

WILLIAMS RURAL FIRE PROTECTION DISTRICT

Regular Board Meeting Minutes

March 23rd, 2020

Called to Order at 6:35pm

Roll Call:

Board Members Present

Position 1 – Dennis Crawford (via phone)
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:

Jon Scaroni – Volunteer and Community Member

Announcements:

None.

Public Input:

Wayne Perry: Expressed his pleasure to see WRFPD becoming more involved as a department within the community

Approval of Meeting Agenda:

A motion to approve the Board Meeting Agenda of January 27, 2020 was made by Dennis Crawford and second made by Sue Nevotti. The agenda was reviewed and unanimously approved as presented.

Approval to accept Board Meeting Minutes:

A motion to approve the Regular Board Meeting minutes of January 27, 2020 was made by Bill Ertel and second made by Sue Nevotti. The minutes were reviewed and unanimously approved as presented.

Clerk/Treasurer Report:

Clerk/Treasurer reports for March 23, 2020 were reviewed by the board members. Chief Vetter and Jennifer Vetter answered questions about revenue and expenses for the previous months' expenses. Each line item was reviewed in each financial report. Discussions included spending on district credit cards, payroll, regular monthly bills, and station maintenance/repairs items.

Each of the reports reviewed included:

- The Chief's credit card
- The Admin's credit card
- The Board Chair's credit card
- The Umpqua Bank Account
- Profit and Loss Statements
- LGIP Account
 - A motion to accept the Clerk/Treasurer's report was made by Todd Rumery and seconded by Sue Nevotti. The motion passed unanimously.

Fire Chief's Report:

- **Number of calls in March up to the 22nd**
 - 14 calls total
 - 7 Medical calls
 - 2 Motor Vehicle (1 of which was traumatic)
 - 5 Fire (2 were flue fires and 3 burn piles)
- **Personnel/Recruitment**
 - 50% of the department personnel (paid and volunteer) are women
 - 4 part-time positions filled, 6 active Fire/EMS volunteers, and 2 youth firefighters
 - Oskar is working on required CAD entries into the system that were missing from 2017, managing tool & equipment maintenance, and maintains the duty officer position.
 - Nicco has been managing training files, specified trainings, and requirements of the state and FEMA grant guidelines.
 - Jesse and Clair have all their information in and Jesse has started to respond to calls
- **Old Station**
 - Nothing new to report
- **Property**
 - Mobile Home:
 - Move forward to set the home.
 - A motion was made by Bill Ertel and seconded by Todd Rumery and passed unanimously to approve the moving forward to complete the mobile home project.
 - Water System:
 - Jon Scaroni has been working on the pump system that supplies 3 hydrants, 2 above-ground storage tanks, and overhead fill station is now up and running.

- Replacement costs near \$5000 and we were able to refurbish the back-up pump and install it for under \$500 with no leaks.
- **Meetings**
 - Coronavirus group meeting with the Rogue Valley Fire Chief's Association – N95 masks required and eye protection on all calls if dispatched; Fire may have their medical response reduced due to this
- **Safety Committee**
 - No Safety Committee meeting to report.
- **Grants**
 - The AFG Grant
 - Submitted application to replace 10 airpicks and 2 bottles per pack with 4500 bottles as opposed to the current 2500 bottles we have now and have voice amplifiers
- **Apparatus/Vehicles/Equipment**
 - New Type 6 is a great vehicle and in service responding to calls
 - A motion to ratify the purchase of the 2001 F450 4x4 \$32,995 was made by Bill Ertel and seconded by Sue Nevotti and passed unanimously.
 - A motion to approve the Chief's Report was made by Bill Ertel and seconded by Todd Rumery.

Appointment of New Fire Chief

- Review of position description
 - Chief Vetter accepts the description of the chief's position
 - A motion to adopt the Chief's Job Position Description as presented to the Board on March 23, 2020 was made by Bill Ertel and seconded by Todd Rumery.

Other Reports:

- **Chair**
 - Nothing to report
- **Support Group**
 - Good-Bye lunch for Chief Stearns was a success
- **Other**
 - Nothing to report.

Unfinished Business:

- **Proposed Clerk Job Description**
 - Get a job description
- **Other Job Descriptions**
 - Get role responsibilities for Nicco and Oskar

- **Firefighter 1 Academy**
 - 3 graduates
 - Working on task book phase
 - Practicals are on hold
- **Safer Grant Update and Training**
 - New recruits
 - Jesse Johnstone
 - Clair Highfield
 - Tony Solano
- **Grant Administration & Reimbursement**
 - Reimbursements require tracking and reports due to the grant regularly
 - 5 hours per month; \$30 per hour for Jenny and reimbursed by FEMA
 - A motion to approve Jennifer Vetter as Grant Administrator for the SAFER Grant was made by Todd Rumery and seconded by Bill Ertel.
- **Wildland Certifications and other trainings**
 - Wildland training is on hold
 - EMR renewals are due by end of June
- **Arlan Cempa of ARCO**
 - ARCO will be paid \$3342 (negotiated 50% of the original bill)
- **District Laptops & Emails**
 - All Board members have district emails
 - The Chair and Vice Chair have laptops
- **District Vehicles /Apparatus**
 - All vehicles were serviced
 - Hose & ladder testing will be out in September
- **Officially Retiring 8770**
 - Hold off on retiring – may be used again during fire season
- **Board Member Compensation**
 - Add \$50 per board member to the budget to be reviewed by budget process
- **Community Burn Class**
 - Tabled
- **Policies and Procedures Manual Update**
 - Tabled

New Business:

- **2020-21 Budget Time-Line**
 - Preliminary Budget Workshop with Jim Stearns
 - Discussed the upcoming mandated 2021 addition of Oregon Saves 5% deduction to payroll
- **HP Ink Subscription**
 - Ink subscription in place for about \$10 per month

- **Cloud Storage Documents**
 - Put minutes, financials, and other Board documents online
- **Quote for Lockers**
 - Tabled for one month
- **Harassment Policy**
 - Implementation of a policy as part of the department onboarding process

Announcement of Next Regular Board Meeting:

Monday, April 27, 2020 at 6:30pm

Motion to Adjourn:

- A motion to adjourn was made by Sue Nevotti and seconded by Todd Rumery at 9:32pm.

Attachments: Board Meeting Agenda, the Chief's and Clerk/Treasurer's reports for March 23, 2020, and Minutes of the previous Board Meetings.

Respectfully Submitted:

Wes Nevotti, Chairman