

WILLIAMS RURAL FIRE PROTECTION DISTRICT
Regular Board Meeting Minutes
December 6, 2021

Called to Order at 5:58pm

Roll Call:

Board Members Present

Position 1 – Heather Glass
Position 2 – Sue Nevotti
Position 3 – Claudia Pratt
Position 4 – Bill Ertel
Position 5 – Wes Nevotti

Williams Staff Present

Fire Chief - Rick Vetter
Administrative Assistant – Jennifer Vetter

Public Presence:

Wilma Hyde, Support Group Member, Resident

Announcements:

None.

Public Input:

Wilma Hyde made Christmas bags for the kids that will attend the fire department Christmas Dinner later in December.

Agenda Review:

The agenda for December 6, 2021 was reviewed. Board Member Bill Ertel stated he wanted to add an item. Board Chairperson Claudia Pratt reminded him of the earlier email announcement that it is preferred that items are added/deleted before the agenda is published since this is a document going out to the public.

Board Member Bill Ertel requested Board approval to attend the Illinois Valley Fire Department Board Meeting on December 13th. Board Member Bill Ertel was told no approval from the Williams Fire Board is needed when attending as a member of the public, however, he was advised not speak on behalf of the Williams Fire Board.

On the Agenda review, Board Member Bill Ertel asked, “Why do we even need to approve the agenda?”

Approval of Prior Board Meeting Minutes:

The Special Board Meeting Minutes of November 19, 2021 were reviewed.

- A motion to approve the Special Board Meeting Minutes of November 19, 2021 was made by Bill Ertel and seconded by Claudia Pratt. The motion passed unanimously with all Ayes.

The Regular Board Meeting Minutes of November 1, 2021 were reviewed.

Board Member Bill Ertel suggested numbering the pages and stated that under the zoom meeting with Richard Brewster, CPA, that Mr. Brewster’s accounting report is incomplete with Captain Nicco Holt’s salary missing. Board Member Bill Ertel states, Captain Holt’s salary is an open item since Mr. Brewster’s report is incomplete and the report being incomplete is not in the minutes for November 1st. Jennifer Vetter clarified with Board Member Bill Ertel, this was indeed addressed and no longer an open item because Mr. Brewster had stated all grant items were included in the journal entry which totaled roughly over \$90k to accommodate all the grant items that were reimbursed. Board Member Bill Ertel continued to insist the accountant’s report was incomplete, he is the only one who knows the “nuts and bolts of the issue”, and would like to request of the Board that he contact Mr. Brewster to discuss Captain Holt’s salary as a missing item. Board Member Bill Ertel stated the accountant needs to convince him as he believes the accountant is wrong with manipulations going through. Board Member Bill Ertel stated the journal entries are not normal. Jennifer Vetter stated journal entries happen every year as part of accounting for year-end closures. Board Member Heather Glass suggested that Board Member Bill Ertel review the recorded meeting minutes before reaching out to confirm his suspicion of missing information. Jennifer Vetter suggested she could share the zoom recording and Board Chair Claudia Pratt agreed. Board Member Bill Ertel agreed to view the tape and stated he does not feel comfortable as numbers should be straight and that CPAs are not always right.

Board Member Bill Ertel asked if everyone was okay with Jennifer Vetter’s meeting attachment of the Safer Spreadsheet and was everyone comfortable with it? Board Chairperson Claudia Pratt stated that the numbers were ran by her and another board member and that everything added up.

- A motion to approve the Regular Board Meeting Minutes of November 1, 2021 was made by Wes Nevotti and seconded by Claudia Pratt. The motion passed with 4-1 ayes.

