



WILLIAMS RURAL FIRE PROTECTION DISTRICT
REGULAR BOARD MEETING AGENDA

Tuesday, August 11th, 2026

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

Join Zoom Meeting

<https://us06web.zoom.us/j/5918971593?pwd=vlfa5CsLauwJNjAcwG3SyWZjFgTYS.1>

Meeting ID: 591 897 1593

Passcode: 8467644

1. Call to Order, Pledge, and Roll Call of Members
2. Announcements
3. Approval of Prior Board Meeting Minutes – previously distributed electronically
 - June 25, 2026 Regular Board Meeting Minutes
 - July 9, 2026 Board Meeting Work Session Minutes
 - July 14, 2026 Regular Board Meeting Minutes
4. Clerk Treasurers Report – Financial Reports
 - June 2026 financials tabled at last board meeting
 - July 2026 Financials
5. Reports
 - Fire Chief's Report
 - Operation Chief's Report
 - District Fire Marshal Report / Safety Committee Report
 - Community Relations Coordinator Report
 - WFA Report / Community Woodbank
 - Chair Report
6. Unfinished Business
 - Paid Leave policy follow-up
 - Internal Controls
 - a. Door Lock keypad installation on Offices and Modular Home
 - b. District Credit Cards conversation: Deployment and Staff Cards
 - Policy Manual Framework
7. *Tabled Unfinished Business*
 - *Station Decontamination Showers*
 - *Museum Building/Bldg. 7/8*
 - *Solar Project – Feasibility Study with Oregon Clean Power Cooperative*
8. New Business
 - MOU for Equipment – Shared Resources
9. Announcement of the next regular scheduled board meeting – Tuesday, September 8, 2026 at 10:00am
10. Public Input – two minutes at end of meeting

11. Public Questions – can be submitted in writing to PO Box 81, Williams, Oregon 97544

12. Motion to adjourn

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

DRAFT MINUTES



WILLIAMS RURAL FIRE PROTECTION DISTRICT WORK SESSION BOARD MEETING MINUTES

Thursday, July 9, 2026

Place and Time: District Headquarters, 211 E. Fork Road, Williams OR, at 1:00 PM

Join Zoom Meeting

<https://us06web.zoom.us/j/5918971593?pwd=vlfa5CsLauwJNfAcwG3SyWZjFgTYS.1>

Meeting ID: 591 897 1593

Passcode: 8467644

1. CALL TO ORDER, PLEDGE, AND ROLL CALL

- Call to Order: 1:02PM

Roll Call:

Board Members Present

Position 1 – Heather Glass

Position 2 – Brian Barton

Position 3 – Jim Krois

Position 4 – Bill Ertel

Position 5 – David Applegate

Board Members Absent

None

Williams Staff Present

Fire Marshall – Jon Scaroni

Community Coordinator – Ash Martell

Public Presence & Invited Speakers:

AFD Administrative Assistant – Rachael Couch

AFD Fire Chief – Chris Wolfard

AFD Executive Chief – Tallie Jackson

AFD Deputy Chief – Dave Blakely

Community member – Claudia Pratt

Community member – Wilma Hyde

DRAFT MINUTES

Zoom Attendees:

Community Coordinator – Ash Martell

2. UNFINISHED BUSINESS

- **Levy – see attached packet of documents that were discussed by Fire Chief Chris Wolfard.**
 - i. **Regional Fire District Tax Rate Comparison**
 - ii. **Blank Resolution Format**
 - iii. **Blank Request for Ballot Title**
 - iv. **Blank Notice of Measure Election**
 - v. **Previous Request for Ballot Title from 2021**
 - vi. **Explanatory Statement for County Voters = Pamphlet**
 - vii. **Williams Levy Board Timeline**
 - viii. **Williams Levy Campaign Timeline**
- **Board President Heather Glass asks board members as well as community members in attendance about the input that they have received from the community**
 - i. **Recent Events:**
 - 1. **Community Listening Session – popular feedback of \$1.35 being preferential**
 - ii. **Community members in attendance share that above \$1.35 would not be feasible with their budgets**
- **Emphasis on the importance of 24/7 coverage for medical calls overnight for an aging population.**

3. Public/Volunteer Input – two Minutes at end of meeting

4. Public Questions – can be submitted in writing to PO Box #81, Williams, OR, 97544

5. Motion to adjourn

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

DRAFT MINUTES

WILLIAMS RURAL FIRE PROTECTION DISTRICT Regular Board Meeting Minutes July 14, 2026

1. CALL TO ORDER, PLEDGE, AND ROLL CALL

- Call to Order: 10:02am

Roll Call:

Board Members Present

Position 1 – Heather Glass

Position 2 – Brian Barton

Position 3 – Bill Ertel

Position 4 – David Applegate

Position 5 – Jim Krois

Board Members Absent

none

Williams Staff Present

Fire Marshall – Jon Scaroni

Community Coordinator – Ash Martell

Fire Fighter – Devin Brennan

Fire Fighter – Liz Dunlap

Public Presence & Invited Speakers:

AFD Administrative Assistant – Rachael Couch

AFD Fire Chief – Chris Wolfard

AFD Executive Chief – Tallie Jackson

AFD Deputy Chief – Dave Blakely

Invited Speaker - Gabe Juul

Zoom Attendees:

Liz Seiberling – WRFPD Support Team

IVFD – Fire Chief John Holmes

AFD Deputy Chief – Dave Blakely

2. ANNOUNCEMENTS

- Grants Pass Chamber of Commerce has put a new pamphlet and a 3 year survey of businesses for Josephine County

DRAFT MINUTES

- Letter of Support from the Williams Rural Fire Protection District Support Team for the Board seeking a Levy for the Fire District this cycle.
- Upcoming Events:
 - **Trainings coming up for Board Members**
 - **Spring 2027 Sun River through SDAO**
 - **OFDDA in October 2026 in Hood River**
 - **Fall Blood Drive – September 22nd at AFD Station 53 Training Building**
 - **Yard Signs to Support the Fire District available at the station and at Support Team Tabling events.**

3. APPROVAL OF PRIOR BOARD MEETING MINUTES

- Previously distributed electronically:
 - June 25, 2026 Regular Board Meeting Minutes
 - July 9, 2026 Board Meeting Work Session Minutes
- Discussion: Move approval and full review of the previous minutes to the next meeting on August 11th, 2026.

4. REPORTS

- **Fire Chief's Report – AFD IGA Fire Chief Chris Wolfard**
 - Chief Wolfard's report was given out electronically to the Board for review before the meeting.
 - Discussion:
 - Fire Defense Board Chief coverage (FDBC)
 - Fire Chief Fire / Business Inspection request by Oregon State Fire Marshall Sam Lashley for Williams Livestock Auction
 - Extractor and Dryer requested via AFG grant to
- **Deputy Chief's Report – AFD IGA Deputy Chief Dave Blakely**
 - Chief Blakely's report was given out verbally to the Board for review at the meeting.
 - Discussion:
 - Review that this Deputy Chief report will be moving to replace individual staff reports in the future.
 - Signed contract with First Due
 - Priority implementation module – Schedule / staffing
 - Board member dashboard within First Due
 - Request to show call times at the next meeting.

DRAFT MINUTES

- Change in Staffing
 - Switch from M-F 7am-5pm to 24/7 staffing
 - 3 shift teams that stay on-site for 48 hours, rotating, effective July 1, 2026
 - 24 hour staffing leads to a trend of faster response times.
- **Training Report – Captain Nicco Holt**
 - Captain Nicco Holt’s report was given out electronically to the Board for review before the meeting.
 - Discussion: To be consolidated into Deputy Chief Blakely’s report moving forward.
- **Operations Report – Captain Oskar Sundell**
 - Captain Oskar Sundell’s report was provided electronically to the Board for review before the meeting.
 - Discussion: To be consolidated into Deputy Chief Blakely’s report moving forward.
- **District Fire Marshal Report / Safety Committee Report - Jon Scaroni**
 - Fire Marshall Jon Scaroni’s report was provided electronically to the Board for review before the meeting.
 - Discussion:
- **Community Relations Coordinator Report – Ash Martell**
 - Ash Martell’s report was given verbally to the Board for review:
 - Discussion:
 - Support Team – voted on 501c3 through Funding Navigator
 - Letter of Support from President Amy Brennan
 - Post to be created for Social Media regarding the Livestock Auction: OSFM Fire and Life Safety Inspection – pass with no real concerns.
 - Monday Farmers Market – Support Team Booth on the 1st Monday of the Month: 5:00-8:00pm
- **WFA Report / Firefighter Input – Devin Brennan**
 - Discussion: none

DRAFT MINUTES

- **Chair's Report – Williams Rural Fire Protection District Support Team**

- o Discussion: n/a

5. UNFINISHED BUSINESS

- Levy

- o Discussion: Letter of Support from the WRFPD Support Team.
- o IV FD Fire Chief John Holmes shares that he would be happy to have a meeting with Chief Wolfard regarding best practices for passing their levy this year.
- o \$1.35 Levy does represent us losing the Fire Marshal position.
- o The Levy Resolution was read by Board President Heather Glass.

- **A motion was made by Heather Glass to seek a \$1.35 per \$1000 of assessed property Value Operational Levy for the Williams Rural Fire Protection District. The motion was seconded by Jim Krois. (10:52am)**

- **Motion carries as follows:** The motion was approved with 5 ayes.

- o **AYS:** Heather Glass, Brian Barton, Jim Krois, Bill Ertel, David Applegate
- o **NAYS:**

- **Discussion:** Public comment from community member Liz Seiberlin on Zoom that she is completely in favor of adopting the resolution for the Operational Levy as read by Board President Heather Glass

- **A motion was made by Bill Ertel to adopt Resolution 2026/2027-01 Operational Levy as read by Board President, Heather Glass. The motion was seconded by David Applegate. (10:55am)**

- **Motion carries as follows:** The motion was approved with 5 ayes.

- o **AYS:** Heather Glass, Brian Barton, Jim Krois, Bill Ertel, David Applegate
- o **NAYS:**

- **A motion was made by Heather Glass to make Chief Wolfard the Levy Coordinator in charge of submitting and forwarding on the Operational Levy to the November 2026 Ballot. The motion was seconded by Brian Barton. (10:57am)**

- **Motion carries as follows:** The motion was approved with 5 ayes.

