

WILLIAMS RURAL FIRE PROTECTION DISTRICT
SPECIAL and EXECUTIVE BOARD MEETING AGENDA

Tuesday, August 12, 2025

Place and Time: District Headquarters, 211 E. Fork Road, Williams OR, at 9:00 AM

Dial In: 2532158782; Passcode: 8467644

Join Zoom Meeting

<https://us06web.zoom.us/j/89803052309?pwd=FK5LzyxehrSl3cocjuw0zvat6Quoiu.1>

Meeting ID: 898 0305 2309

Passcode: 457182

1. Call to Order and Roll Call of Members
2. Announcements
 - ❖ 5. EXECUTIVE SESSION - Performance Evaluations - ORS 192.660(2)(i). To review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee or staff member who does not request an open hearing.
3. Motion to adjourn

Posted in accordance with ORS 192.640 - Heather Glass, Board Chair, Williams Rural Fire Protection District Board of Directors

- ❖ Employment of Personnel - ORS 192.660(2)(a). To consider the employment of a public officer, employee, staff member or individual agent.
- ❖ Discipline of Public Officers and Employees - ORS 192.660(2)(b). To consider the dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent who does not request an open hearing.
- ❖ Consultation with Labor Negotiator – ORS 192.660(2)(d). To conduct deliberations with persons designated by the governing body to carry on labor negotiations.
- ❖ Real Property Transactions - ORS 192.660(2)(e). To conduct deliberations with persons designated by the governing body to negotiate real property transactions.
- ❖ Exempt Records - ORS 192.660(2)(f). To consider information or records that are exempt by law from public inspection.
- ❖ Trade or Commerce - ORS 192.660(2)(g). To consider preliminary negotiations involving matters of trade or commerce in which the governing body is in competition with governing bodies in other states or nations.
- ❖ Litigation/Consultation with Legal Counsel - ORS 192.660(2)(h). To consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed.
- ❖ Performance Evaluations - ORS 192.660(2)(i). To review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee or staff member who does not request an open hearing.
- ❖ Labor Negotiations - ORS 192.660(3). Labor negotiations shall be conducted in open meetings unless both sides of the negotiators request that negotiations be conducted in executive session. Labor negotiations conducted in executive session are not subject to the notification requirements of ORS 192.640.
- ❖ Media Attendance – ORS 192.660(4). Representatives of the news media shall be allowed to attend executive sessions other than those held under subsection (2)(d) of this section relating to labor negotiations but the governing body may require that specified information be undisclosed.

WILLIAMS RURAL FIRE PROTECTION DISTRICT
REGULAR BOARD MEETING AGENDA

Tuesday, August 12, 2025

Place and Time: District Headquarters, 211 E. Fork Road, Williams OR, at 10:00 AM

Dial In: 2532158782; Passcode: 8467644

Join Zoom Meeting

<https://us06web.zoom.us/j/89803052309?pwd=FK5LzyxehrSI3cocjuw0zvat6Quoiu.1>

Meeting ID: 898 0305 2309

Passcode: 457182

1. Call to Order and Roll Call of Members
2. Announcements
3. Approval of Prior Board Meeting Minutes – previously distributed electronically
July 15, 2025 Regular Board Meeting Minutes
4. Reports
 - Fire Chief's Report
 - Training Report
 - Operations Report
 - District Fire Marshal Report / Safety Committee Report (Nothing to Report)
 - Community Relations Coordinator Report
 - WFA Report
 - Chair Report
5. Unfinished Business
 - Employment Reviews
 - Applegate Collaboration
 - Bank Signatures

Tabled Unfinished Business
- The Museum Building Update (Tabled)
- Modular Home Update (Tabled)
- Showers (Tabled)
6. New Business
 - Support Group agenda item
 - Admin Assist Approval
7. Clerk Treasurers Report – Financial Reports and Invoices -
8. Announcement of the next regular scheduled board meeting – September 9, 2025 at 10:00am
9. Public Input – two minutes at end of meeting
10. Public Questions – can be submitted in writing to PO Box 81, Williams, Oregon 97544
11. Motion to adjourn

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Board of Directors

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WILLIAMS RURAL FIRE PROTECTION DISTRICT
Regular Board Meeting Minutes
July 8, 2025

Call to Order: 10:00am

Roll Call:

Board Members Present

Position 1 – Heather Glass

Position 2 – Brian Barton

Position 3 – Jim Krios

Position 4 – Bill Ertel

Position 5 – David Applegate

Williams Staff Present

Fire Chief – Nicco Holt

Fire Marshall- Jon Scaroni

Lieutenant- Oskar Sundell

Community Coordinator- Ash Martell

Public Presence:

Applegate Finance- Tallie Jackson

Support Group -Allison Cleveland

Zoom Attendees:

none

Announcements:

Bill gave an update about Sheriff funding. Heather gave a thank you for service letter to Claudia Pratt for her hard work on the board.

Board Members: James Krois, Bill Ertel, and David Applegate were all sworn in as members of the board of directors.

Approval of Prior Board Meeting Minutes:

- A motion was made by Brian Barton to approve June 10, 2024,. The motion was seconded by David Applegate. (13min)

Discussion:

none

- ✚ Heather Glass – Aye
- ✚ Brian Barton – Aye
- ✚ Jim Krois – Aye
- ✚ Bill Ertel – Aye
- ✚ David Applegate – Aye

- The motion was approved 5 ayes.
-

Election of Officers:

- A motion was made by Bill Ertel to elect Heather Glass as Board Chair. The motion was seconded by Brian Barton. (14:30min)

Discussion:

Bill discussed how the job of chair is a heavy burden. He felt Heather did a good job through the turbulent time and wants to continue through this next year.

- ✚ Heather Glass – Abstain
- ✚ Brian Barton – Aye
- ✚ Jim Krois – Aye
- ✚ Bill Ertel – Aye
- ✚ David Applegate – Aye

- The motion was approved 4 ayes, and 1 abstain
-

- A motion was made by Heather Glass to elect David Applegate as Vice Chair. The motion was seconded by Brian Barton. (18:50min)

Discussion:

Bill asked for David to go to a SDAO training. David agreed and is taking the job seriously and

will take the job seriously.

