Williams Rural Fire Protection District

**Regular Board Meeting Minutes**

**March 25, 2019**

Called to Order at 6:43pm

**Roll Call:**

**Board Members Present**

Position 1 – Dennis Crawford,

Position 2 – Sue Nevotti

Position 3 – Absent

Position 4 – Bill Ertel

Position 5 – Absent

**Williams Staff Present**

Administrative Assistant – Jennifer Vetter

Interim Chief – Lance Lighty

Firefighter One Trainee - Oscar

**Announcements:**

None

**Public Input:**

None

**Approval to accept Board Meeting Agenda:**

Board Meeting Agenda of March 25, 2019 was reviewed. A motion to accept the board minutes was made by Dennis Crawford and a second by Sue Nevotti.

**Approval to accept Board Meeting Minutes:**

Board Meeting Minutes of February 25, 2019 were reviewed. A motion to accept the board minutes was made by Dennis Crawford and a second by Sue Nevotti. All minutes stand as presented and were signed by the Chair, Bill Ertel.

**Clerk/Treasurer Report:**

Clerk/Treasurer reports for March 25, 2019 were reviewed by the board members. Jennifer answered questions about revenue and expenses for the previous month’s expenses. Each line item was reviewed in each financial report. Discussions included payroll, payroll taxes, regular monthly bills, authorization of payment for the painting of the exterior of the building, and the purchases of signs for volunteer recruitment. 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 move funds from the LGIP account to the operational account was made by Dennis Crawford and seconded by Sue Nevotti.
* A motion to accept the Clerk/Treasurer reports for March 25, 2019 was made by Dennis Crawford and seconded by Wes Nevotti. The motion passed unanimously.

**Fire Chief’s Report:**

* **Number of calls in 2019** 
  + For the year through the month of March 25, 2019: 49 calls for service
  + March 1-25, 2019
    - 5 medical calls
    - 1 traffic accident (fatality)
    - 1 car fire
* **Personnel/Recruitment**
  + 4 week’s into our new recruit’s (Oscar) Firefighter Academy training
  + Have 10-15 applicants for EMR classes
    - 84 hour class runs from April 4-May 4, 2019 offered by Pacific Northwest Medical Training Services
  + Peer Support/employee assistance program
    - To help support personnel and volunteers during difficult experiences
* **Dispatch**
  + Dispatch billing procedures $7.46 per daily tone test, $18.30 for 911 call dispatch
* **Station**
  + ARCO has finished the punch list.
    - 3 outstanding bills which were paid for countertops, county permit, and supplies to do the punch list
  + Painting has been completed and final payment issued
  + New sign to be placed March 28, 2019
* **Old Station**
  + Would like to have a work party to clean the old station
    - Invite help and to make the station fire-wise
  + Would still like to follow up with the Water Commission
  + What is the future of the old building?
    - Roof leaks
    - Possible capital project?
* **Property**
  + Have bids for most of the manufactured home’s set up. Waiting for 2nd bid to come
  + Need to finish ADA access. Will work on bids for this.
    - Called 5 concrete contractors and received one response so far
  + Need to trim trees and mow field prior to fire season. Will need to purchase a brush hog for tractor
* **Meetings**
  + Meeting with ISO April 16, 2019
  + Met with Chief McLaughlin, standing monthly meeting
  + Meeting with Dave Matthews from AMR
  + Have an email into Dr. Wustle, our physician advisor
  + Rogue Valley fire defense board meeting
  + Met with CPA
  + Coffee with the Chief (April 8, 2019 at 6:30pm)
    - Had 15-20 people in attendance
* **Safety Committee**
  + Extinguisher, SCBA flow test is done
  + Mako Compressor has been serviced, waiting for lab results to put back in service
  + Fuel cabinet
* **Grants**
  + SAFER grant has been submitted.
    - Lance and Jenny worked together to write the narratives and to submit the grant
    - Request for $387,000 – includes part-time position, $1200 per month for 3 students plus books, Duty Officer pay, books, academy costs, health care, grant administrator, and program manager pay.
  + Josephine County Foundation Grant up to $25k.
    - May be able to use to upgrade the radio system, we have to match up to $2500.
  + AFG coming up soon
    - SCBA: June 2020 bottles expire; will need 15 packs
  + ODF grant – 50/50 match
  + SDAO summer intern grant
  + Fire house sub grant
* **Fire Reporting**
  + Up to date
* **Safety**
  + Hydrostatic date is 2020 as the latest we can use the bottles.
  + Will look at AFG Grant for replacement
* **Training**
  + **Training Record Program** 
    - TargetSolutions: Loading data into system
* **Community Outreach**
  + Gave out 3 address markers
  + John and Lance inspected some properties for access
  + Herb Pharm tour
  + Looked at two driveways for access issues
* **Apparatus/Vehicles/Equipment**
  + Looking at 3 different packages to choose from for lights on Durango
    - Less than $10k
  + Looking into the sale of the tough books
    - Illinois Valley interested in purchasing
    - Checking into costs and what WRFPD paid
    - Jenny to cancel Verizon service for these
  + Budget to replace 1986 brush engine with a used ODF unit
* A motion to accept the Chief’s report for March 25, 2019 was made by Dennis Crawford and seconded by Sue Nevotti. The motion passed unanimously.