DRAFT MINUTES

- **AYS:** Heather Glass, Brian Barton, Jim Krois, Bill Ertel, David Applegate
- **NAYS:**
- Fire District Name
 - Discussion:
 - i. Agreement that we are not a Department – we are a District
 - ii. Williams Fire / Rescue is used commonly currently
 - iii. Conversation that there is a DBA – Williams Fire District in both California and Arizona
 - iv. Chief Dave Blakely suggests that we ask the Employee Group their Opinions
 - v. Chief Chris Wolfard states that the name Williams Fire District is more encompassing of a name to represent
 - vi. Firefighter Devin Brennan states that Williams Fire District ties us back to our original name.
 - vii. Staff to take a passive approach to changing the name and logo at this time.
- **A motion was made by Heather Glass for the Williams Rural Fire Protection District to 'Do Business As' (DBA) Williams Fire District. The motion was seconded by David Applegate. (11:14am)**
- **Motion carries as follows:** The motion was approved with 5 ayes.
 - **AYS:** Heather Glass, Brian Barton, Jim Krois, Bill Ertel, David Applegate
 - **NAYS:**
- Proposed Employee Leave Accrual and Holiday Schedule
 - Discussion: Fire Chief Wolfard shares a proposed document covering staff recommendations of Employee Leave Accrual and Holiday schedule for employees that was created at a staff meeting last week.
 - i. The Board would like to Evaluate this Employee Leave Accrual and Holiday Schedule at 6 months and a year out from implementation

DRAFT MINUTES

- ii. Board Treasurer, Bill Ertel, would like to quantify the value of this Leave and Holiday Accrual on an annual basis
- iii. The Board recognizes that this document is an added benefit that makes our district more competitive and attractive to employees.
- **A motion was made by Heather Glass to approve the Proposed Employee Leave Accrual and Holiday Schedule as presented by Chief Wolfard. The motion was seconded by Bill Ertel. (11:34am)**
- **Motion carries as follows:** The motion was approved with 5 ayes.
 - o **AYS:** Heather Glass, Brian Barton, Jim Krois, Bill Ertel, David Applegate
 - o **NAYS:**
- Solar Project
 - o Discussion: Guest, Gabe Juul from the Oregon Clean Power Cooperative
 - i. Community oriented joint solar project for the Fire District and Williams Elementary School
 - 1. Paid over \$8,000 last year to Pacific Power last year alone for Power for the Fire District
 - 2. Gabe's role would be to handle the technical details of the projects as well to help facilitate funding.
 - a. Oregon Clean Power Coop is not a registered non-profit, they are a community owned for-profit collaborative group
 - b. Lowest cost option would be to put the project out in the field
 - i. Maintenance contract – to mow around the array
 - c. A Carport or Stracker style option would be about twice as expensive
 - 3. Next Step - Feasibility Study: cost \$2000 – Fully reimbursable from the Energy Trust of Oregon. Net zero cost to the Fire District.
 - a. Timeline to complete the study is about a month
 - b. Application to get back reimbursement from the Energy Trust of Oregon

DRAFT MINUTES

4. Considering looking at grant funds to fund the \$2,000 Feasibility Study costs.
 5. Federal tax credit for 30% of the project cost if it is completed by the end of 2027
- Initial Internal Control Conversations
 - o Discussion: Table for this month

6. TABLED UNFINISHED BUSINESS

- Modular Home Update: Discussed
 - o Administrative Assistant Rachael Couch worked with Gates Furniture to Furnish the Modular Home using the spending budget of \$10,000 starting on 07/01/2026. Desks have not been picked up/paid for.
- Station Decontamination Showers: Not discussed
- Museum Building/ Bldg 7/8: Not Discussed
- Policy Updates / Lexipol Review: Discussed below
- Internal Controls: Discussed
 - o Discussion: Internal Controls need to be updated to reflect District changes. Heather and Bill are working on updating the internal controls. In the future, plan to obtain a credit card for Administrative Assistant, Rachael Couch
 - i. Administrative Office Keys
 1. Rachael Couch, Nicco Holt, and Oskar Sundell currently have a key
 2. Change the wording to reflect – Keys to be distributed to staff at the discretion of the Fire Chief
 3. Change the door lock to a keypad lock
 - a. Cost looks like \$50 to \$100 per door to replace
 - ii. District Credit Cards
 1. Spending Authority needed for Fire Chief for staff that is deployed

7. NEW BUSINESS

DRAFT MINUTES

- Board Roles
 - o Current Board Roles of the Williams Fire Board
 - Chair: Heather Glass
 - Vice Chair: David Applegate
 - Treasurer: Bill Ertel
 - Secretary: Brian Barton
- **A motion was made by Brian Barton that we maintain the Board Roles as currently held for Fiscal Year 26-27. The motion was seconded by Heather Glass. (11:55am)**
- **Motion carries as follows:** The motion was approved with 4 ayes.
 - o **AYS:** Heather Glass, Brian Barton, Jim Krois, Bill Ertel
 - o **NAYS:**
- Policy Manual Framework
 - o Chief Wolfard has been working on a board policy manual structure. It is still in process
 - o Suggests that time and resources are better spent on starting fresh versus trying to tailor current Lexipol policy to meet our needs.
- Shared Resources: Equipment Sharing with Applegate
 - o Applegate needs to be able to move the new masticators that were awarded. Request to use the larger Williams trailer.
 - o Bill Ertel requests a formalized resolution to capture the practice for future boards. Chief recommends signing an MOU. Heather Glass offers to draft an MOU

8. CLERK TREASURER'S REPORT

- Administrative Assistant, Rachael Couch, provided treasurer reports that were reviewed by the board members.
 - o Discussion:
 - Disbursement Vouchers - presented
 - Financial Statements – presented
 - Move the Financials at the next meeting

DRAFT MINUTES

- Grant Tracker – pending several grant closeouts for FYE. Will be shared at the next board meeting
 - Rachael Couch shares updates to tracker with totals for amounts exhausted on each grant.

9. NEXT MEETING ANNOUNCED

- **Announcement of the next regular scheduled board meeting – August 11th, 2026, at 10:00am. Location: Williams Rural Fire Protection District Board Room: 211 East Fork Rd.**

10. PUBLIC INPUT

- Two minutes per person granted.
- Community member Questions and Comments:
- Public Questions - can be submitted in writing to P.O. Box 81, Williams, OR 97544

11. MOTION TO ADJOURN

- **A motion was made by Heather Glass to adjourn. The motion was seconded by Brian Barton. (12:09pm)**
 - Discussion: none
- **Motion carries as follows:** The motion was approved with 5 ayes.
 - **AYES:** Heather Glass, Brian Barton, Jim Krois, David Applegate, Bill Ertel
 - **NAYS:**

Meeting Adjourned: 12:09pm

Minutes Submitted by Rachael Couch

Administrative Assistant

DRAFT MINUTES

WILLIAMS RURAL FIRE PROTECTION DISTRICT Regular Board Meeting Minutes June 25, 2026

1. CALL TO ORDER, PLEDGE, AND ROLL CALL

- Call to Order: 10:03am

Roll Call:

Board Members Present

Position 1 – Heather Glass

Position 2 – Brian Barton

Position 3 – Jim Krois

Position 4 – Bill Ertel

Board Members Absent

Position 5 – David Applegate

Williams Staff Present

Captain – Nicco Holt

Fire Marshall – Jon Scaroni

Captain – Oskar Sundell

Community Coordinator – Ash Martell

Fire Fighter – Devin Brennan

Fire Fighter – Nate Geelhoed

Public Presence & Invited Speakers:

AFD Administrative Assistant – Rachael Couch

AFD Fire Chief – Chris Wolfard

AFD Executive Chief – Tallie Jackson

AFD Deputy Chief – Dave Blakely

Community member – Claudia Pratt

Community member – Wilma Hyde

Zoom Attendees:

None

2. ANNOUNCEMENTS

- Upcoming Events:
 - **July 11th Firefighter Picnic with Applegate**
 - **Trainings coming up for Board Members**

DRAFT MINUTES

- June 2026 Klamath Falls Regional Training through SDAO
- Spring 2027 Sun River through SDAO
- OFDDA in October 2026 in Hood River

3. APPROVAL OF PRIOR BOARD MEETING MINUTES

- Previously distributed electronically:
 - May 27th, 2026, Regular Board Meeting Minutes
 - May 27th, 2026, Budget Committee Meeting Minutes
- Discussion: n/a.
- **A motion was made by Jim Crois to approve May 27th, 2026, Regular Meeting, May 27th, 2026, Budget Committee minutes as presented. The motion was seconded by Heather Glass. (10:10am)**
- **Motion carries as follows:** The motion was approved with 4 ayes.
 - **AYES:** Heather Glass, Brian Barton, Jim Krois, Bill Ertel
 - **NAYS:**

4. REPORTS

- **Fire Chief's Report – AFD IGA Fire Chief Chris Wolfard**
 - Chief Wolfard's report was given out verbally to the Board for review at the meeting.
 - Discussion:
 - Oregon Fire Chief's Conference
 - Community Wildfire Protection Plan Meeting
 - 5/7 Williams Grange
 - Coffee with the Chief
 - Budget Presentation and Approval
 - Board Meeting
 - Title II Grants
 - Levy Best Practices Document
 - Regional Fire Service Study
 - Senate Bill 454 Committee: Salem Advisory Board Meetings with possible legislation recommendations for the Oregon State Fire Marshall for Rural District Funding.
- **Training Report – Captain Nicco Holt**

DRAFT MINUTES

- Chief Holt's report was given out electronically to the Board for review before the meeting.
- Discussion: Bill
- **Operations Report – Captain Oskar Sundell**
 - Captain Oskar Sundell's report was provided electronically to the Board for review before the meeting.
 - Discussion:
 - Seasonal Hires started in June
 - Introduced: Nate Geelhoed
- **District Fire Marshal Report / Safety Committee Report - Jon Scaroni**
 - Fire Marshall Jon Scaroni's report was provided electronically to the Board for review before the meeting.
 - Discussion:
 - IAAI: Arson Investigators Organization meeting updates
 - Green Debris Drop-off Day
- **Community Relations Coordinator Report – Ash Martell**
 - Ash Martell's report was given verbally to the Board for review:
 - Discussion:
 - Has been on intermittent Paid Leave
 - Community Events coming up:
 - June 13-14 Community Yard Sale – lower attendance due to heat.
 - Support team Updates
 - Support Team meeting in 2 weeks
- **WFA Report / Firefighter Input – Devin Brennan**
 - Discussion:
 - WFA Updates
 - Booth at Yard Sale
 - Woodbank completed training for volunteers for splitter, chipper crew volunteers on Wednesday.
 - Hoping to get Lomakatsi volunteer team out to help with Processing
 - Spending Down Grant funds by 06/30/2026
- **Chair's Report – Williams Rural Fire Protection District Support Team**
 - Discussion: n/a