- ✚ Heather Glass – Aye
- ✚ Brian Barton – Aye
- ✚ Jim Krois – Aye
- ✚ Bill Ertel – Aye
- David Applegate – Abstain

➤ The motion was approved 4 ayes, and 1 abstain

- A motion was made by Bill Ertel to elect Brian Barton as Secretary. The motion was seconded by David Applegate. (min)

Discussion:

none

- ✚ Heather Glass – Aye
- ✚ Brian Barton – Abstain
- ✚ Jim Krois – Aye
- ✚ Bill Ertel – Aye
- David Applegate – Aye

➤ The motion was approved 4 ayes, and 1 abstain

- A motion was made by Heather Glass to elect Bill Ertel as Treasurer. The motion was seconded by Bill Ertel. (min)

Discussion:

Bill thanked the board and asked to have faith in him for this position.

- ✚ Heather Glass – Aye
- ✚ Brian Barton – Aye
- ✚ Jim Krois – Aye

Bill Ertel – Abstain
David Applegate – Aye

➤ The motion was approved 4 ayes, and 1 abstain

Chief’s Report (Given by Interim Chief Nicco Holt):

The report was given out electronically to the Board for review before the meeting. Members asked questions and received input on the topics of the report.

Operations Report – Lt. Sundell:

Lt. Sundell’s report was provided electronically to the Board for review before the meeting. Members asked questions and received input on the topics of the report

District Fire Marshal Report:

The report was given out at the meeting for review. Members asked questions and received input on the topics of the report.

Community Relations Coordinator Report:

The report was given out electronically to the Board for review before the meeting. Members asked questions and received input on the topics of the report.

Chair’s Report

SDAO conference is coming up. Reminded everyone to sign up.

Firefighter Input

Unfinished Business:

Evaluations:

- A motion was made by Heather Glass to use the RFPD 6 page form dated 7-7-25 for evaluations. The motion was seconded by Bill Ertel. (min)

Discussion:

- Heather Glass – Aye
- Brian Barton – Aye
- Jim Krois – Aye
- Bill Ertel – Aye
- David Applegate – Aye

- The motion was approved 5 ayes
-

CPA Contract:

- A motion was made by Heather Glass to approve and sign the CPA contract. The motion was seconded by David Applegate. (min)

Discussion:

A lengthy discussion was had over the price difference and why it was higher than the previous year. Discussion around earning back trust and next year it will not be as high of a fee.

- Heather Glass – Aye
- Brian Barton – Aye
- Jim Krois – Aye
- Bill Ertel – Aye
- David Applegate – Aye

- The motion was approved 5 ayes.
-

Treasurer's Report:

Treasurer reports were reviewed by the board members. Any questions about revenue and expenses for the previous month's expenses previously distributed electronically were discussed. 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.

Each of the reports reviewed included:

- District credit cards
- The Umpqua Bank Account
- Profit and Loss Statements
- LGIP Account

Discussion: There were inquiries about transactions, reports, and discussions. Nicco and Tallie were able to provide answers. It was discussed to show the income of the two rentals and expenses.

Public/Volunteer Input:

Meeting Adjourned: 11:31am

Respectfully,

Heather Glass, Board Chairperson

WRFPD Chief/Training/Admin Report July 2025

❖ Chief Activities

- Meetings
 - B.O.D meeting
 - Rogue Interagency Training Association (RITA)
 - Cooperator update meetings (x2) at Grizzly Complex Fire Camp
 - Phone meeting with District Accountant
- Regular activities that are worth noting and/or take time out of the day
 - Monthly report alarm data and report preparation
 - Financial discussions and acknowledgements
 - Discussions with staff and volunteers on various topics
 - Alarm responses and reports
 - District coverage while others are at meetings or trainings
 - Duty Officer coverage - 11 weekdays & 4 weekend days
- Conversation-with-the-Chief
- Grizzly Complex Fires
 - Initial response the night of the storm
 - Multiple trips to the Cedar Flat and Holcomb Peak fire scenes for information
 - Multiple Facebook updates
- Monitor and refine fire season upstaffing
- Refine and finalize employee evaluation forms
- Finalize Community Relations Coordinator transition from contractor to employee
- Ongoing review of proposed Administrative Assistant IGA with Applegate
- Participate in Neighborhood Heroes Story Squad at Williams Library
 - Storytime with local youth, fire apparatus show-and-tell
- Assist with creek project to improve flow to our hydrant system intake

❖ Administrative Activities

- Provided general administrative support to staff and volunteers.
- Worked directly with Tallie on multiple financial and administrative details.
- Coordinated check signing and getting payments in the mail.
- Processed incoming mail
- Processed HR paperwork for applicants
- Set-up Zoom and camera system for board meetings
- Reviewed and updated personnel time records in preparation for payroll

WRFPD Chief/Training/Admin Report July 2025

- Documentation for Volunteer Quarterly Stipends

❖ Training Officer Activities

- Prepare and lead training drills
- Interact with new applicants and recruits in various stages of the onboarding process
- DPSST documentation
- Training records and task books
- Weekly Training Drills
 - Miscellaneous Topics
 - Fire danger levels, alarm reporting, alarm response and size-up
 - Heat and Smoke exposures
 - Review risks and treatment for high heat and smoke exposures
 - Medical Helicopter Operations
 - Review landing zone operations, medical helicopter activations
 - Ground Ladders
 - Review and practice deployment of fireground ladders
 - Knots and Hoisting
 - Review fire service knots and equipment hoisting practices
- Other Training
 - National Emergency Response Information System (NERIS)
 - New national reporting system being implemented this year.
 - Employee Evaluations
 - GMR EMS Webinars
 - Firefighter I topics

❖ District Alarm Activity

- 27 Alarms
 - 7 EMS
 - 6 Fire calls
 - Including 4 wildland fires and 2 mutual aid responses
 - 6 Service calls
 - Including 3 mutual aid move-ups
 - 8 Cancelled/No emergency found

WRFPD Operations Report July 2025

- OSFM requested a report regarding 8742 containing: Reports from Freightliner and parts suppliers, reports on any repairs done and a rundown of the whole process of dealing with Freightliner, General Fire Apparatus, Rosenbauer, Minitor and all other parties involved. Report sent on 7/25. I have not had any other requests for more info, I'm assuming OSFM is satisfied for now. NO more issues with engine since getting it back in service.
- Repairs on Generac generator completed. A delay in parts from Mitsubishi was the reason.
- 8741 had a bad charger, new one installed by EVT Jeff Loogman. Works like a charm now.
- Some light reconfiguration of 8742 to accommodate easier reach of equipment.
- Reorganizing and cleaning of bays 5-8 by the weekend upstaffing crew. Looks great.
- New pressure gauge on 8761 needed some light modification to be installed. Done, works great.
- July saw 13 fire related calls for the district. They ranged from smoke investigations to grass fires with Move up's and a RV1 Strike Team activation. The very active thunder cell that past thru our area was the start of a busy few weeks. The district had at least 4 fires started by lightning that evening.
- HAM radio installed by Joco Emergency communications manager Joe Stodola and his crew. Ash has more details if interested. Cost was picked up by the support team. Thanks support team!!
- Annual pump testing to be scheduled next week.
- All other duties and tasks.