- ✚ Heather Glass – aye
- ✚ Sue Nevotti – aye
- ✚ Claudia Pratt – aye
- ✚ Bill Ertel – no
- ✚ Wes Nevotti - aye

Fire Chief’s Report:

- **Number of calls**
 - 16 calls total

- 8 Medicals with assistance from AMR and Applegate Fire
 - 5 Traffic Accidents
 - 1 Flue Fire Call
 - 2 Fire Assist to the public
- **Personnel/Recruitment**
 - 1 applications in process, Jacob Bivins
 - 1 application received, prior firefighter with Evans Valley Fire that moved to Williams
 - Already has his Firefighter 1 certification
- **Training**
 - Focused on relay pumping and foam application
 - Lieutenant Sundell attended the last segment of 3 of a supervision and leadership class
 - 3 volunteers attended a 2-day pumper operator class held at Applegate District 9
 - Congratulations to:
 - Volunteer Firefighter Jennifer Vetter completion of her field training evaluation process (FTEP) with AMR Ambulance as an employee with them and the completion of her first term at RCC for the AEMT/I Class
 - Volunteer Firefighter Heather Sundell for completing her first term at RCC for the EMT class
 - Volunteer Jon Scaroni for completing his Engine Boss certification for wildland firefighting
 - 4 volunteers will be attending a burn to learn on December 11 held by Illinois Valley Fire
 - Volunteer Firefighters attending
 - Jason Stevens
 - Jesse Johnstone
 - Jennifer Vetter
 - Jon Scaroni
- **Operations**
 - Lieutenant Sundell working on maintenance program for the apparatus and equipment
 - Getting quotes on re-lettering the company vehicles and the type 3 apparatus.
 - Mold on driver side lettering of 8751
- **Meetings/Events**
 - Coffee with the Chief
 - JoCo Sheriff's Deputy Logan Martin (Williams Resident Deputy)

- Chief Vetter, Volunteer Firefighters Jon Scaroni and Jennifer Vetter attended as guests to the Rotary Meeting in Grants Pass after an invite was given to the Chief by Board Member Bill Ertel
- Chief Vetter working with students at Lincoln Elementary
- Lexipol Meeting to update SOPs and for grant writing services
 - Zoom meeting for AFG Grant to replace outdated handheld radios
- Coffee with the Chief
 - Guest speakers: Sheriff Dave Daniel, Under Sheriff Travis Snyder, Cassie Rose with Senior and Disabled Services, and Rick McClintock with GPDPS Firewise Program
- **Station/Land/Equipment**
 - Applied for Safety and Security Grant
 - Fencing and Cameras
 - Station
 - Volunteers put up Christmas Lights
 - Preparing for Santa to come on December 19th
 - Safety
 - JoCo Commissioners have given Chief Vetter COVID-19 home tests to freely give to the community
 - Post to the Facebook page

Board Member Bill Ertel discussed that the organization has 3 company cars, and those cars are under the Chief's discretion, soft benefits used for business. Public and Support Group Member Wilma Hyde suggested to remind public those cars do roam the district and sometimes travel outside the district for various purposes including training and additional response modes.

Board Member Bill Ertel asked if the courses Jennifer Vetter takes are online. She stated, "no" she drives her personal car to her classes at RCC in White City. Board Member Bill Ertel asked how many shifts she works for AMR Ambulance. Jennifer Vetter stated that she works two 12-hour shifts per month.

Board Member Bill Ertel asked if Williams Fire transports patients on a medical call. Chief Vetter stated that the fire district is not a transporting agency or ambulance service.

A discussion of the Christmas party took place. The department will hold a Christmas party this year. Masks will be provided at the party for those that don't have one. Food is arranged already and will be 6:30pm on December 18th.

- A motion to approve the Chief's Report as presented was made Heather Glass seconded by Bill Ertel. The motion passed unanimously.