DRAFT MINUTES

5. UNFINISHED BUSINESS

- Brewster Proposed Engagement Letter for upcoming audit
 - o Discussion:
 - i. Fire Chief Wolfard has called their team asking why Williams is being charged more than Applegate. Chief Wolfard is advising that Williams waits to sign the agreement until price discrepancy for equivalent services is investigated.
 - ii. Fire Chief Wolfard reached out to 3 other Auditors in Oregon for a quote for this years' audit as quoted fee for service is 4.5% of District Tax Revenue
 - iii. Looking at if we should be doing an Audit or a different review based on being under the million dollar threshold of expenditures: different review: Agreed Upon Procedures (AUP) by a Qualified Municipal Auditor. Brewster does not offer the AUP
 - iv. State List of Auditors that offer these services.
 - v. We are required by statute to hold an audit every year.
 - 1. Statute numbers shared by Fire Chief Chris Wolfard: ORS 297.405, 297.425 , 297.435, 297.445, 297.465, 297.503. OAR 162 divisions 10 and 40
 - vi. Administrative Assistant Rachael Couch to share out the list of requests that we have received from Brewster in preparation for the Audit this year.
 - vii. Bill Ertel asks question regarding Proposed Engagement Letter on Page 4
 - 1. Clarification that Fire Chief is the Budget Officer
 - viii. Options:
 - 1. Tallie suggests we move forward with the Brewster engagement this year and find a Municipal Auditor AUP for next year.
- **A motion was made by Bill Ertel to accept, sign and engage the Proposed Engagement Letter from R.W. Brewster CPA dated 04/01/2026 for the FY 2025-2026 Audit with the designation of Fire Chief Chris Wolfard recognized as the Finance/Budget Officer. The motion was seconded by Heather Glass. (10:56am)**

DRAFT MINUTES

- **Motion carries as follows:** The motion was approved with 4 ayes.

- **AYS:** Heather Glass, Brian Barton, Jim Krois, Bill Ertel
- **NAYS:**

6. TABLED UNFINISHED BUSINESS

- Modular Home Update: Discussed
 - Note: Modular Home is now vacant: to now be used for showers and training for the District. To maintain on 'Tabled Unfinished Business' for future Modular Home Updates.
 - Administrative Chief Jackson and Assistant Rachael Couch to work on spending budget \$10,000 starting on 07/01/2026 to outfit the Modular
- Showers: Not discussed
 - Note: To use Modular Home Showers currently. Leaving on the 'Tabled Unfinished Business' for future project to have showers added in the actual station.
- Museum Building: Not Discussed
- Policy Updates / Lexipol Review: Not Discussed
- Internal Controls: Discussed
 - Discussion: Internal Controls need to be updated to reflect District changes. Heather and Bill are working on updating the internal controls. In the future, plan to obtain a credit card for Administrative Assistant, Rachael Couch
 - i. Administrative Office Keys
 1. Rachael Couch, Nicco Holt, and Oskar Sundell currently have a key
 2. Change the wording to reflect – Keys to be distributed to staff at the discretion of the Fire Chief
 3. Change the door lock to a keypad lock
 - a. Cost looks like \$50 to \$100 per door to replace
 - ii. District Credit Cards
 1. Spending Authority needed for Fire Chief for staff that is deployed

DRAFT MINUTES

7. NEW BUSINESS

- Board President Heather Glass opens the Budget Hearing to the Public for comment. No changes have been made since the public meeting at the Budget Committee Meeting on May 27th, 2026.
- Budget Hearing: Resolution 2025/2026-2, Adopting the 2026/2027 Budget
 - Board President Heather Glass opens the Budget Hearing to the Public for comment. No changes have been made since the public meeting at the Budget Committee Meeting on May 27th, 2026.
 - Board President Heather Glass read the Budget Resolution 2025-2026-2, Adopting the 2026/2027 Budget.
- **A motion was made by Bill Ertel to adopt and sign the Budget as presented on Resolution No. 2025/2026-2 for a total adopted budget amount of \$1,092,750.00. The motion was seconded by Heather Glass. (11:03am)**
- **Motion carries as follows:** The motion was approved with 4 ayes.
 - **AYS:** Heather Glass, Brian Barton, Jim Krois, Bill Ertel
 - **NAYS:**
- Levy
 - Heather Glass got feedback that \$1.70 and \$1.35 were the preferred at the Community Listening Session held on 06/24/2026.
 - Current District ISO Rating of 6. Need to look at ISO of 8 for insurance implications
 - What are we getting with the Levy increase:
 - 24/7 staffing
 - Faster response times
 - PPE / Extractor / Cancer Prevention for Staff
 - Students / Training
 - Board to decide on the Levy amount at the July 14th Board Meeting
 - Board to schedule an additional work session before the July 14th meeting.

DRAFT MINUTES

- Fire District Name
 - Official Name: Williams Rural Fire Protection District
 - Doing Business As (DBA): Williams Fire/Rescue
- New Website
- Solar Project
- Student Program
 - Fire Fighter Devin Brennan will be spearheading the management of the Williams Student Program
 - Implementation steps are happening now for the fall
 - Applications are going to be coming out in the near future for interested students
- PTO Accruals for paid staff
 - Need documentation and accountability of a written policy on PTO accruals and policies
 - Pre-loading staff with PTO immediately is a direct request by Chief Wolfard. Half of anticipated annual accrual
 - Chief started with a proposal of 12 hours a month accrual of both PTO and Sick time moving forward. This represents 144 hours annually for each of those buckets. This is comparable to similar-sized local districts

8. CLERK TREASURER'S REPORT

- Administrative Assistant, Rachael Couch, provided treasurer reports that were reviewed by the board members.
 - Discussion:
 - Disbursement Vouchers - presented
 - Financial Statements - presented and updated to correct version from digital board packet
 - Grant Tracker Draft –
 - Rachael Couch shares updates to tracker with totals for amounts exhausted on each grant. Discussion of several upcoming grant

DRAFT MINUTES

terminations – CWRR and Capacity grant ending this year.

9. NEXT MEETING ANNOUNCED

- **Announcement of the next regular scheduled board meeting – July 14th, 2026, at 10:00am. Location: Williams Rural Fire Protection District Board Room: 211 East Fork Rd.**

10. PUBLIC INPUT

- Two minutes per person granted.
- Community member Questions and Comments:
- Public Questions - can be submitted in writing to P.O. Box 81, Williams, OR 97544

11. MOTION TO ADJOURN

- **A motion was made by Heather Glass to adjourn. The motion was seconded by Brian Barton. (12:15pm)**
 - o Discussion: none
- **Motion carries as follows:** The motion was approved with 3 ayes.
 - o **AYES:** Heather Glass, Brian Barton, Jim Krois
 - o **NAYS:**

Meeting Adjourned: 12:15pm

Minutes Submitted by Rachael Couch

Administrative Assistant

WILLIAMS R F P D
Disbursement Voucher

	Type	Date	Name	Memo	Account	Paid Amount
Jun 26						
	Credit Card Charge	06/01/2026	Williams Country Store	chipper fuel	Gas	18.25
	Credit Card Charge	06/01/2026	Amazon.com	paper towels	Kitchen	13.24
	Credit Card Charge	06/01/2026	Amazon.com	bathroom paper towel refill	Kitchen	77.90
	Check	06/01/2026		Service Charge	0400 Dues & Fees	0.05
	Credit Card Charge	06/03/2026	QuickBooks Payroll Service	quickbooks monthly fee	Payroll Subscription	42.00
	Credit Card Charge	06/04/2026	Oregon Secretary Of State	Munucipal Report Filing Audit Fee F	0400 Dues & Fees	300.00
	Paycheck	06/05/2026		Direct Deposit	OSFM Firefighter	3,633.41
	Paycheck	06/05/2026		Direct Deposit	Insurance Benefits	-232.00
	Paycheck	06/05/2026		Direct Deposit	Payroll Liabilites	345.40
	Paycheck	06/05/2026		Direct Deposit	5600 · Training Officer	5,665.00
	Paycheck	06/05/2026		Direct Deposit	5500 · Duty Officer	1,000.00
	Paycheck	06/05/2026		Direct Deposit	Insurance Benefits	-253.00
	Paycheck	06/05/2026		Direct Deposit	Payroll Liabilites	644.40
	Paycheck	06/05/2026		Direct Deposit	Community Relations - Admin Aid	365.50
	Paycheck	06/05/2026		Direct Deposit	Payroll Liabilites	37.16
	Paycheck	06/05/2026		Direct Deposit	OSFM Fire Prevention Officer	3,715.89
	Paycheck	06/05/2026		Direct Deposit	Payroll Liabilites	377.10
	Paycheck	06/05/2026		Direct Deposit	5400 · Lieutenant of Operations	4,052.58
	Paycheck	06/05/2026		Direct Deposit	5500 · Duty Officer	1,340.00
	Paycheck	06/05/2026		Direct Deposit	Insurance Benefits	-232.00
	Paycheck	06/05/2026		Direct Deposit	Payroll Liabilites	518.64
	Paycheck	06/05/2026		Direct Deposit	CWRR Personnel	382.50
	Paycheck	06/05/2026		Direct Deposit	Payroll Liabilites	38.89
	Paycheck	06/05/2026		Direct Deposit	CWRR Personnel	603.50
	Paycheck	06/05/2026		Direct Deposit	Payroll Liabilites	60.66
	Paycheck	06/05/2026		Direct Deposit	CWRR Personnel	539.75
	Paycheck	06/05/2026		Direct Deposit	Payroll Liabilites	54.24
	Credit Card Charge	06/06/2026	Starlink	starlink internet	Internet Expense	125.00
	Credit Card Charge	06/06/2026	Sierra Springs - Mt. Shasta Spring W	water delivery	Kitchen	78.99
	Credit Card Charge	06/08/2026	uAttend Time Clock	timeclock monthly	2500 · Associated Personnel Expense	45.00
	Credit Card Charge	06/08/2026	US Postal Service	stamps	Stationary Supplies	78.00
	Credit Card Charge	06/10/2026	Southern Oregon Sanitation	trash service	Garbage Expense	76.26
	Credit Card Charge	06/10/2026	Amazon.com	fuel stabilizer, drum pump	Firewood Grant	79.42
	Credit Card Charge	06/10/2026	Amazon.com	gas storage drum	Firewood Grant	204.99
	Credit Card Charge	06/10/2026	Amazon.com	Bar and Chain oil	Firewood Grant	85.65
	Credit Card Charge	06/11/2026	Gordon Truck Center	8742 apparatus maintenance - OSFM	8742 · 8742 - Tactical Tender	988.65
	Credit Card Charge	06/12/2026	Zoom Video Communications	zoom monthly	0400 Dues & Fees	26.99
	Credit Card Charge	06/16/2026	Williams Country Store	chipper fuel	1200 Fuel	15.74