Oskar Sundell/Captain/WRFPD 8/7/2025

Fire Marshal's Report for July 2025
Williams RFPD
Jon Scaroni
August 8, 2025

Property Assessments: There were no property assessments completed in the Williams Fire District.

Business Inspections: Zero business inspections.

Fire Investigations: Zero fire investigations. There were no fires.

Meetings Attended: I attended the IAAI meeting on July 16th. We discussed the upcoming state meeting that is coming up in September. We are getting new officers set up their new board roles. The co-op meeting was canceled this month.

Classes Attended: None.

Chipper Program: We had one chipper job, and that is the last one until we resume when fire season allows. We still have the trailer program going.

Safety Officer Report: No accidents to report.

Jon Scaroni
WRFPD District Fire Marshall

Monthly Report for July 2025

Written by Ash Martell for the Aug 12, 2025 Regular Board Meeting

Community Relations Coordinator/Wildfire Resiliency Coordinator/Assist. to the Chief

Community Relations Coordinator

This month the focus was on gathering promotional materials from OSFM and OEM and other sources in preparation for Fire Prevention month in November.

Josephine County Library District Summer Reading Program – Neighborhood Hero’s Storytime, July 18th

WRFPD was invited by our local Librarian, Amber Guient, to be the guests for this event. Chief Holt and Firefighter Martell drove the new Tender 8742 to the Library and Captain Sundell arrived later (after returning from the Board Shanty fire) in Brush Truck 8761. Chief Holt and FF Martell read a large storybook to a crowd of about 15 -20 children and parents. Chief Holt, FF Martel and Captain Sundell gave instructional tours of 8742 and helped the children with firefighter related craft projects provided by the Library. Overall, it was lively and fun event! Librarian Guient took photographs and later posted a Thank You to WRFPD on Facebook. (see attached photos of that post).

Ongoing duties:

- Attend regular Board meeting / create a monthly report for the Board
- Attend Support Team meeting
- Monitoring the info@WRFPD.org email
- Update pump house info sign
- Ongoing monitoring of community Facebook pages

Wildfire Reduction/Resiliency Coordinator

Ongoing duties:

- Program flyers / Evacuation maps: printing / posting and sharing to media
- Resiliency Hub: Hosted (at the WRFPD Conference Room) and attended Meeting #7. Helped facilitate the setup of the Ham radio (more info on this project will be presented by Allison Cleveland at this Board meeting).

Assistant to the Chief

Community Conversation – July 28, 2025

- Discussion with Chief regarding topic
- Creation of event flyer; printing/distribution to local businesses/community gathering locations
- Posting of event flyer on social media; District Facebook page and 8(+) local groups
- Putting event info on pumphouse sign
- Communication with the Support Team for assistance at the event (Due to personal/family priorities, I was unable to attend this month’s event.)

Ongoing projects and duties:

- Personnel Birthday Recognition program tracking/updating/implementation
- CRC/WRRC/AC file and email organization and maintenance

WRFPD Support Team update:

- The Support Team attended the 1st Monday Williams Farmers Market 2025.

- The Support Team is currently working hard to update and implement their new By-laws and to finish their yearly financial reports with the State.



Josephine Community Library District ✓

July 27 at 10:20 AM · 🌐

Thank you to the [Williams Rural Fire Protection District](#) for joining us at the Williams branch for Neighborhood Heroes Storytime. Families loved getting a firsthand look at the important work you do—we're grateful for your service and dedication to keeping our community safe.

Williams Fire Rescue
Board of Directors Agenda Item Explanatory Statement

Date:

To: Board of Directors

From: Allison Cleveland allisoncleveland@protonmail.com 541-870-5202

Agenda Subject: upstairs space at the old station

Overview of Agenda Subject

The upstairs space at the old station is an underutilized and available space suitable for multi-use office and meeting space. Our intention is to repurpose this asset. Safety, security and utility are prime considerations.

We bring this to the board of directors for their consideration and input.

Agenda Subject Brief Background:

In May of 2025 the Williams Support Team upon recommendation from Josephine County Emergency Management Communications Coordinator JCEC , Joe Stodola purchased a Motorola Consolet UHF/VHF Amateur Band Radio. In July the crew from JCEC installed the emergency dispatch radio.

Today, Williams is now connected to Josephine County emergency communication network. There are 9 area repeaters available for this radio. The intent is when Pacific Power and cell towers are down this radio can be used for all and any emergency traffic.

This opportunity came about through The Resiliency Hub effort led by the nonprofit organization A Greater Applegate and area partners.

Williams Fire and Rescue members have been key partners in preparing the Williams District for sustainability should this community be faced with devastating wildfire or earthquake.

Recommendation:

- **Clear and clean the upstairs space so it can be used for meetings or office activities**
- **Install fire extinguisher and smoke detectors**
- **Install internet**
- **Backup power for when Pacific Power is down**
- **Inspect gas wall heater for safety and reliability**
- **Repair landing by the new stairs**
- **Secure this area with new doorknobs and deadbolts**
- **Consider other security measures**

Applegate Rural Fire Protection District No. 9

Chris Wolfard, Fire Chief

July 24, 2025

To: Applegate and Williams Fire Teams

Subject: Shared Administrative Assistant Proposal Package (Draft for Review and Input)

Dear Applegate and Williams Fire Teams,

Following the direction provided during our recent joint work session with our respective board of directors, I'm pleased to share this draft proposal package for consideration. This represents a starting point for further discussion regarding the potential development of a shared Administrative Assistant position between Applegate Fire District and Williams Rural Fire Protection District.