Other Reports:

- **Chair**

- Workshops or Special Board Meetings that contain 2-3 topics in consideration of time
 - Possible to have by Zoom with public invited
 - Board Member Bill Ertel gave the example of Three Rivers having workshops that keep discussion down during regular board meetings and votes take place quicker
- **Support Group**
 - Working on upcoming Christmas Party and Santa's Visit to the station
 - Wilma and Cathy have been putting together pictures of the past
- **Safety Committee**
 - Members: Chief Vetter, Captain Holt, Firefighter Jon Scaroni, John Kester, Board Vice Chairperson Wes Nevotti

Unfinished Business:

- **Update Policies and Procedures Manual Contract Update**
 - TABLED – Engaging in Lexipol Agreement to provide updates
 - 45 minute orientation seminar
 - AFG Grant is taking priority over the policy manual due to deadline date
- **Employee Handbook**
 - Implementations in Progress
 - Make a date with Heather and Claudia after implementing changes
- **Creek Pump Update**
 - Board Secretary Heather Glass, Board Chairperson Claudia Pratt, and Deputy Clerk Jennifer Vetter to read contracts submitted/received (side-by-side to see changes)
 - Board Member Bill Ertel recommends Board to sign the agreement or per Board Chairperson Claudia Pratt that the Chairperson and Chief sign the agreement.
- **Grant for Security Fencing and Cameras Submitted**
 - Grant was not approved
- **Kuntz Workers Comp Claim**
 - Tabled until further information obtained
 - Hearing scheduled for early January

New Business:

- **Discussion of CPA Management Report (presented by Bill Ertel)**
 - Board Member Bill Ertel discussed the implementations that were recommended to be implemented
 - Would like to have a workgroup to make sure the Board understands any challenges and to have a document on how to 'solve' items of concern
 - A motion to make a workgroup/subcommittee to work on Management Proposal was made by Bill Ertel and seconded by Heather Glass. The motion passed unanimously.

Sub-Committee: Bill Ertel, Wes Nevotti, Jennifer Vetter

- **Tracking of Calls on Chief's Report**
 - Board Member Bill Ertel inquired how many calls, is there an excel spreadsheet for this with totals column, a report for the year?
 - Are there categories for the calls?
 - Chief Vetter stated that this can be run by Captain Holt to see if he can run a report from Image Trend
- **Christmas Party**
 - Board Chairperson Claudia Pratt to help decorate and provide the turkey
 - Thanks was given to Wilma for her contributions and help
 - Gift exchange with \$20 limit
- **Santa at the General Store and the Fire Station**
 - 20 boxes of toys to give away to children 12 and under
 - 8701 will pick up Santa and Mrs. Claus from the General Store and bring them to the fire station

Clerk/Treasurer Report:

Clerk/Treasurer reports for December 6, 2021, were reviewed by the board members. Deputy Clerk Jennifer Vetter answered any questions about revenue and expenses for the previous month's expenses previously distributed electronically. Items of review in the financial reports included spending on district credit cards, payroll, regular monthly bills, employee benefits package, station maintenance/repairs items, donations, grants, and reimbursements.

Board Member Bill Ertel inquired about the line-item Other Grants/Support Group for \$23,237.48. Board Member Bill Ertel wanted clarification if what was reimbursed was also listed in expenses. Jennifer Vetter clarified not all the reimbursable expenses fall under Personal Services but also fall into other line items in Materials and Services. Board Member Bill Ertel estimates from his calculations an end spending result and an end reserves amount. Chief Vetter stated that some of our grant monies are 50% match, and some are 100% coverages.

Board Member Bill Ertel had inquired about the checking account and Captain Nicco Holt's payroll expenditure asking, "He makes more money, doesn't he?". Jennifer Vetter explained that he chooses to have a higher PIT withholding.

Board Member Bill Ertel asked about the payments issued to the board members. Jennifer Vetter explained that the board members wish to have their checks donated to the Williams Fire Department Support Group.

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

- A motion to approve the Clerk Treasurer's Report for October was made by Claudia Pratt and seconded by Sue Nevotti. The motion passed unanimously

Motion to Adjourn:

- A motion to adjourn was made by Heather Glass and seconded by Sue Nevotti at 7:22pm. It was unanimous to adjourn.

Attachments: Board Meeting Agenda, Previous Board Meeting Minutes, Fire Chief's Report, Pump Agreement, and Clerk/Treasurer's reports for December 6, 2021.

Respectfully Submitted:

Claudia Pratt, Board Chairperson