WILLIAMS R F P D
Disbursement Voucher

Type	Date	Name	Memo	Account	Paid Amount
Credit Card Charge	06/17/2026	Moser Paving, Inc.	seal coating new asphalt	Grounds Maintenance	327.00
Credit Card Charge	06/17/2026	Amazon.com	folding event tables	Firewood Grant	239.91
Credit Card Charge	06/17/2026	Amazon.com	folding event chairs	Firewood Grant	169.99
Credit Card Charge	06/17/2026	Amazon.com	Event Table cloths	Firewood Grant	69.99
Credit Card Charge	06/17/2026	Amazon.com	event pop-up tents	Firewood Grant	351.56
Credit Card Charge	06/17/2026	Amazon.com	EMS supplies	0600 EMS Supplies	9.11
Credit Card Charge	06/17/2026	Vitality Medical	EMS Supplies	0600 EMS Supplies	30.52
Credit Card Charge	06/18/2026	Amazon.com	squirrel traps	Grounds Maintenance	103.98
Credit Card Charge	06/18/2026	InstaInk	Printer Ink	Ink	15.99
Credit Card Charge	06/18/2026	HoseRack	Fire Equipment, hose parts	0900 Fire Equipment/Supplies	209.92
Check	06/20/2026	Columbia Bank	Service Charge	Service Charges	30.00
Bill	06/22/2026	Ziply Fiber	telephone monthly bill correction	Telephone Expense	0.43
Bill	06/22/2026	Ziply Fiber	special circuit correction	Special Circuit	0.17
Bill	06/22/2026	US Cellular	department cell phones	Department Cell Phone	0.04
Credit Card Charge	06/22/2026	InstaInk	Printer Ink	Ink	31.99
Credit Card Charge	06/22/2026	Vitality Medical	EMS Supplies	0600 EMS Supplies	24.07
Credit Card Charge	06/23/2026	Williams Country Store	Chipper Fuel	Gas	19.98
Credit Card Charge	06/23/2026	Grocery Outlet	station groceries: eggs, protein bars, s	Kitchen	308.09
Bill	06/24/2026	Ziply Fiber	telephone monthly bill	Telephone Expense	244.97
Bill	06/24/2026	Ziply Fiber	special circuit	Special Circuit	93.74
Bill	06/24/2026	US Cellular	department cell phones	Department Cell Phone	207.35
Bill	06/24/2026	US Cellular	8752 vehicle line	Vehicle	24.79
Bill	06/24/2026	Columbia Bank	deposit slip check order	Stationary Supplies	143.46
Bill	06/25/2026	Columbia Bank	Security Deposit Box	1500 Office Supplies	65.00
Bill	06/25/2026	Pacific Power	item 2	Electricity Expense	11.91
Bill	06/25/2026	Pacific Power	item 6	Electricity Expense	38.76
Bill	06/25/2026	Pacific Power	item 7	Electricity Expense	241.44
Bill	06/25/2026	Pacific Power	item 11	Electricity Expense	44.37
Bill	06/25/2026	Pacific Power	item 12	Electricity Expense	34.46
Bill	06/25/2026	Bio-Med	UA and Background check	2500 · Associated Personnel Expense	51.00
Bill	06/25/2026	Longbow Computer and Data Analysis	drive mapping & Applegate Executive	1450 · Professional Fees/Consultants	62.50
Bill	06/25/2026	American Industrial Door LLC	middle bay door repair	0200 Building Maintenance	613.48
Bill	06/25/2026	City of Grants Pass	dispatch monthly	Dispatch	395.25
Bill	06/25/2026	GovFunds, Inc	Funding Navigator Annual	1450 · Professional Fees/Consultants	4,500.00
Bill	06/25/2026	Century Link	special circuit	Special Circuit	49.98
Bill	06/25/2026	Fields Home Imprvmnt Cntr	spray paint, air filters, pole lock-on	0200 Building Maintenance	90.10
Bill	06/25/2026	Carson	87 REG E-10 Gas	Gas	1,221.08
Bill	06/25/2026	Carson	Biodiesel B5	Diesel	1,284.77
Bill	06/25/2026	Special Districts Insurance Services	Insurance Monthly - Capacity Grant	Insurance Benefits	2,797.00

WILLIAMS R F P D
Disbursement Voucher

Type	Date	Name	Memo	Account	Paid Amount
Bill	06/25/2026	Special Districts Insurance Services	Insurance Monthly	Insurance Benefits	3,956.00
Bill	06/25/2026	Freightliner Northwest	Detroit def 2.5 gal tote	0900 Fire Equipment/Supplies	51.80
Bill	06/25/2026	pacific Ridgeline Forestry, LLC	Firewood delivery - woodbank	Firewood Grant	850.00
Bill	06/25/2026	Lewis Power Equipment	Mandrel Pulley	0700 Small Equip. Maintenance	19.99
Bill	06/25/2026	Lewis Power Equipment	hard hats, oil filters, spark plugs, air f	Firewood Grant	817.06
Bill	06/25/2026	Daily Courier	Budget Hearing June 2026 notice pos	Advertising and Promotions	418.95
Bill	06/25/2026	Richard W. Brewster, CPA	Summary of Rev and Expense Report 1450	Professional Fees/Consultants	250.00
Bill	06/25/2026	Jordan Power Plus	Generator Repair	0700 Small Equip. Maintenance	269.29
Bill	06/25/2026	US Bank NA	AFD reimburse for Coffee with Chief 2500	Associated Personnel Expense	43.16
Bill	06/25/2026	US Bank NA	AFD reimburse for Budget Meeting F 2500	Associated Personnel Expense	57.02
Bill	06/25/2026	Citi Costco Visa	AFD reimburse for Fireside Chat Foo 2500	Associated Personnel Expense	111.02
Bill	06/25/2026	Williams Country Store	coffee, creamer, oil, ibuprofen, tape, t	1100 Miscellaneous	276.48
Bill	06/25/2026	Williams Country Store	diesel	Diesel	32.50
Bill	06/25/2026	Creative Marketing Design	Design new WFRPD Website	1450 Professional Fees/Consultants	2,600.00
Credit Card Charge	06/25/2026	Home Depot	station maintenance	0200 Building Maintenance	466.12
Credit Card Charge	06/27/2026	Wal-Mart	laminator sheets, sharpies, pens, bind	1500 Office Supplies	140.33
Credit Card Charge	06/27/2026	Wal-Mart	ketchup, hot sauce, butter, oil	Kitchen	37.80
Credit Card Charge	06/27/2026	Wal-Mart	kitchen (mobile) necessities: coffee c	2500 Associated Personnel Expense	227.63
Credit Card Charge	06/27/2026	Wal-Mart	cleaning supplies: swiffer, spin mop, t	1100 Miscellaneous	134.92
Credit Card Charge	06/27/2026	Amazon.com	whiteboard	1800 Training	71.99
Credit Card Charge	06/27/2026	Amazon.com	Mobile Unit First Aid Kit	2500 Associated Personnel Expense	44.64
Credit Card Charge	06/27/2026	Costco	Stationary card set & post-it notes	1500 Office Supplies	34.98
Credit Card Charge	06/27/2026	Costco	gatorade, salt, pepper	Kitchen	63.74
Credit Card Charge	06/27/2026	Costco	Kitchen (mobile) necessities: Pots/par	2500 Associated Personnel Expense	485.22
Credit Card Charge	06/27/2026	Costco	cleaning supplies: trash bags, AP Cle	1100 Miscellaneous	152.22
Credit Card Charge	06/27/2026	VistaPrint	Woodbank banner x2	Firewood Grant	166.60
Credit Card Charge	06/28/2026	Wal-Mart	kitchen (mobile) necessities - bowls, t	2500 Associated Personnel Expense	79.14
Credit Card Charge	06/28/2026	Wal-Mart	Food Staples: Milk, sugar, gatorade, s	Kitchen	78.70
Credit Card Charge	06/28/2026	Staples	FYE File Folders & Filing Boxes, Pe	1500 Office Supplies	372.84
Bill	06/29/2026	Fields Home Imprvmnt Cntr	drawer pull, pest traps, garden hose f	2500 Associated Personnel Expense	53.05
Bill	06/29/2026	Lewis Power Equipment	Chipper Starter	0700 Small Equip. Maintenance	54.47
Bill	06/29/2026	Williams Country Store	coffee, cream, benadryl, milk, ibuprof	Kitchen	107.50
Bill	06/29/2026	Williams Country Store	premium gas for small equip	1200 Fuel	54.93
Bill	06/29/2026	Applegate Valley Fire District	Administrative Assistant IGA 04/26-(	5200 Administrative Assistant	9,000.00
Bill	06/29/2026	Applegate Valley Fire District	Executive Services IGA 04/26-06/26	5100 Fire Chief	15,000.00
Bill	06/29/2026	John Jackson	Mini-Excavator Fuels Reduction Wor	1000 Fire Prevention	400.00
Bill	06/29/2026	Williams Country Store	coffee, creamer, milk, half and half	Kitchen	157.07
Bill	06/29/2026	Williams Country Store	premium gas for station small equipm	Gas	25.05
Bill	06/29/2026	Williams Country Store	Gas for woodbank, splitter hydraulic	Firewood Grant	425.74

WILLIAMS R F P D
Disbursement Voucher

Type	Date	Name	Memo	Account	Paid Amount
Paycheck	06/30/2026		Direct Deposit	CWRR Personnel	68.00
Paycheck	06/30/2026		Direct Deposit	Payroll Liabilites	6.90
Paycheck	06/30/2026		Direct Deposit	CWRR Personnel	42.50
Paycheck	06/30/2026		Direct Deposit	Payroll Liabilites	4.28
Paycheck	06/30/2026		Direct Deposit	CWRR Personnel	518.50
Paycheck	06/30/2026		Direct Deposit	6560 · Payroll Expenses	114.75
Paycheck	06/30/2026		Direct Deposit	Payroll Liabilites	64.34
Paycheck	06/30/2026		Direct Deposit	CWRR Personnel	633.25
Paycheck	06/30/2026		Direct Deposit	Payroll Liabilites	63.64
Paycheck	06/30/2026		Direct Deposit	CWRR Personnel	705.50
Paycheck	06/30/2026		Direct Deposit	Payroll Liabilites	70.90
Paycheck	06/30/2026		Direct Deposit	Community Relations - Admin Aid	395.25
Paycheck	06/30/2026		Direct Deposit	Payroll Liabilites	40.19
Paycheck	06/30/2026		Direct Deposit	CWRR Personnel	170.00
Paycheck	06/30/2026		Direct Deposit	Payroll Liabilites	17.09
Paycheck	06/30/2026		Direct Deposit	CWRR Personnel	170.00
Paycheck	06/30/2026		Direct Deposit	Payroll Liabilites	17.28
Jun 26					<u>79,762.22</u>