This package reflects the framework discussed at the joint meeting, where Applegate Fire would provide hiring, supervision, and direct oversight of the Administrative Assistant while ensuring that Williams Fire receives direct administrative support. However, I want to emphasize that this document is intended as a working draft. We are fully open to your feedback, ideas, and any suggested changes. Our goal is to create a solution that works well for both districts and sets the foundation for a strong, collaborative relationship.

I look forward to hearing your thoughts and suggestions as we refine this proposal together.

Thank you for your time and engagement as we continue working toward a collaborative solution that benefits both districts.

Sincerely,

Chris Wolfard

Fire Chief

Applegate Rural Fire Protection District No. 9

Please find the following materials included for your review:

Table of Contents:

Section	Title
1	Proposal Summary: Shared Administrative Assistant
2	Benefits of the Shared Administrative Assistant Proposal
3	Project Timeline
4	Draft Intergovernmental Agreement (IGA)
5	Job Description
6	Cost Projection

1. Proposal Summary: Shared Administrative Assistant

Applegate Fire proposes to hire, manage, and supervise a part-time Administrative Assistant who would primarily serve Williams, with secondary support to Applegate as needed. The position would be supervised by Applegate's Administration Chief and services would be a mix of on-site work at Williams and remote work from Applegate.

Williams would pay Applegate a flat rate of \$3,000 per month for these services for fiscal year 2025/2026. Total hours would be capped at 20 hours per week. Task coordination would occur directly between Williams' Fire Chief and Applegate's Administration Chief.

The Williams Interim Fire Chief and Board President will be invited to participate in the hiring process, including reviewing applications and serving on the interview panel. This collaborative approach will help ensure that Williams Fire's leadership has a direct role in selecting the candidate who will serve their district.

This shared approach provides Williams with professional administrative support without the need to hire or manage the position directly.

2. Benefits of the Shared Administrative Assistant Proposal

Benefits for Williams Fire:

- Immediate access to professional administrative support without the need to hire or manage the position directly.
- Reduced overhead and risk through contracted services rather than direct employment.
- Flexible, scalable service structure, with up to 20 hours per week.
- Improved administrative efficiency and recordkeeping, including payroll, accounts payable/receivable, and public records management.
- Direct input on task priorities through Williams' Fire Chief.
- Hybrid service delivery, balancing on-site and remote work to ensure consistent service without full-time staffing.
- Increased capacity for grant management, reporting, and compliance.
- Cost predictability through a flat monthly rate.
- Cross-coverage for key administrative duties, by Applegate's Administration Chief, during absences of the Administrative Assistant.

Benefits for Applegate Fire:

- Shared personnel costs, reducing Applegate's expense for administrative staffing.
- Expanded administrative capacity, as the Administrative Assistant will also support Applegate's operations.
- Strengthened regional cooperation with Williams Fire.
- Improved staff retention by providing varied workload and stable funding through shared services.
- Cross-training coverage for key administrative duties during absences of the Administration Chief, as the new Administrative Assistant can provide backup support during Applegate's Administration Chief absence.
- Scalable framework for future shared service models.

3. Project Timeline

Task	Start Date	End Date
Finalize draft proposal and IGA package & Distribute	7/24/25	
Submit IGA for legal review	7/27/25	8/7/2025
Williams Fire Board Meeting – Present Proposal	8/12/25	
Applegate Fire Board Meeting – Present Proposal	8/20/25	
Mutual approval and signing of IGA	8/21/25	
Open recruitment period (4 weeks)	8/22/25	9/19/2025
Review applications and notify candidates	9/22/25	
Conduct interviews and make tentative offer	9/29/25	
Conduct background check (2 weeks)	9/29/25	10/10/2025
Official Job Offer	10/13/25	
Target Start date for Administrative Assistant	11/1/2025	

4. Draft Intergovernmental Agreement (IGA)

Between Applegate Rural Fire Protection District No. 9 and Williams Rural Fire Protection District

1. Parties

This Intergovernmental Agreement (IGA) is entered into by and between Applegate Rural Fire Protection District No. 9 (hereinafter "Applegate Fire"), a rural fire protection district organized under ORS Chapter 478, and Williams Rural Fire Protection District (hereinafter "Williams Fire"), also organized under ORS Chapter 478.

2. Purpose

The purpose of this Agreement is to establish terms under which Applegate Fire will employ, manage, and supervise an Administrative Assistant who will provide part-time administrative support services primarily to Williams Fire, with secondary support to Applegate Fire.

3. Scope of Services

Applegate Fire agrees to provide the services of an Administrative Assistant to Williams Fire. The Administrative Assistant will work primarily for Williams Fire but may perform services for Applegate Fire as needed. Services may include but are not limited to:

- General administrative support
- Accounts payable and receivable assistance
- Payroll preparation assistance
- Records management
- Meeting minutes transcription
- Assistance with board packet preparation
- Public records requests coordination
- Grant documentation support
- Basic customer service and public interaction
- Attendance at Williams Fire's monthly Board of Directors meetings to provide reports, updates, and information relevant to the Administrative Assistant's scope of work.
- Applegate Fire will provide training to the Administrative Assistant as appropriate, including but not limited to Oregon local budget law, Oregon public meeting laws, records management, and administrative best practices.

Services will be provided in a hybrid model, consisting of on-site work at Williams Fire and remote work performed from Applegate Fire.

4. Service Level and Scheduling

The Administrative Assistant will provide up to 20 hours per week with priority given to Williams Fire. Specific schedules, priorities, and work assignments will be coordinated between Williams Fire Chief and Applegate Fire's Administration Chief, who will serve as

the Administrative Assistant’s supervisor. Service hours may fluctuate week to week based on workload.

5. Compensation

Williams Fire agrees to compensate Applegate Fire at a flat rate of \$3,000 per month for the Administrative Assistant services provided. Applegate Fire will invoice Williams Fire monthly. Payment is due within 120 days of receipt of invoice.

6. Supervision and Oversight

The Administrative Assistant will be hired by and remain an employee of Applegate Fire. Applegate Fire’s Administration Chief will provide supervision, management, and oversight of the Administrative Assistant, including task prioritization and performance evaluation. Williams Fire’s Fire Chief may assign tasks directly to the Administrative Assistant but will coordinate broader workload priorities through Applegate Fire’s Administration Chief.

