

WILLIAMS RURAL FIRE PROTECTION DISTRICT

Regular Board Meeting Minutes

July 22, 2021

Called to Order at 6:31pm

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

Administrative Assistant – Jennifer Vetter
Chief – Rick Vetter

Public Presence:

Tom Glass (General Store Co-Owner)
Logan Glass

Board Member Swear-Ins:

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

Each member of the Board was provided an optional Board Member Compensation Form Pursuant to ORS 198.190 and Form W9 for tax reporting. Two of 5 members declined compensation and the other 3 of 5 members elected to receive board compensation but instead of having it issued to those members personally, to have that personal compensation directly donated to the Williams Fire Department Support Group.

Each Board member was also directed to bring in their licenses to be added to the DMV background/notification system so that they can be added to the insurance liability and driver policy for the District.

Announcements:

Traffic Flaggers – Department support group members and board members that would like to be on scene in an operational capacity will need to become an operational member, going through much of the same recruitment/training processes as the firefighters.

Rumor Mills – Certain member(s) of the community have made presumptions that have been declared invalid and false. Community members are welcome to present their concerns to the Board. When such is coming from department members, this will be handled internally according to policy. This discussion has not recognized any one individual by name, however,

the discussion concluded that no formal complaint was made by this person, it was only rumors by phone calls and personal contacts made by such person to members of the fire department and isolated community members.

Agenda Review:

The agenda for July 22, 2021 was reviewed.

- A motion to approve the agenda for July 22, 2021 as presented was made by Claudia Pratt and seconded by Seconded by Sue Nevotti. The motion passed unanimously.

Public Input:

None.

Approval to Accept Board Meeting Minutes:

The Regular Board Meeting minutes of June 7, 2021 were reviewed.

- A motion to approve the Regular Board Meeting Minutes was made by Heather Glass and seconded by Claudia Pratt. The motion passed unanimously

Board Position Election Results effective next board meeting:

Board Chairperson (2yr term) – Claudia Pratt

Board Vice Chairperson (1yr term) – Wes Nevotti

Board Secretary (1yr term) – Heather Glass

Fire Chief's Report:

- **Number of calls**
 - 18 calls total
 - 6 Medicals
 - 5 Traffic Accidents
 - 5 Outdoor Smoke
 - 2 Fire Assists to the Public
- **Personnel/Recruitment**
 - Volunteer Firefighter Amy Carlock has resigned her position as a volunteer and returned her gear
 - Volunteer Firefighter Jon Scaroni is currently deployed on a wildfire
 - Presentation of calls/training designed by Captain Holt and presented by Deputy Clerk Jennifer Vetter
 - Reflective of each individual's productivity and growth (paid and volunteer)
 - Statistics for all of 2020 and to-date for 2021
 - On track for matching or surpassing call volume to the previous year

- Training hours are up from the previous year
- **Training**
 - Southern Oregon Wildland School
 - Hosted by Jackson County Fire District 3 over 2 days
 - Attended by Volunteer Firefighters Jon Scaroni, Jason Stevens, Jennifer Vetter
 - ICS 300/400 Management Class
 - Hosted by Josephine County EOC over 5 days
 - Attended by Chief Vetter and Lieutenant Oskar Sundell
 - Wildfire Operational Training
 - Hosted by Pacifica over 3 days
 - Attended by the hosting agency Williams Fire, Rural Metro Fire, Applegate Fire, Grants Pass Fire, Rogue River Fire, Illinois Valley Fire, Wolf Creek Fire, and Oregon Department of Forestry
 - Rural Metro's Trevor Johnson coordinated and lead the event scenarios as the mock 911 dispatcher to simulate wildfire in the urban interface
 - Chief Vetter performed as Incident Command for all three days of this training event
 - Engaged all involved departments in a team training event
- **Meetings/Events**
 - Coffee with the Chief with Sheriff
 - Guest Speaker Rikki Perrine of Josephine County EOC
 - Evacuation discussions and potential Cascadia Event
 - Covered speeding problems and trash in the wilderness
 - 4th of July Parade
 - Old engine 01 participated along with other active apparatuses
- **Property/Station/Equipment**
 - Staff and volunteers have been working on the old fire station
 - Looking to outsource some of the work related to the old fire station to someone with construction background
 - Steve Hanna has offered his services at the rate of \$30/hour
 - New to the District Type 4 Brush Engine
 - 8763 is still in the shop for a full maintenance service at Webfoot Fleet Service in Medford
- A motion to approve the Chief's Report as presented was made by Claudia Pratt and seconded by Heather Glass. The motion passed unanimously.