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

BALANCE SHEET
June 30, 2026

	ACCT.#	5/31/2026	DEPOSITS	WITHDRAWS	6/30/2026	
COLUMBIA BANK		27,975.66	100,000.36	83,286.04	36,768.98	
GENERAL POOL ACCOUNT		421,727.97	11,485.19	100,000.05	333,213.11	
TOTAL CHECKING/SAVINGS		449,703.63	111,485.55	183,286.09	369,982.09	
TOTAL ASSETS						369,982.09
LIABILITIES						
CREDIT CARDS PAYABLE					4,359.73	
DIRECT DEPOSIT LIABILITIES					-3113.54	
PAYROLL LIABILITES					3,079.65	
TOTAL LIABILITIES					4,111.35	
EQUITY						
GENERAL FUND					353,931.71	
CAPITAL PROJECTS FUND					210,245.00	
Net Income					38,026.50	
TOTAL EQUITY					602,203.21	
TOTAL LIABILITIES & EQUITY						606,314.56

STATEMENT OF REVENUE AND EXPENDITURES
BUDGET VERSUS ACTUAL COMPARISON
100% OF THE BUDGET YEAR IS OVER
50% OF THE BUDGETED REVENUE HAS BEEN RECEIVED
66% OF THE BUDGET HAS BEEN SPENT
June 30, 2026

RESOURCES	Account Number	Annual Budget	Current Month	Year To Date	% of Budget	Remaining Balance
Current Tax		246,000.00	5,820.78	249,488.57	101.42	-3,488.57
Prior Year Tax		4,500.00	469.59	10,902.56	242.28	-6,402.56
Local Option Current Tax		152,000.00	3,585.57	155,953.77	102.60	-3,953.76
Local Option Prior Year Tax		2,500.00	289.22	6,712.53	268.50	-4,212.53
Total Taxes		405,000.00	10,165.16	423,057.43	104.46	-18,057.43
Beginning Fund Balance		470,000.00		554,284.94	117.93	-84,284.94
Interest Earned		10,000.00	1,320.39	21,079.15	210.79	-11,079.15
Donations		2,000.00	0.00	8,452.75	422.64	-6,452.75
Grants		155,000.00	0.00	60,932.00	39.31	94,068.00
Mobile Home Rental		16,800.00	0.00	9,800.00	58.33	7,000.00
Mobile Power		0.00	0.00	1,274.03	1,274.03	-1,274.03
RV Space Rental		3,600.00	0.00	1,800.00	50.00	1,800.00
Total Other Resources		657,400.00	1,320.39	103,337.93	15.72	-2,022.87
TOTAL RESOURCES		1,062,400.00	11,485.55	526,395.36	49.55	-20,080.30

WILLIAMS RURAL FIRE PROTECTION DISTRICT
211 EAST FORK RD
WILLIAMS, OR 97544
STATEMENT OF REVENUE AND EXPENDITURES
BUDGET VERSUS ACTUAL COMPARISON
June 30, 2026

GENERAL FUND

	Account	Annual	Current	Year To	% Of	Remaining
	Number	Budget	Month	Date	Budget	Balance
PERSONNEL SERVICES						
Fire Chief		80,000.00	15,000.00	43,325.00	54.16	36,675.00
Office Administrator		35,000.00	9,000.00	21,000.00	60.00	14,000.00
Community Relations - Admin Aid		18,000.00	760.75	10,028.48	55.71	7,971.52
Training Officer		53,000.00	5,665.00	39,655.00	74.82	13,345.00
Operations Officer		50,000.00	4,052.58	48,630.96	97.26	1,369.04
Duty Officer Stipend		26,000.00	2,340.00	26,410.00	101.58	-410.00
OSFM Fire Marshal		42,500.00	3,715.89	42,996.32	101.17	-496.32
OSFM Firefighter		42,500.00	3,633.41	42,960.04	101.08	-460.04
CWRR Chipper Personnel		25,000.00	3,833.50	7,706.67	30.83	17,293.33
OSFM Upstaffing		35,000.00	0.00	32,313.74	92.32	2,686.26
Seasonal Hires		10,000.00	0.00	2,140.72	21.41	7,859.28
Volunteer Nominal Qtr Points		12,000.00	0.00	11,951.76	99.60	48.24
Insurance Package		80,000.00	6,036.00	61,149.00	76.44	18,851.00
Payroll Liabilities		30,000.00	2,361.11	27,560.27	91.87	2,439.73
Workers' Compensation		13,000.00	0.00	18,953.02	145.79	-5,953.02
Accidental Death & Dismemberment		4,000.00	0.00	0.00	0.00	4,000.00
Bonus Pay		10,000.00	0.00	9,358.65	93.59	641.35
Conflag/Deployment		5,000.00	0.00	450.00	9.00	4,550.00
TOTAL PERSONNEL SERVICES		571,000.00	56,398.24	446,589.63	78.21	124,410.37

	Account	Annual	Current	Year To	% Of	Remaining
	Number	Budget	Month	Date	Budget	Balance
MATERIAL & SERVICES						
Apparatus Maintenance		25,000.00	988.65	14,916.70	59.67	10,083.30
Building Maintenance		10,000.00	1,600.68	4,506.04	45.06	5,493.96
Communications		10,000.00	982.88	15,121.37	151.21	-5,121.37
Dues & Fees		6,000.00	369.04	9,485.49	158.09	-3,485.49
Elections		1,300.00	0.00	702.11	54.01	597.89
EMS Supplies		3,000.00	63.70	2,528.06	84.27	471.94
Fire Equipment/Supplies		10,000.00	261.72	12,243.19	122.43	-2,243.19
Fire Prevention		15,000.00	400.00	1,193.66	7.96	13,806.34
Fuel		20,000.00	2,672.30	14,890.12	74.45	5,109.88
Liability Insurance		30,000.00	0.00	32,592.00	108.64	-2,592.00
Legal & Accounting		16,000.00	0.00	16,750.00	104.69	-750.00
Consulting Fees		18,000.00	7,412.50	19,317.39	107.32	-1,317.39
Miscellaneous		7,000.00	1,486.65	6,668.13	95.26	331.87
Office Supplies		4,000.00	882.59	2,238.57	55.96	515.22
Personal Protective Equipment		24,000.00	0.00	5,641.06	23.50	18,358.94
Small Equipment Maintenance		5,000.00	343.75	5,768.65	115.37	-768.65
Training		10,000.00	71.99	2,690.70	26.91	7,309.30
Travel		2,000.00	0.00	1,108.20	55.41	891.80
Uniforms		2,000.00	0.00	1,203.01	60.15	796.99
Utilities		20,000.00	1,024.99	15,947.12	79.74	4,052.88
Associated Personnel Cost		10,000.00	1,196.88	7,222.29	72.22	2,777.71
Fuels Contracting Work		33,000.00	0.00	0.00	0.00	33,000.00
Grant Expenditures		20,932.00	3,460.91	19,866.50	94.91	1,065.50

TOTAL MATERIALS & SERVICES	302,232.00	23,219.23	212,600.36	70.34	89,631.64
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WILLIAMS RURAL FIRE PROTECTION DISTRICT
211 EAST FORK RD
WILLIAMS, OR 97544
STATEMENT OF REVENUE AND EXPENDITURES
BUDGET VERSUS ACTUAL COMPARISON
June 30, 2026

GENERAL FUND

	Account	Annual	Current	Year To	% Of	Remaining
	Number	Budget	Month	Date	Budget	Balance
CAPITAL OUTLAY						
Apparatus & Equipment		10,000.00	0.00	5,468.32	54.68	4,531.68
Building Improvements		40,000.00	0.00	49,295.00	123.24	-9,295.00
District Building Improvements			0.00	0.00	0.00	0.00
Mobile Improvement			0.00	0.00	0.00	0.00
Capital Outlay - Other		10,000.00	0.00	2,786.00	27.86	7,214.00
TOTAL CAPITAL OUTLAY		60,000.00	0.00	57,549.32	95.92	2,450.68
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		1,083,332.00	79,617.47	716,739.31	66.16	366,592.69
TOTAL RESOURCES			11,485.55	526,395.36		
TOTAL REQUIREMENTS			-79,617.47	-716,739.31		
ENDING FUND BALANCE			-68,131.92	-190,343.96		
Beginning Fund Balance		567,177.00	6/30/2025			
Excess Rev/Exp		-190,343.96				
Ending Fund Balance		376,833.05				