7. Term and Termination

This Agreement shall become effective upon signature by both parties and shall remain in effect until terminated by either party with 30 days’ written notice. This Agreement may be amended by mutual written consent of both parties.

8. Liability and Insurance

Each party shall be responsible for its own acts and omissions, and the acts and omissions of its officers, employees, and agents. Both parties agree to maintain appropriate liability insurance.

9. Miscellaneous

This Agreement is entered into pursuant to ORS 190.010. Any disputes arising under this Agreement shall be resolved through good faith negotiations between the parties’ Fire Chiefs, escalating to respective Boards of Directors if necessary.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the dates set forth below.

Applegate Rural Fire Protection District No. 9

By: _____

Rob Underwood, President, Board of Directors

Date: _____

Williams Rural Fire Protection District

By: _____

Heather Glass, President, Board of Directors

Date: _____

5. Job Description: Administrative Assistant

ADMINISTRATIVE ASSISTANT

POSITION SUMMARY:

Provide general administrative and clerical support to fire district staff, including duties related to financial recordkeeping, document preparation, personnel file maintenance, and public-facing service. This position supports both Applegate Fire and Williams Fire, with supervision provided by Applegate Fire's Administration Chief. The Administrative Assistant is expected to work independently and collaboratively, demonstrating professionalism, discretion, and attention to detail in all tasks. This is a non-exempt position.

While services will be delivered in a hybrid format, the operational goal is for the Administrative Assistant to be onsite at Williams Fire two days per week, with remaining work performed remotely or from Applegate Fire offices.

PRINCIPAL DUTIES & RESPONSIBILITIES:

- Perform basic accounting support such as data entry for accounts payable and receivable, tracking transactions, and assisting with invoice processing
- Provide clerical support for payroll, including timesheet verification and document filing
- Maintain organized and confidential personnel and medical files for the district
- Assist with processing and tracking workers' compensation claims, including coordination with SAIF
- Assist with pre-employment processes including background checks and DMV record reviews
- Assist with the preparation and distribution of board packets, meeting agendas, and public notices
- Attend monthly board meetings for Williams Fire and prepare meeting minutes
- Serve as Clerk to the Board: coordinate meeting logistics (in-person or virtual), schedule Zoom sessions, and maintain official board files
- Assist with filing and archiving district records in accordance with Oregon retention laws
- Prepare correspondence, reports, and other administrative documents as assigned
- Support public records request processing and maintain confidentiality
- Assist with grant tracking and documentation under supervision of the Administration Chief
- Greet visitors and respond to public inquiries in person, by phone, or email in a courteous and professional manner
- Order and maintain office supplies
- Assist in maintaining calendars, schedules, and official records

- Provide logistical support for trainings, public education events, and outreach efforts
- Participate in relevant training and staff meetings
- Perform other clerical and administrative duties as assigned

SECONDARY DUTIES & RESPONSIBILITIES:

The Administrative Assistant may be assigned additional duties as operational needs arise. This individual shall demonstrate knowledge of general fire district procedures and policies, be able to follow instructions with minimal supervision, and interact professionally with district personnel, board members, and the public. The position requires strong communication skills, adaptability, and a willingness to learn.

REQUIREMENTS:

- High school diploma or equivalent (GED) Strong interpersonal skills and ability to maintain effective working relationships
- Ability to understand and follow oral and written instructions
- Basic understanding of Oregon public meeting and budget laws (training provided)
- Experience using Microsoft Office (Word, Excel, Outlook); familiarity with QuickBooks preferred
- Excellent spelling, grammar, and written communication skills
- Ability to manage confidential information with discretion
- Ability to lift and carry up to 10 lbs.
- Valid driver's license
- American Heart Association BLS for Healthcare Providers (within 6 months of hire)

DESIRED:

- Associates Degree in Business or Office Administration preferred
- Prior experience in a public agency or fire service setting
- Oregon Notary Public

6. Cost Projection – Administrative Assistant Position

The following document outlines the cost structure associated with the proposed Shared Administrative Assistant position, based on Applegate Fire’s salary model. The starting salary was set between our entry-level firefighter and recruitment/retention coordinator, and below the shift officer rate. The estimate includes up to 20 hours of work per week.

Costs include anticipated liabilities such as payroll taxes, deferred compensation contributions, and workers’ compensation.

Year 1: Base Cost Estimate

Category	Amount
Wages and Salary	\$29,000
Payroll Taxes and Liabilities	\$4,000
Uniforms, Supplies, Travel, Training	\$3,000

Estimated Year 1 Total Cost: \$36,000 (\$3,000/month)

Wage Plan: Years 1–5 with COLA

Year	Step	Estimated Cost
Year 1	Step 1	\$36,000
Year 2	Step 2 + COLA	\$38,160
Year 3	Step 3 + COLA	\$40,450
Year 4	Step 4 + COLA	\$42,877
Year 5	Step 5 + COLA	\$45,450

**WILLIAMS RURAL FIRE PROTECTION DISTRICT
211 EAST FORK RD
WILLIAMS, OR 97544**

**BALANCE SHEET
July 31, 2025**

	ACCT.#	6/30/2025	DEPOSITS	WITHDRAWS	7/31/2025	
UMPQUA BANK		50,275.07	53,246.09	53,113.89	50,407.27	
GENERAL POOL ACCOUNT		513,901.64	4,120.02	50,000.05	468,021.61	
TOTAL CHECKING/SAVINGS		564,176.71	57,366.11	103,113.94	518,428.88	
TOTAL ASSETS						518,428.88
LIABILITIES						
CREDIT CARDS PAYABLE					2,875.60	
PAYROLL WITHHOLDING					3463.05	
PAYROLL LIABILITES					-3,676.08	
TOTAL LIABILITIES					2,662.57	
EQUITY						
GENERAL FUND					354,494.25	
CAPITAL PROJECTS FUND					210,245.00	
Net Income					-48,972.94	
TOTAL EQUITY					515,766.31	
TOTAL LIABILITIES & EQUITY						518,428.88

