meeting.

Approval to Accept Board Meeting Minutes:

The Regular Board Meeting minutes of January 25, 2021 were reviewed.

- A motion to approve the Regular Board Meeting Minutes of January 25, 2021 was made by Bill Ertel and seconded by Sue Nevotti.

Fire Chief's Report:

- **Number of calls**
 - Previously on a limited response due to COVID, however, Chief Vetter has asked those restrictions to be lifted in order to respond to those in an emergency while awaiting advanced life support to arrive.
 - 11 calls total
 - 4 Medical calls requiring transport
 - 3 Lift Assist
 - 2 Public Assist
 - 1 Smoke investigations/Open burn illegal material
 - 1 Motor vehicle accidents

- **Personnel/Recruitment**
 - Volunteers are engaging in different classes for advancing in skill levels
 - Volunteers Heather Sundell, Jason Stevens, and Jon Scaroni are going through the EMR
 - Volunteers Amy Carlock and Jennifer Vetter along with the Chief are in the EMT
 - Volunteer Jennifer Vetter is in the engineering program for structural firefighting apparatus operations
 - Captain Nicco Holt and Volunteer Jennifer Vetter are working toward certification as CPR Instructors
 - We can look to providing CPR classes to the community
 - 3 volunteers are enrolled in the academy (Jesse Johnstone, K.C. Welch, Brook Welch)
 - Everything at this point is online
 - April the recruits will do hands on classes
 - 2 New volunteers applications pending and awaiting backgrounds
 - 1 new cadet application

- **Training**
 - Vice President Bill Ertel recommends each member to take the modules that Captain Nicco Holt offers from the SDAO for training
 - Trainings focused on medical skills and extrication
 - Trainings are twice per week
 - Tuesday mornings and Wednesday afternoons
 - Morning calisthenics have been added on Monday and Thursday mornings.
 - Captain Holt has been working on several grant opportunities and Deputy Clerk Jennifer Vetter has helped in supplying needed information to submit the grants
 - Matching dollars to improve equipment and training ops
 - In-house grant writing is a benefit

- **Operations**
 - Lieutenant Sundell running the trucks and has utilized:
 - Volunteers Jon Scaroni and Jason Stevens have helped Lt. Sundell put together preventative maintenance logs (PMS) Logs on department vehicles
 - Discussion was had on making provisions in the budget for independent work outside of volunteerism for the department

- **Meetings**
 - SDAO Meeting
 - Coffee with the Chief with Sheriff Deputy
 - Williams Mitigation Project for Defensible Space and Fuel Reduction
 - Now is the time to start property cleaning
 - County Commissioner Dan DeYoung attended and praised fire district
 - Josephine County Ops Meeting
 - Fire Issues and suppression
 - State COVID-19 requirements
 - Looking to address in a future meeting speeding in controlled zones
 - Looking to get a screen for power point presentations during meetings

- **Property/Station/Equipment**
 - Water system:
 - Runs hydrant system
 - Pump is Korean War vintage
 - Will need new pump and modifications installed
 - Three Rivers School District has been interested in being part of the water system
 - School district was on the water system that was decommissioned in summer of 2020.
 - School district wants to re-attach to the system after finding their own water supply could not accommodate their usage for irrigation
 - School district used to reimburse for water supply but is not currently providing a reimbursement for maintenance or water usage.
 - Need to look at modernization cost and agreements so department is not responsible for all the costs that Three Rivers wishes to benefit from
 - Apparatus
 - 8761 and 8711
 - Proper lighting systems, radios, and lighting are needed
 - Utility Pick-Up

- Can be outfitted with a slip-in pump system for wildland suppression and for dual purpose use
 - Received 15 SCBA air packs along with 24 bottles from Rogue River Fire and Cascade Fire Equipment
 - Sent packs to Cascade Fire Equipment for servicing and required maintenance
 - Thank YOU Rogue River Fire District and Cascade Fire Equipment for helping us to get newer air packs as our current air packs are past our 10-year life-time
 - Replaced our 20 minutes packs with 40 minute packs
- A motion to approve the Chief's Report as presented was made by Bill Ertel and seconded by Todd Rumery. The motion passed unanimously.

Other Reports:

- **Chair**
 - Nothing to report
- **Support Group**
 - Meeting dates have changed to every two months
- **Safety Committee**
 - COVID Guidelines
 - Disinfecting guidelines

Unfinished Business:

- **Chief's Evaluation by the Board**
 - Chief Vetter was given a copy of the Chief's evaluation by Chair Wes Nevotti and Vice Chair Bill Ertel
 - Chief Vetter is asked to give feedback after looking over the review
 - Special session to be held to discuss the evaluation in next few weeks or next board meeting
 - Chief's base salary is currently less than some of the staff's hourly wages
- **JoCo Library interested in buying District property**
 - Does not have good access
 - The District just set a mobile home on that land
 - Library has been getting complaints of people parking overnight
 - May create larger problem
 - Board discussions are not in favor
- **Mobile Home Usage Status – Projected Plan**
 - Currently utilizing the showers for volunteers after fires
 - Per P & P Chapter 8 Contamination Procedures
 - Original purpose

- Staffing
 - Live-in resident
 - Looking at painting the inside
- **Compensation Packages**
 - Employees are currently 'At Will' and do not have employment packages
 - Vice Chair Bill Ertel would like to have a work session to discuss this
- **Update Policies and Procedures Manual (Presented by Board Member Claudia Pratt)**
 - Chapter 2: Board of Directors
 - Read page 2-3 aloud (Code of Conduct)
 - Members to review the chapter and reconvene next meeting to approve the updates to Chapter 2
 - Inclusion of 'Stand-In'/'Stand-by' Officer in case of an emergency or meeting is missing board officers to run a meeting
 - Duties of elected positions to be clarified (i.e. secretary, treasurer)

New Business:

- **PA System and Mic for meetings in the apparatus bay**
 - Meetings in the bay are difficult to hear
 - Presentation Board/Screen
 - Hand mic (2 mics, one for operator and one for audience)

Clerk/Treasurer Report:

Clerk/Treasurer reports for March 1, 2021 were reviewed by the board members. Deputy Clerk Jennifer Vetter 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, regular monthly bills, employee benefits package, station maintenance/repairs items, donations, grants, and the interest in supporting local businesses.

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

Announcement of Next Regular Board Meeting:

Monday, April 5, 2021 at 8:30am

Motion to Adjourn:

- A motion was not made to adjourn, however, the meeting ended at 12:30pm.

Attachments: Board Meeting Agendas, the Chief's and Clerk/Treasurer's reports for March 1, 2021, and Minutes of the previous Board Meeting.

Respectfully Submitted:

Wes Nevotti, Chairman