WILLIAMS R F P D
Disbursement Voucher

	Type	Date	Name	Memo	Account	Paid Amount
Jul 26	Credit Card Charge	07/01/2026	Amazon.com	blackstone grill	2500 · Associated Personnel Expenses	269.99
	Check	07/01/2026	Columbia Bank	Service Charge	0400 Dues & Fees	0.10
	Bill	07/01/2026	Gates Home Furnishings	Mobile furniture: beds, chairs, dresser	Mobile Improvements	9,373.93
	Credit Card Charge	07/01/2026	Williams Country Store	chipper fuel	1200 Fuel	45.50
	Credit Card Charge	07/02/2026	Amazon.com	2 desk chairs	1500 Office Supplies	119.98
	Credit Card Charge	07/02/2026	Bound Tree Medical	EMS Supplies	0600 EMS Supplies	129.72
	Credit Card Charge	07/02/2026	Sierra Springs - Mt. Shasta Spring Wa	second water tower for mobile and wa	Kitchen	281.63
	Paycheck	07/03/2026		Direct Deposit	Insurance Benefits	-419.00
	Paycheck	07/03/2026		Direct Deposit	OSFM Firefighter	4,045.07
	Paycheck	07/03/2026		Direct Deposit	Payroll Liabilites	689.83
	Paycheck	07/03/2026		Direct Deposit	OSFM Seasonal Grant	3,584.88
	Paycheck	07/03/2026		Direct Deposit	Payroll Liabilites	364.35
	Paycheck	07/03/2026		Direct Deposit	OSFM Seasonal Grant	3,597.63
	Paycheck	07/03/2026		Direct Deposit	Payroll Liabilites	365.63
	Paycheck	07/03/2026		Direct Deposit	OSFM Seasonal Grant	3,591.25
	Paycheck	07/03/2026		Direct Deposit	Payroll Liabilites	360.92
	Paycheck	07/03/2026		Direct Deposit	5500 · Duty Officer	1,080.00
	Paycheck	07/03/2026		Direct Deposit	5600 · Training Officer	5,665.00
	Paycheck	07/03/2026		Direct Deposit	Insurance Benefits	-1,104.00
	Paycheck	07/03/2026		Direct Deposit	OSFM Seasonal Grant	750.95
	Paycheck	07/03/2026		Direct Deposit	Payroll Liabilites	966.85
	Credit Card Charge	07/03/2026	Intuit	quickbooks payroll monthly	Payroll Subscription	32.00
	Paycheck	07/03/2026		Direct Deposit	OSFM Fire Prevention Officer	5,547.01
	Paycheck	07/03/2026		Direct Deposit	Overtime	1,078.22
	Paycheck	07/03/2026		Direct Deposit	Payroll Liabilites	671.56
	Paycheck	07/03/2026		Direct Deposit	5400 · Lieutenant of Operations	4,052.58
	Paycheck	07/03/2026		Direct Deposit	5500 · Duty Officer	1,000.00
	Paycheck	07/03/2026		Direct Deposit	Insurance Benefits	-419.00
	Paycheck	07/03/2026		Direct Deposit	OSFM Seasonal Grant	1,420.34
	Paycheck	07/03/2026		Direct Deposit	Payroll Liabilites	910.34
	Credit Card Charge	07/06/2026	Starlink	starlink internet monthly	Internet Expense	140.00
	Credit Card Charge	07/08/2026	Amazon.com	towels, mattress covers, kitchen acces	2500 · Associated Personnel Expenses	507.76
	Credit Card Charge	07/08/2026	Amazon.com	TV for mobile unit	2500 · Associated Personnel Expenses	349.99
	Credit Card Charge	07/08/2026	uAttend Time Clock	uattend timeclock monthly	2500 · Associated Personnel Expenses	45.00
	Paycheck	07/10/2026		Direct Deposit	Overtime	276.06
	Paycheck	07/10/2026		Direct Deposit	Shift Officers	2,876.98
	Paycheck	07/10/2026		Direct Deposit	CWRR Personnel	34.00
	Paycheck	07/10/2026		Direct Deposit	Payroll Liabilites	3.42
	Paycheck	07/10/2026		Direct Deposit	CWRR Personnel	34.00
	Paycheck	07/10/2026		Direct Deposit	Payroll Liabilites	7.55

WILLIAMS R F P D
Disbursement Voucher

Type	Date	Name	Memo	Account	Paid Amount
Paycheck	07/10/2026		Direct Deposit	Overtime	136.50
Paycheck	07/10/2026		Direct Deposit	Shift Officers	3,057.69
Paycheck	07/10/2026		Direct Deposit	Community Relations - Admin Aid	454.75
Paycheck	07/10/2026		Direct Deposit	Payroll Liabilites	46.25
Paycheck	07/10/2026		Direct Deposit	Shift Officers	2,965.96
Bill	07/12/2026	US Cellular	department cell phones	Department Cell Phone	167.36
Bill	07/12/2026	US Cellular	8752 vehicle line	Vehicle	24.79
Bill	07/12/2026	Zipty Fiber	Special Circuit	Special Circuit	93.74
Bill	07/12/2026	Zipty Fiber	Telephone	Telephone Expense	244.97
Credit Card Charge	07/12/2026	Zoom Video Communications	zoom monthly	0400 Dues & Fees	26.99
Credit Card Charge	07/13/2026	Amazon.com	EMS Supplies	0600 EMS Supplies	31.49
Credit Card Charge	07/14/2026	Wal-Mart	cleaning supplies	1100 Miscellaneous	30.49
Deposit	07/16/2026	State of Oregon	State Reimbursement for 8742 mainte	8742 · 8742 - Tactical Tender	-903.00
Credit Card Charge	07/18/2026	InstaInk	printer ink	Ink	47.98
Check	07/20/2026	Columbia Bank	Service Charge	Service Charges	45.00
Credit Card Charge	07/22/2026	Amazon.com	exterior light	0200 Building Maintenance	43.98
General Journal	07/23/2026	Columbia Bank	service charge credit adjustment	66900 · Reconciliation Discrepancies	-40.46
Bill	07/28/2026	City of Grants Pass	Dispatch	Dispatch	399.50
Bill	07/28/2026	Fields Home Imprvmnt Cntr	compressor parts	0700 Small Equip. Maintenance	15.58
Bill	07/28/2026	Fields Home Imprvmnt Cntr	Keys cut for AFD Water Resources	1000 Fire Prevention	5.00
Bill	07/28/2026	Fields Home Imprvmnt Cntr	Propane tank for mobile BBQ	2500 · Associated Personnel Expenses	59.99
Bill	07/28/2026	Longbow Computer and Data Analysis	IT - new user setup for 2 staff	1450 · Professional Fees/Consultants	62.50
Bill	07/28/2026	SAIF	WCOMP Insurance Policy	Workman's Compensation	15,735.53
Bill	07/28/2026	Special Districts Insurance Services	Insurance Monthly - Capacity Grant	Insurance Benefits	2,797.00
Bill	07/28/2026	Special Districts Insurance Services	Insurance Monthly	Insurance Benefits	3,956.00
Bill	07/28/2026	WHA Insurance Agency	AD&D Policy	1300 Insurance	628.00
Bill	07/28/2026	Williams Fire Department Support Gr	Board Members Heather Glass, Bill E	2500 · Associated Personnel Expenses	450.00
Paycheck	07/31/2026		Direct Deposit	4100 · Volunteer Compensation	41.10
Paycheck	07/31/2026		Direct Deposit	4100 · Volunteer Compensation	95.90
Paycheck	07/31/2026		Direct Deposit	4100 · Volunteer Compensation	534.30
Paycheck	07/31/2026		Direct Deposit	4100 · Volunteer Compensation	109.60
Paycheck	07/31/2026		Direct Deposit	4100 · Volunteer Compensation	68.50
Paycheck	07/31/2026		Direct Deposit	4100 · Volunteer Compensation	191.80
Paycheck	07/31/2026		Direct Deposit	4100 · Volunteer Compensation	137.00
Paycheck	07/31/2026		Direct Deposit	Payroll Liabilites	11.05
Paycheck	07/31/2026		Direct Deposit	Payroll Liabilites	54.47
Paycheck	07/31/2026		Direct Deposit	Payroll Liabilites	11.16
Paycheck	07/31/2026		Direct Deposit	Payroll Liabilites	7.88
Paycheck	07/31/2026		Direct Deposit	Payroll Liabilites	19.55
Paycheck	07/31/2026		Direct Deposit	Payroll Liabilites	13.97

WILLIAMS R F P D
Disbursement Voucher

Type	Date	Name	Memo	Account	Paid Amount
Jul 26					84,207.88

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

BALANCE SHEET
July 31, 2026

	ACCT.#	6/30/2026	DEPOSITS	WITHDRAWS	7/31/2026	
COLUMBIA BANK		47,355.89	110,903.78	104,972.22	53,287.45	
GENERAL POOL ACCOUNT		333,213.11	3,922.65	60,000.10	277,135.66	
TOTAL CHECKING/SAVINGS		380,569.00	114,826.43	164,972.32	330,423.11	
TOTAL ASSETS						330,423.11
LIABILITIES						
CREDIT CARDS PAYABLE					2,674.85	
DIRECT DEPOSIT LIABILITIES					-2267.92	
PAYROLL LIABILITES					3,496.28	
TOTAL LIABILITIES					3,903.21	
EQUITY						
GENERAL FUND					63,396.48	
CAPITAL PROJECTS FUND					210,245.00	
Retained Earnings					83,162.87	
Net Income					-30,284.45	
TOTAL EQUITY					326,519.90	
TOTAL LIABILITIES & EQUITY						330,423.11

STATEMENT OF REVENUE AND EXPENDITURES
BUDGET VERSUS ACTUAL COMPARISON
8% OF THE BUDGET YEAR IS OVER
5% OF THE BUDGETED REVENUE HAS BEEN RECEIVED
8% OF THE BUDGET HAS BEEN SPENT
July 31, 2026

RESOURCES	Account Number	Annual Budget	Current Month	Year To Date	% of Budget	Remaining Balance
Current Tax		256,000.00	1,222.95	1,222.95	0.48	254,777.05
Prior Year Tax		4,500.00	589.69	589.69	13.10	3,910.31
Local Option Current Tax		162,000.00	753.33	753.33	0.47	161,246.67
Local Option Prior Year Tax		2,500.00	363.15	363.15	14.53	2,136.85
Total Taxes		425,000.00	2,929.12	2,929.12	0.69	422,070.88
Beginning Fund Balance		485,000.00		0.00	0.00	485,000.00
Interest Earned		15,000.00	994.31	994.31	6.63	14,005.69
Donations		2,000.00	0.00	0.00	0.00	2,000.00
Grants		64,750.00	50,000.00	50,000.00	77.22	14,750.00
Miscellaneous Income		1,000.00	0.00	0.00	0.00	1,000.00
Total Other Resources		567,750.00	50,994.31	50,994.31	8.98	516,755.69
TOTAL RESOURCES		992,750.00	53,923.43	53,923.43	5.43	938,826.57

WILLIAMS RURAL FIRE PROTECTION DISTRICT
211 EAST FORK RD
WILLIAMS, OR 97544
STATEMENT OF REVENUE AND EXPENDITURES
BUDGET VERSUS ACTUAL COMPARISON
July 31, 2026