**STATEMENT OF REVENUE AND EXPENDITURES
BUDGET VERSUS ACTUAL COMPARISON
1% OF THE BUDGETED REVENUE HAS BEEN RECEIVED
5% OF THE BUDGET HAS BEEN SPENT
July 31, 2025**

RESOURCES	Account Number	Annual Budget	Current Month	Year To Date	% of Budget	Remaining Balance
Current Tax		246,000.00	0.00	0.00	0.00	246,000.00
Prior Year Tax		4,500.00	1,312.00	1,312.00	1312.00	3,188.00
Local Option Current Tax		152,000.00	0.00	0.00	0.00	152,000.00
Local Option Prior Year Tax		2,500.00	806.83	806.83	806.83	1,693.17
Total Taxes		405,000.00	2,118.83	2,118.83	0.52	402,881.17
Beginning Fund Balance		470,000.00		554,284.94	117.93	-84,284.94
Interest Earned		10,000.00	2,001.43	2,001.43	20.01	7,998.57
Donations		2,000.00	0.00	0.00	0.00	2,000.00
Grants		155,000.00	0.00	0.00	0.00	155,000.00
Mobile Home Rental		16,800.00	2,800.00	2,800.00	16.67	14,000.00
Mobile Power		0.00	410.85	410.85	410.85	-410.85
RV Space Rental		3,600.00	0.00	0.00	0.00	3,600.00
Total Other Resources		657,400.00	5,212.28	5,212.28	0.79	94,302.78
TOTAL RESOURCES		1,062,400.00	7,331.11	7,331.11	0.69	497,183.95

WILLIAMS RURAL FIRE PROTECTION DISTRICT
211 EAST FORK RD
WILLIAMS, OR 97544
STATEMENT OF REVENUE AND EXPENDITURES
BUDGET VERSUS ACTUAL COMPARISON
July 31, 2025

GENERAL FUND

	Account Number	Annual Budget	Current Month	Year To Date	% Of Budget	Remaining Balance
PERSONNEL SERVICES						
Fire Chief		80,000.00	2,832.50	2,832.50	3.54	77,167.50
Office Administrator		35,000.00		0.00	0.00	35,000.00
Community Relations - Admin Aid		18,000.00	980.00	980.00	5.44	17,020.00
Training Officer		53,000.00	2,832.50	2,832.50	5.34	50,167.50
Operations Officer		50,000.00	4,052.58	4,052.58	8.11	45,947.42
Duty Officer Stipend		26,000.00	2,190.00	2,190.00	8.42	23,810.00
OSFM Fire Marshal		42,500.00	3,839.19	3,839.19	9.03	38,660.81
OSFM Firefighter		42,500.00	3,414.03	3,414.03	8.03	39,085.97
CWRR Chipper Personnel		25,000.00	459.00	459.00	1.84	24,541.00
OSFM Upstaffing		35,000.00	1,600.97	1,600.97	4.57	33,399.03
Seasonal Hires		10,000.00		0.00	0.00	10,000.00
Volunteer Nominal Qtr Points		12,000.00		0.00	0.00	12,000.00
Insurance Package		80,000.00	5,271.00	5,271.00	6.59	74,729.00
Payroll Liabilities		30,000.00	2,352.33	2,352.33	7.84	27,647.67
Workers' Compensation		13,000.00	15,836.19	15,836.19	121.82	-2,836.19
Accidental Death & Dismemberment		4,000.00		0.00	0.00	4,000.00
Bonus Pay		10,000.00		0.00	0.00	10,000.00
Conflag/Deployment		5,000.00		0.00	0.00	5,000.00
TOTAL PERSONNEL SERVICES		571,000.00	45,660.29	45,660.29	8.00	525,339.71

	Account Number	Annual Budget	Current Month	Year To Date	% Of Budget	Remaining Balance
MATERIAL & SERVICES						
Apparatus Maintenance		25,000.00	759.67	759.67	3.04	24,240.33
Building Maintenance		10,000.00	864.15	864.15	8.64	9,135.85
Communications		10,000.00	519.60	519.60	5.20	9,480.40
Dues & Fees		6,000.00	206.04	206.04	3.43	5,793.96
Elections		1,300.00	702.11	702.11	54.01	597.89
EMS Supplies		3,000.00	370.41	370.41	12.35	2,629.59
Fire Equipment/Supplies		10,000.00	0.00	0.00	0.00	10,000.00
Fire Prevention		15,000.00	0.00	0.00	0.00	15,000.00
Fuel		20,000.00	1,736.63	1,736.63	8.68	18,263.37
Liability Insurance		30,000.00	628.00	628.00	2.09	29,372.00
Legal & Accounting		16,000.00	0.00	0.00	0.00	16,000.00
Consulting Fees		18,000.00	970.83	970.83	5.39	17,029.17
Miscellaneous		7,000.00	559.06	559.06	7.99	6,440.94
Office Supplies		4,000.00	118.65	118.65	2.97	515.22
Personal Protective Equipment		24,000.00	70.94	70.94	0.30	23,929.06
Small Equipment Maintenance		5,000.00	385.00	385.00	7.70	4,615.00
Training		10,000.00	340.00	340.00	3.40	9,660.00
Travel		2,000.00		0.00	0.00	2,000.00
Uniforms		2,000.00		0.00	0.00	2,000.00
Utilities		20,000.00	1,823.22	1,823.22	9.12	18,176.78
Associated Personnel Cost		10,000.00	302.00	302.00	3.02	9,698.00
Fues Contracting Work		33,000.00		0.00	0.00	33,000.00
TOTAL MATERIALS & SERVICES		281,300.00	10,356.31	10,356.31	3.68	270,943.69

WILLIAMS RURAL FIRE PROTECTION DISTRICT
211 EAST FORK RD
WILLIAMS, OR 97544
STATEMENT OF REVENUE AND EXPENDITURES
BUDGET VERSUS ACTUAL COMPARISON
July 31, 2025