Other Reports:

- Chair

- Nothing to report
- **Support Group**
 - Public yard sale to be held at the fire department on June 19 & 20
 - Over \$3200 raised
 - Participating booths did very well in their sales as well
- **Safety Committee**
 - No Report at this time

Unfinished Business:

- **Chief's Evaluation by the Board**
 - Board Member Claudia Pratt presented her evaluation as researched by her from various sources regarding Chief Vetter's performance and feedback from Chief Vetter himself
 - Provided positive feedback and areas of improvement for Chief Vetter
 - "Maintaining the four current staffing positions are prudent to the success of the District"
- **Chief's Salary**
 - Board Vice Chairperson Bill Ertel proposed a \$5000 increase effective August 1, 2021 to change Chief Vetter's salary from \$37,000 to \$42,000 annually
 - Board Vice Chairperson Bill Ertel proposed a \$5000 bonus to be given to Chief Vetter on August 1, 2021

➤ A motion to raise Chief Vetter's annual salary by \$5,000 to \$42,000 and to provide a \$5,000 bonus to Chief Vetter effective August 1, 2021 was made by Bill Ertel and seconded by Wes Nevotti. The motion passed unanimously.

- 👍 Heather Glass – Aye
- 👍 Sue Nevotti – Aye
- 👍 Claudia Pratt – Aye
- 👍 Wes Nevotti – Aye
- 👍 Bill Ertel – Aye

- A vote to provide Chief Vetter the ability to participate in the Safer Grant reimbursement of Duty Officer with each weekend day being \$50 per 24hr day effective August 1, 2021. The vote was unanimous.

- 👍 Heather Glass – Aye
- 👍 Sue Nevotti – Aye
- 👍 Claudia Pratt – Aye
- 👍 Wes Nevotti – Aye
- 👍 Bill Ertel – Aye

- **Update Policies and Procedures Manual Chapter 3 (Presented by Board Member Claudia Pratt)**
 - TABLED
- **Employee Handbook**
 - Currently in the works, pending review
 - Board Members Claudia Pratt and Heather Glass had met with Deputy Clerk Jennifer Vetter to condense the SDAO Employee Handbook Template to match the department needs
 - This handbook is being reviewed by the SDAO and HR Resources.
- **Newly Elected Board Member Heather Glass**
 - Welcome to Williams Fire and take a tour, watch trainings, go to trainings, come by!
- **Email sent on Monday July 5, 2021 as presented by Board Member Claudia Pratt**
 - The Board discussed cohesiveness and general understandings regarding meeting attendance, the use of executive meetings, and the desire of mutual respect amongst the members.

Clerk/Treasurer Report:

Clerk/Treasurer reports for July 22, 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, reimbursements, 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

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

Other discussions outside of the agenda included:

- Illinois Valley Fire Chief John Holmes is looking to have Chief Vetter shadow/train with him in areas related to the Fire Defense Board.
- Chief Vetter has invited the Board to a County Commissioner's Meeting that the commissioners have invited him to present his Heros in the Classroom Program on August 10th at 9am.

- The volunteer points pool has been raised from \$1,000 per quarter to \$1,250 per quarter
- Volunteer applications are pending return to on-board new applicants
- Williams Fire has submitted membership to the Oregon Volunteer Firefighters Association and the Oregon Fire Service Office Administrators

Announcement of Next Regular Board Meeting:

Monday, August 2, 2021 at 9:00am

Motion to Adjourn:

- A motion to adjourn was made by Claudia Pratt and seconded by Heather Glass at 9:59pm.

Attachments: Board Meeting Agenda, Chief's Report and Attachments, Chief Evaluation, the Chief's and Clerk/Treasurer's reports for July 22, 2021, Oaths of Office, Email Sent on Monday July 5, 2021 by Board Vice Chair Bill Ertel (Presented by Claudia Pratt), Repairs to Old Fire Station, and Minutes of the previous Board Meeting.

Respectfully Submitted:

Claudia Pratt, Board Chairperson