GENERAL FUND

	Account Number	Annual Budget	Current Month	Year To Date	% Of Budget	Remaining Balance
PERSONNEL SERVICES						
Community Relations - Admin Aid		18,000.00	454.75	454.75	2.53	17,545.25
Shift Officers		155,000.00	24,743.28	24,743.28	15.96	130,256.72
Overtime		10,000.00	1,490.78	1,490.78	14.91	8,509.22
OSFM Fire Marshal		50,000.00	5,547.01	5,547.01	11.09	44,452.99
CWRR Chipper Personnel		5,000.00	68.00	68.00	1.36	4,932.00
OSFM Upstaffing		35,000.00	12,945.05	12,945.05	36.99	22,054.95
Volunteer Nominal Qtr Points		12,000.00	1,178.20	1,178.20	9.82	10,821.80
Insurance Package		57,600.00	4,811.00	4,811.00	8.35	52,789.00
Payroll Liabilities		22,000.00	4,504.78	4,504.78	20.48	17,495.22
Workers' Compensation		12,000.00	15,735.53	15,735.53	131.13	-3,735.53
Accidental Death & Dismemberment		500.00	0.00	0.00	0.00	500.00
Conflag/Deployment		1,000.00	0.00	0.00	0.00	1,000.00
Student Program		15,750.00	0.00	0.00	0.00	15,750.00
Executive Service Contracts		96,000.00	0.00	0.00	0.00	96,000.00
TOTAL PERSONNEL SERVICES		489,850.00	71,478.38	71,478.38	14.59	418,371.62

	Account Number	Annual Budget	Current Month	Year To Date	% Of Budget	Remaining Balance
MATERIAL & SERVICES						
Apparatus Maintenance		25,000.00	-903.00	-903.00	-3.61	25,903.00
Building Maintenance		25,000.00	43.98	43.98	0.18	24,956.02
Communications		10,000.00	518.03	518.03	5.18	9,481.97
Dues & Fees		6,000.00	59.09	59.09	0.98	5,940.91
Elections		3,000.00	0.00	0.00	0.00	3,000.00
EMS Supplies		3,000.00	161.21	161.21	5.37	2,838.79
Fire Equipment/Supplies		10,000.00	0.00	0.00	0.00	10,000.00
Fire Prevention		5,000.00	5.00	5.00	0.10	4,995.00
Fuel		20,000.00	45.50	45.50	0.23	19,954.50
Liability Insurance		33,000.00	628.00	628.00	1.90	32,372.00
Legal & Accounting		18,000.00	0.00	0.00	0.00	18,000.00
Consulting Fees		5,000.00	62.50	62.50	1.25	4,937.50
Miscellaneous		17,000.00	312.12	312.12	1.84	16,687.88
Office Supplies		4,000.00	167.96	167.96	4.20	515.22
Personal Protective Equipment		20,000.00	0.00	0.00	0.00	20,000.00
Equipment Maintenance		12,500.00	15.58	15.58	0.12	12,484.42
Training		10,000.00	0.00	0.00	0.00	10,000.00
Travel		2,000.00	0.00	0.00	0.00	2,000.00
Uniforms		8,000.00	0.00	0.00	0.00	8,000.00
Utilities		20,000.00	552.33	552.33	2.76	19,447.67
Associated Personnel Cost		5,000.00	1,682.73	1,682.73	33.65	3,317.27
Information & Technology		15,000.00	0.00	0.00	0.00	15,000.00
TOTAL MATERIALS & SERVICES		276,500.00	3,351.03	3,351.03	1.21	273,148.97

WILLIAMS RURAL FIRE PROTECTION DISTRICT
211 EAST FORK RD
WILLIAMS, OR 97544
STATEMENT OF REVENUE AND EXPENDITURES
BUDGET VERSUS ACTUAL COMPARISON
July 31, 2026

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		10,000.00	0.00	0.00	0.00	10,000.00
Capital Outlay - Other		10,000.00	9,373.93	9,373.93	93.74	626.07
TOTAL CAPITAL OUTLAY		30,000.00	9,373.93	9,373.93	31.25	20,626.07
Contingency		22,500.00	0.00	0.00	0.00	22,500.00
Unappropriated Ending Balance		173,900.00	0.00	0.00	0.00	173,900.00
TOTAL REQUIREMENTS		992,750.00	84,203.34	84,203.34	8.48	908,546.66
TOTAL RESOURCES			53,923.43	53,923.43		
TOTAL REQUIREMENTS			-84,203.34	-84,203.34		
ENDING FUND BALANCE			-30,279.91	-30,279.91		
TITLE II FUNDS		100,000.00	0.00	0	0	100,000.00
Beginning Fund Balance		567,177.00	6/30/2025			
Excess Rev/Exp		-30,279.91				
Ending Fund Balance		536,897.09				

2nd Quarter 2026		Total Qrtly Award									
6/30/2026		3,000		/ Total Pts.= 219		Pt. Value= 13.70					
W.R.F.P.D.			Alarm Response	Training	Activity	TOTAL	ADJSTD	AWARD	SHOW UP		
VOLUNTEERS		Eligible	Attendance	Attendance	Attendance	PTS.	TOTAL PTS.	X VALUE=	TIMES		
										Pd-Act Amt	
#	Active Personnel Listed				0	219	\$13.70			CK#	Inci/Train
1	Barajas, Alonzo		3	4	0	7	7	\$95.89	7		
1	Bivens, Jacob		13	1	25	39	39	\$534.25	39		
1	Brennan, Devin	n	47	18	7	72	0	\$0.00	72		
1	Brian, Ben		24	16	36	76	76	\$1,041.10	76		
1	Dunlap, Elizabeth		13	4	37	54	54	\$739.73	54		
1	Guient, Ezra		0	3	0	3	3	\$41.10	3		
1	Holt, Nicco	n	52	31	4	87	0	\$0.00	87		
1	HooperLee, Charles		1	6	1	8	8	\$109.59	8		
1	Martell, Ashlèy		0	1	2	3	3	\$41.10	3		
1	Scaroni, Jon	n	35	6	1	42	0	\$0.00	42		
1	Stevens, Jason		2	1	2	5	5	\$68.49	5		
1	Sundell, Heather		1	0	13	14	14	\$191.78	14		
1	Sundell, Oskar	n	48	15	4	67	0	\$0.00	67		
1	Welch, Kenton		0	0	0	0	0	\$0.00	0		
1	Williams, Jasmine		1	7	2	10	10	\$136.99	10		
1						0	0	\$0.00	0		
1	Brian, Ben - Seasonal	n	10	11	5	26	0	\$0.00	26		
1	Dunlap, Liz - Seasonal	n	10	13	1	24	0	\$0.00	24		
	Geelhoed, Nate- Seasonal	n	4	13	2	19	0	\$0.00	19		
						0	0	\$0.00	0		
						0	0	\$0.00	0		
						0	0	\$0.00	0		
						0	0	\$0.00	0		
								TTL. SHOWS	556		
										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	



Fire Chief's Report

July 2026

- 7/8 Joint Staff Meeting with Applegate
- 7/9 Staff Meeting (Accruals)
- 7/9 Board Work Session
- 7/11 Applegate Picnic
- 7/13 Support Team Meeting
- 7/14 Board Meeting
- 7/16 SB454 Meeting
- 7/28 SEL 805 "Request for Ballot Title" filed with County Clerk
- 7/28 Applegate Fireside Chat

NOTICE OF RECEIPT OF BALLOT TITLE

NOTICE IS HEREBY GIVEN that the Josephine County Clerk has received a ballot title for a district measure, filed July 28, 2026, for inclusion in the November 3, 2026, General Election. The following ballot title has been provided by the Williams Rural Fire Protection District:

Caption:

Five-Year Local Option Levy for Fire and Emergency Services

Question:

Shall the District impose a five-year levy of \$1.35 per \$1,000 of assessed value beginning fiscal year 2027/2028? This measure may cause property taxes to increase more than three percent.

Summary:

This measure authorizes a five-year local option levy of \$1.35 per \$1,000 of assessed value beginning in fiscal year 2027-2028. The district's current five-year local option levy expires on June 30, 2027. Temporary grant funding currently supporting staffing and operations is also scheduled to expire before the proposed levy would take effect.

Revenue from the proposed levy would be used for district operating expenses, including providing 24-hour staffing at the fire station, emergency response services, firefighter training, equipment, facilities, and other lawful district operations.

If the measure is not approved, the proposed local option levy would not be imposed. Without the revenue provided by the proposed levy, all paid emergency response staffing would be discontinued, and the district would rely on volunteer firefighters to provide emergency response services.

If approved, the estimated revenue from the proposed local option levy is \$359,140 in 2027-2028; \$369,914 in 2028-2029; \$381,012 in 2029-2030; \$392,442 in 2030-2031; and \$404,215 in 2031-2032.

The estimated tax cost for this measure is an ESTIMATE ONLY based on the best information available from the county assessor at the time of estimate and may reflect the impact of early payment discounts, compression and the collection rate.

ANY ELECTOR dissatisfied with this ballot title may file a petition for review of the ballot title with the Josephine County Circuit Court pursuant to ORS 255.155, no later than 5pm, August 6, 2026, (7 business days after filing of the ballot title with the County Clerk).

Rhiannon Henkels
Josephine County Clerk & Recorder



Deputy Chief's Report

July 2026

Monthly Statistics

- 25 Incidents:
 - 2 Fires
 - 5 Hazardous Situations (vehicle collisions, smoke investigations, power, etc.)
 - 10 EMS
 - 3 Public Service (citizen assist, move up, etc.)
 - 5 No Emergency (cancellations, good intent, false alarms, etc.)

Notable Events

- Participated in the 4th of July parade.
- Hosted nine (9) training events focusing on Wildland Operations, Rope Rescue, and EMS.
- Assisted Applegate Fire District with response to the Oshala Farm Fire.
- Conducted interviews for the Student Firefighter Program; 5 candidates participated and notifications are in process.
- Started preliminary work with First Due to create our account; personnel, apparatus, and incident types workbooks.
- Placed Tango Tango equipment in service to provide better radio coverage to personnel and Duty Officers.