GENERAL FUND

	Account Number	Annual Budget	Current Month	Year To Date	% Of Budget	Remaining Balance
CAPITAL OUTLAY						
Apparatus & Equipment		10,000.00	0.00	0.00	0.00	10,000.00
Building Improvements		40,000.00	0.00	0.00	0.00	40,000.00
District Building Improvements			0.00	0.00		
Mobile Improvement			0.00	0.00		
Capital Outlay - Other		10,000.00	0.00	0.00	0.00	10,000.00
TOTAL CAPITAL OUTLAY		60,000.00	0.00	0.00	0.00	60,000.00
Contingency		20,000.00	0.00	0.00	0.00	20,000.00
Unappropriated Ending Balance		130,100.00	0.00	0.00	0.00	130,100.00
TOTAL REQUIREMENTS		1,062,400.00	56,016.60	56,016.60	5.27	1,006,383.40
TOTAL RESOURCES			7,331.11	7,331.11		
TOTAL REQUIREMENTS			-56,016.60	-56,016.60		
ENDING FUND BALANCE			-48,685.49	-48,685.49		
Beginning Fund Balance		554,284.94	6/30/2025			
Excess Rev/Exp		-48,685.49				
Ending Fund Balance		505,599.45				

WILLIAMS R F P D
Disbursement Voucher

	Type	Date	Name	Memo	Account	Paid Amount
Jul 25	Credit Card Charge	07/01/2025	Southern Oregon Sanitation		Garbage Expense	71.05
	Credit Card Charge	07/01/2025	Harbor Freight	Gloves	1600 Personal Prtctve Equipment	70.94
	Credit Card Charge	07/01/2025	Safeway	Gatorade	Kitchen	42.36
	Credit Card Charge	07/01/2025	Rite Aid	Glucose Gel, Thermometer,	0600 EMS Supplies	113.58
	Bill	07/01/2025	Williams Fire Department Support Gr	Board Members Heather Glass, Bill E	2500 · Associated Personnel Expense:	180.00
	Bill	07/01/2025	SAIF	Annual Work Comp	Workman's Compensation	15,836.19
	Bill	07/01/2025	WHA Insurance Agency	AD&D Policy	1300 Insurance	628.00
	Bill	07/01/2025	Josephine County Clerk	May 2025 Election	0500 Elections	702.11
	Bill	07/01/2025	Century Link		Special Circuit	49.98
	Bill	07/01/2025	American Industrial Door LLC	Bay Door Repair	0200 Building Maintenance	610.96
	Credit Card Charge	07/01/2025	Blackout Coffee	Coffee	Kitchen	29.91
	Credit Card Charge	07/01/2025	Fire Safety U.S.A.	Gauges	8761 · Wildland Rig	136.90
	Credit Card Charge	07/01/2025	Oregon Health Authority	EMT Renewal	2500 · Associated Personnel Expense:	95.00
	Credit Card Charge	07/01/2025	Bound Tree Medical	EMS Supplies	0600 EMS Supplies	103.10
	Check	07/01/2025	Bank Charges	Service Charge	0400 Dues & Fees	0.05
	Check	07/02/2025	QuickBooks Payroll Service	Fee for 1 direct deposit(s) at \$1.75 eac	Payroll Liabilities	1.75
	Bill	07/02/2025	Caldera Technical Services LLC	Charger Replacement	8762 · Brush Rig	236.24
	Bill	07/02/2025	Carson	428 Gal	Diesel	1,736.63
	Credit Card Charge	07/02/2025	Sierra Springs - Mt. Shasta Spring Water		Kitchen	46.33
	Bill	07/03/2025			Community Relations - Admin Aid	980.00
	Paycheck	07/03/2025		Direct Deposit	5100 · Fire Chief	2,832.50
	Paycheck	07/03/2025		Direct Deposit	5600 · Training Officer	2,832.50
	Paycheck	07/03/2025		Direct Deposit	4300 · Seasonal Hires-Misc Work	391.80
	Paycheck	07/03/2025		Direct Deposit	5500 · Duty Officer	1,000.00
	Paycheck	07/03/2025		Direct Deposit	Insurance Benefits	-992.00
	Paycheck	07/03/2025		Direct Deposit	Payroll Liabilities	616.80
	Paycheck	07/03/2025		Direct Deposit	5400 · Lieutenant of Operations	4,052.58
	Paycheck	07/03/2025		Direct Deposit	4300 · Seasonal Hires-Misc Work	210.42
	Paycheck	07/03/2025		Direct Deposit	5500 · Duty Officer	1,190.00
	Paycheck	07/03/2025		Direct Deposit	Insurance Benefits	-205.00
	Paycheck	07/03/2025		Direct Deposit	Payroll Liabilities	727.66
	Paycheck	07/03/2025		Direct Deposit	OSFM Firefighter	3,414.03
	Paycheck	07/03/2025		Direct Deposit	Insurance Benefits	-205.00
	Paycheck	07/03/2025		Direct Deposit	Payroll Liabilities	451.15
	Paycheck	07/03/2025		Direct Deposit	OSFM Fire Prevention Officer	3,839.19
	Paycheck	07/03/2025		Direct Deposit	Payroll Liabilities	393.48
	Paycheck	07/03/2025		Direct Deposit	OSFM Seasonal Grant	242.25
	Paycheck	07/03/2025		Direct Deposit	Payroll Liabilities	27.05
	Paycheck	07/03/2025		Direct Deposit	CWRR Personnel	144.50
	Paycheck	07/03/2025		Direct Deposit	OSFM Seasonal Grant	221.00
	Paycheck	07/03/2025		Direct Deposit	Payroll Liabilities	40.82
	Paycheck	07/03/2025		Direct Deposit	CWRR Personnel	93.50