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

* **Building Remodel** – Covered earlier in meeting
* **Painting Project** – Signed deposit check in the amount of $7100 to conclude work
* **Outside Projects**: **Storage house, parking lot, back stairs**
  + Lance to email Bill list for planning department
  + Back Stairs – may have Custom Quality Contracting to work on rebuilding the stairs
  + $35,000 bid for manufactured home set-up to include:
    - Runners, set up trailer, excavation, deck, and stairs
    - Not including septic – may need replacing
    - Not including permit costs
    - Board would like to meet with the bidding contractor
* **Recruitment and Retention *–*** Discussed in Chief’s report.
  + Coffee and Donuts event – Monday April 8, 2019 6:30pm
    - Deputy Simons will be in attendance
    - This will be placed on Jo’s List and Facebook
* **Policies and Procedures Manuals –** Tabled
* **Board Member Compensation –** Tabled
* **911 Alert Notification -** 120 days free - $9/person annually
* **Operational Phone Lines** 
  + 541-846-7644 is being forwarded to Lance’s cell.
  + Second phone line needs to ring in the building
  + Looking into possibly getting the phones lines installed as there are no phone jacks in the offices
* **Fire Department Bell**
  + Bill to call the Webb Family
* **Firemen Awards**
  + Looking for opportunities to recognize the volunteers
  + An email will be sent in regards to December orders of awards to TaiLese
    - TaiLese emailed and said she gave them to Mike to bring to the station
    - Still not received
* **Building Security**
  + Change door codes and may need to use the Key Man
  + Check to see if we can retrieve record of who and when someone enters
  + Possible cameras for building safety

**New Business:**

* **Building Security**
  + 2019-2020 Budget Planning
    - April work session
    - May – Meet with Budget Committee
    - Needs to be completed by June Meeting
* **Permanent Long-Term Chief Position**
  + Looking at various set-ups that will work for the department
    - Possible retired chief, possible 4 captains
    - Grants may be able to create flexibility
  + Possible adjustment of policies regarding where a chief can live in reference to the department headquarters
  + Build a budget around a concept
* **Board II Member Election**
  + Dennis Crawford re-elected
  + Sue Nevotti re-elected
* **Community Burn Class and Basic 40 Class (Tabled until more information is available)**
  + Lodging expenses
  + Permitting Help
  + Class location – Possible use of the conference room
  + Safety equipment
* **Invitation to fundraising Film Festival for K.S. Wild**
  + Saturday, March 30th 7pm-9pm

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

**Board Meeting closed at 8:29pm for Executive Session**

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

**Reconvene Special Board Meeting**

**Special Board Meeting Reconvened at 9:06pm**

**Announcement of Next Regular Board Meeting:**

Monday, April 22, 2019 at 6:30pm

**Motion to Adjourn:**

Motion to adjourn by Dennis Crawford and seconded by Sue Nevotti. The Regular Board Meeting adjourned at 9:12pm.

Attachments: Board Meeting Agenda, the Chief’s and Clerk/Treasurer’s reports for March 25, 2019, and Minutes of the previous Board Meetings.

Respectfully Submitted:

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Bill Ertel, Chairman