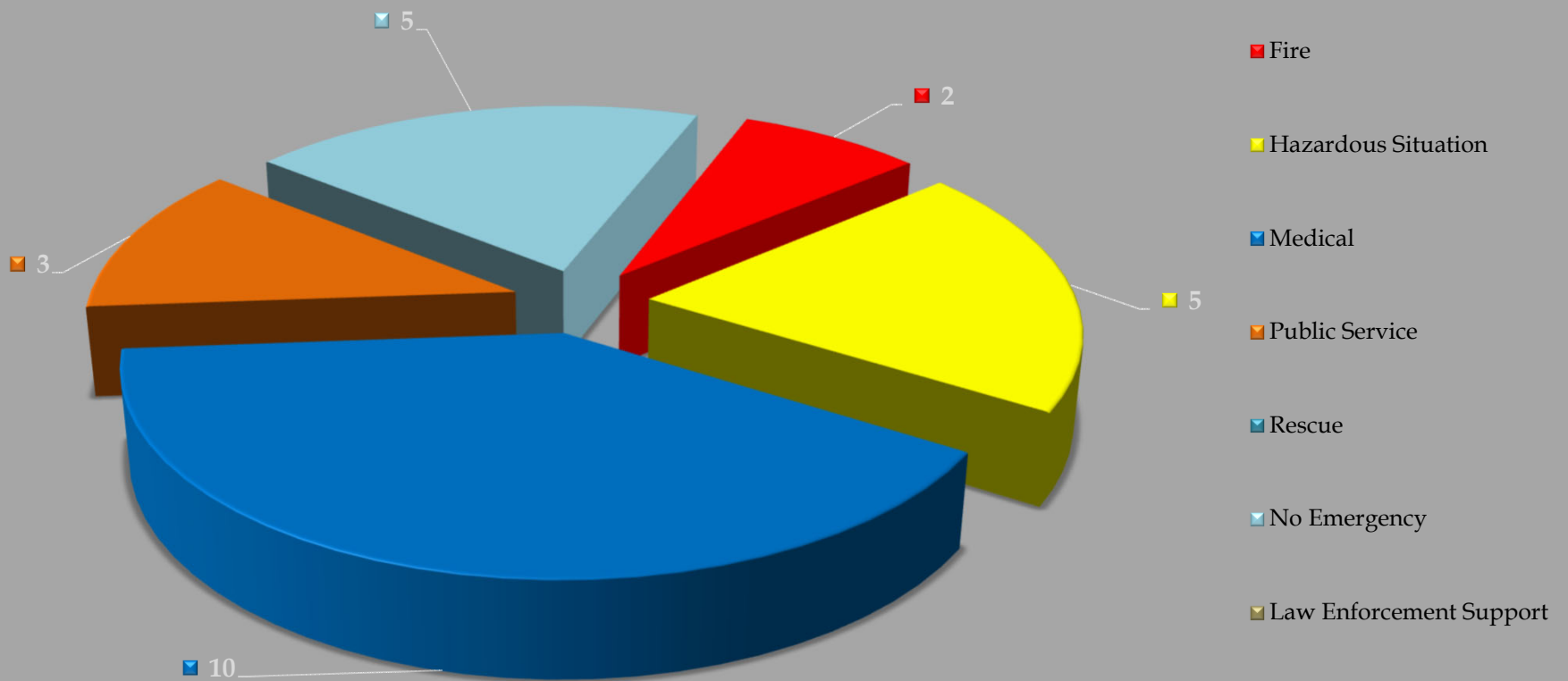
Summary of Activities

- Established office hours on the second and fourth Thursday of each month.
- Discussed needed workstation changes to accommodate the new staffing model. The goal is to create workspace for all three Company Officers and the Fire Marshal. A plan was established and will proceed to implement in the coming month.
- Deployed on the OSFM Red Incident Management Team for 17 days in Northeastern and Central Oregon.

Monthly Alarm Statistics - July 2026

Total Incidents for the Month: 25

Incidents by Primary Incident Type



Fire Marshal's Report for July 2026
Williams RFPD
Jon Scaroni
July 2026

Property Assessments: None.

Business Inspections: None.

Fire Investigations: No district fire investigations. Oshala and Panther Gulch
Fire

Meetings Attended: IAAI Meeting. Oshala After Action Meeting.

Classes Attended: None.

Chipper Program: Paused for Extreme. 3 Dump trailer reservations.

Safety Officer Report: No accidents to report.

Jon Scaroni
WRFPD District Fire Marshal

WRFPD – ANNUAL INTERNAL EXPENSE CONTROLS FOR THE PERIOD 2025 -2026

The Williams Rural Fire Protection District Internal Expense Controls to be adopted and followed during the 2026-2027 financial year.

Signature Authority, both check issuance and electronic payments – The Chief will have the authority to sign checks up to \$2500.00. The authority to sign for disbursements is restricted to three board members. The three board members, by name at the organization's financial firm, Umpqua Bank, are Heather Glass, Bill Ertel, and Brian Barton. Expenditures over \$2,500.00 require two signatures, the Chief and one board member.

Expenditure authorizations – All expenditures are reported by line item in monthly financial reports and approved by the WRFPD Board, in an open public session, and noted in approved board minutes.

Separation of Duties – The designated WRFPD Finance person prepares the issuance of check(s), direct deposit, or electronic disbursements from written or electronic invoices. After reviewing the supporting documentation, the disbursement is signed by the Chief (board signature if over \$2,500.00). As noted above, the final step is review and approval by a quorum of the board members.

Security – The Fire Station is secured by coded door access during non-business hours. The Fire Station provides an administrative office with space that is available for the handling and processing of disbursements, financial activities, and board records. The administrative office is locked during non-use hours. There are four keys. One of the keys is held by the Board. A key is secured in a locked key box in the operations-training office. A key is held by the office occupant. The fourth key is held by the finance person. Blank check stock is secured separately in the administrative office in a locked cabinet. The computer used for district finances is retained in the administrative office to include the QuickBooks software and is password protected. The designated WRFPD finance person may take the computer with software off premise for work. The QuickBooks data is backed up monthly and a copy delivered to the Brewster CPA office annually. The Fire Station building is protected by 16 CCTV cameras that utilize a record system with a memory of about two weeks

WRFPD Credit Cards – The District uses four credit cards. The name on the credit cards will be in the name of a board approved staff and or a board member of the district "WRFPD." The monthly credit card invoice is sent to the district's finance person, independent of the holder. One card is used for Operations and has a \$6,000 limit. The second card is used by the Fire Chief- Administration for monthly and recurring expenses (some vendor invoices are recurring) placed on this card. The card has a \$10,000.00 limit. The third card (chiefs designation) with a \$500.00 limit will be held in a locked cabinet. A fourth card is held by the districts fire marshal to support the chipper program with a \$500.00 limit. The Board reviews the charges on the cards during the monthly board meeting. Board members are afforded the opportunity to ask questions and request more detail. As noted above, the final step is review and approval by a quorum of the board members.

Non-Routine Operational Expenditures (Emergency) - From time to time an emergency may come up that is not in the course of routine business. In those cases, the Chief or designated WRFPD finance person must contact the Chair or Treasurer or another board member, in their absence, and get verbal approval

**WRFPD – ANNUAL INTERNAL EXPENSE CONTROLS
FOR THE PERIOD 2025 -2026**

to make the purchase/expenditure which is ratified at the next board meeting. For example, our heat pump failed mid-month, and this process was used to have the system replaced quickly. The threshold for activating this process is \$500.00.

Bank Reconciliation – The bank statements are reconciled each month by a board member and the WRFPD clerk/accountant.

Financial Statements – Every month, financial statements are to be reviewed by the Fire Chief and the Board Chairperson or designated board member, for accuracy and will be acknowledged as reviewed by signature or initials on each financial statement cover page. The district treasurer is responsible for oversight. **REMOVE THIS PARAGRAPH**

Safe Deposit Box – Access requires an authorized board member or a board member person, be designated by name, at the organization financial firm, Umpqua Bank in south Grants Pass. The authorized board members are David Applegate and Bill Ertel. There are two keys. One key is kept locked with the designated WRFPD finance person. The other key is in a lock box that must be accessed by a department officer. The key can only be used in conjunction with a banker at the bank location who records access by eligible members, who present/verify identity via picture ID.

Author: B. Ertel, WRFPD Board Treasurer

Approved by WRFPD Board on 202509XX

Heather Glass, Chair

MEMORANDUM OF UNDERSTANDING

Equipment Sharing Agreement

This Memorandum of Understanding (“MOU”) is entered into between **Applegate Valley Fire District** and **Williams Rural Fire Protection District**, collectively referred to as the “Districts.”

1. Purpose and Scope

The purpose of this MOU is to establish an agreement allowing the Districts to share equipment, vehicles, tools, and other resources when such resources are available and needed by the other District.

This MOU is intended to improve cooperation, operational readiness, and efficient use of resources between the Districts.

2. Background

Each District owns equipment, vehicles, tools, and other resources that may be beneficial to the other District from time to time.

Under this MOU, either District may request to borrow equipment from the other District. All requests are subject to the approval and discretion of the Fire Chief, or an authorized representative, of the District that owns the equipment.

Nothing in this MOU requires either District to provide equipment if the equipment is unavailable, needed for its own operations, unsafe to use, or otherwise unsuitable for lending.

3. Authorization and Responsibilities

The Fire Chief, or an authorized representative, of the lending District must approve the use of any equipment before it is transferred to the borrowing District.

The borrowing District agrees to:

1. Use the equipment only for authorized District purposes.
2. Ensure that the equipment is operated only by properly trained and qualified personnel.
3. Maintain reasonable care and control of the equipment while it is in the borrowing District’s possession.
4. Follow all manufacturer requirements, safety procedures, and applicable laws.
5. Return the equipment promptly, unless another return date is approved by the lending District.

6. Return the equipment in substantially the same condition in which it was received, excluding normal wear and tear.

4. Damage, Loss, Insurance, and Repairs

The borrowing District assumes responsibility for the equipment while it is in the borrowing District's possession, custody, or control.

If the equipment is damaged, lost, stolen, or involved in an accident while being used by the borrowing District, the borrowing District will promptly notify the lending District.

To the extent permitted by law, the borrowing District will be responsible for applicable insurance claims, deductibles, repairs, or replacement costs resulting from damage, loss, theft, misuse, negligence, or an accident occurring while the equipment is under its control.

The borrowing District will not be responsible for ordinary wear and tear, preexisting damage, or mechanical failure not caused by the borrowing District's actions or negligence.

No major repair or modification may be performed without prior approval from the lending District, except when immediate action is reasonably necessary to protect life, property, or the equipment from further damage.

5. Ownership

All equipment provided under this MOU remains the sole property of the lending District.

This MOU does not transfer ownership or create any permanent right to use another District's equipment.

6. No Guarantee of Availability

Equipment sharing is voluntary and subject to operational needs. The lending District may deny a request or recall its equipment at any time if the equipment is needed for emergency response, training, maintenance, or other District purposes.

7. Term and Termination

This MOU becomes effective on the date of the final signature below and will remain in effect until terminated.

Either District may terminate this MOU by providing thirty days' written notice to the other District. Termination does not eliminate any responsibility arising from equipment borrowed before the termination date.

8. Modification

This MOU may be modified only through a written agreement signed by authorized representatives of both Districts

9. Signatures

By signing below, the authorized representatives acknowledge that they have reviewed and agreed to the terms of this MOU.

APPLEGATE VALLEY FIRE DISTRICT

By: _____

Name: _____

Title: _____

Date: _____

WILLIAMS RURAL FIRE PROTECTION DISTRICT

By: _____

Name: _____

Title: _____

Date: _____

M