WILLIAMS R F P D
Disbursement Voucher

Type	Date	Name	Memo	Account	Paid Amount
Paycheck	07/03/2025		Direct Deposit	Payroll Liabilities	9.40
Paycheck	07/03/2025		Direct Deposit	CWRR Personnel	221.00
Paycheck	07/03/2025		Direct Deposit	OSFM Seasonal Grant	535.50
Paycheck	07/03/2025		Direct Deposit	Payroll Liabilities	84.22
Bill	07/03/2025	Lewis Power Equipment	Bolt for Lawnmower	Grounds Maintenance	7.99
Bill	07/03/2025	Fields Home Imprvmnt Cntr	Oil	0100 Apparatus Maintenance	51.94
Credit Card Charge	07/06/2025	Starlink		Internet Expense	120.00
Bill	07/07/2025	Pacific Power	Line 2	Electricity Expense	12.10
Bill	07/07/2025	Pacific Power	Line 6	Electricity Expense	62.12
Bill	07/07/2025	Pacific Power	Line 7	Electricity Expense	269.58
Bill	07/07/2025	Pacific Power	Line 11	Electricity Expense	312.60
Bill	07/07/2025	Pacific Power	Line 12	Electricity Expense	33.29
Bill	07/08/2025	US Cellular		Department Cell Phone	187.84
Bill	07/08/2025	US Cellular		Vehicle	74.37
Bill	07/08/2025	Devin N. Brennan	Stove Knob	159 Mobile Home Bldg Exp	18.99
Credit Card Charge	07/09/2025	uAttend Time Clock		2500 · Associated Personnel Expense	27.00
Credit Card Charge	07/12/2025	Zoom Video Communications		0400 Dues & Fees	26.99
Credit Card Charge	07/15/2025	4statetrucks.com	Turn Signal Switch	8763 · 8763 Type 3 Wildland Engine	117.48
Credit Card Charge	07/16/2025	Amazon.com	Amazon Prime	0400 Dues & Fees	179.00
Credit Card Charge	07/18/2025	InstaInk		Ink	15.99
Credit Card Charge	07/22/2025	Bound Tree Medical		0600 EMS Supplies	78.77
Credit Card Charge	07/22/2025	InstaInk		Ink	31.99
Credit Card Charge	07/23/2025	Steve's Mobile Auto Repair	Generator Repair	0700 Small Equip. Maintenance	385.00
Credit Card Charge	07/23/2025	Amazon.com	Gauze	0600 EMS Supplies	63.96
Credit Card Charge	07/24/2025	Home Depot	Cleaning Supplies	Kitchen	144.04
Credit Card Charge	07/24/2025	Home Depot	PVC Adapters	Grounds Maintenance	46.53
Credit Card Charge	07/24/2025	Grocery Outlet	Groceries	Kitchen	218.62
Bill	07/25/2025	American Industrial Door LLC	Door Repair	0200 Building Maintenance	143.82
Bill	07/25/2025	Premier Oxygen		0600 EMS Supplies	11.00
Bill	07/25/2025	Pacific Power	Line 2	Electricity Expense	12.10
Bill	07/25/2025	Pacific Power	Line 6	Electricity Expense	77.60
Bill	07/25/2025	Pacific Power	Line 7	Electricity Expense	318.69
Bill	07/25/2025	Pacific Power	Line 11	Electricity Expense	312.00
Bill	07/25/2025	Pacific Power	Line 12	Electricity Expense	34.25
Bill	07/25/2025	Special Districts Insurance Services		Insurance Benefits	2,539.00
Bill	07/25/2025	Special Districts Insurance Services		Insurance Benefits	4,134.00
Bill	07/25/2025	City of Grants Pass		Dispatch	395.25
Bill	07/25/2025	Napa Auto Parts	Lights	8763 · 8763 Type 3 Wildland Engine	30.38
Bill	07/25/2025	Applegate Valley Fire District		1450 · Professional Fees/Consultants	970.83
Credit Card Charge	07/25/2025	Special Districts Assoc. of Oregon	Board Training	1800 Training	340.00
Credit Card Charge	07/26/2025	Amazon.com	Paper Towels	Kitchen	7.52
Credit Card Charge	07/28/2025	Gordon Truck Center	Batteries	8711 · Rescue	186.73

WILLIAMS R F P D
Disbursement Voucher

<u>Type</u>	<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Paid Amount</u>
Credit Card Charge	07/28/2025	Fleet Pride	Fittings	0200 Building Maintenance	35.86
Credit Card Charge	07/30/2025	Staples	Office Supplies	1500 Office Supplies	70.67
Credit Card Charge	07/30/2025	Sierra Springs - Mt. Shasta Spring Water		Kitchen	70.28
					<u>56,016.60</u>

Jul 25

2nd Quarter FY 2025		Total Qrtly Award								
		/ Total			Pt.					
12/31/2024		3,000	Pts.=	187	Value=		16.04			
W.R.F.P.D.		Alarm Response	Training	Activity	TOTAL	ADJSTD	AWARD	SHOW UP		
VOLUNTEERS		Eligible	Attendance	Attendance	PTS.	TOTAL PTS.	X VALUE=	TIMES		
									Pd-Act Amt	
#	Active Personnel Listed				0	187	\$16.04		CK#	Inci/Train
1	Barajas, Alonzo		3	5	2	10	10	\$160.43	10	
1	Bivens, Jacob		2	1	1	4	4	\$64.17	4	
1	Brennan, Devin	n	42	15	5	62	0	\$0.00	62	
1	Brian, Ben		18	6	2	26	26	\$417.11	26	
1	Ferrell, Lucas		0	0	0	0	0	\$0.00	0	
1	Dunlap, Elizabeth		14	4	9	27	27	\$433.16	27	
1	Holt, Nicco	n	52	26	6	84	0	\$0.00	84	
1	HooperLee, Charles		32	13	2	47	47	\$754.01	47	
1	Johnstone, Jesse		0	0	0	0	0	\$0.00	0	
1	Manning, Jake		0	0	0	0	0	\$0.00	0	
1	Martell, Ashley		15	10	6	31	31	\$497.33	31	
1	Scaroni, Jon	n	38	14	7	59	0	\$0.00	59	
1	Stevens, Jason		2	1	0	3	3	\$48.13	3	
1	Sundell, Heather		4	5	1	10	10	\$160.43	10	
1	Sundell, Oskar	n	55	15	6	76	0	\$0.00	76	
1	Vetter, Jennifer		0	0	0	0	0	\$0.00	0	
1	Welch, Kenton		1	0	0	1	1	\$16.04	1	
1	Williams, Jasmine		13	7	8	28	28	\$449.20	28	
					0	0	0	\$0.00	0	
					0	0	0	\$0.00	0	
					0	0	0	\$0.00	0	
					0	0	0	\$0.00	0	
							TTL. SHOWS	468		
									AVG # PERSON PER EVENT	# EVENTS
							SPCL	#REF!	0	
					Sum of Checks	\$3,000.00	TRAINING	#DIV/0!	0	
							INCIDENTS	#DIV/0!	0	
							TTL. NUM. Activities		0	

* Ben Brian, Elizabeth Dunlap & Jasmine Williams started upstaffing on 6/21/25; their volunteer stipend stopped on 6/20/25.