



WILLIAMS RURAL FIRE PROTECTION DISTRICT
REGULAR BOARD MEETING AGENDA

Tuesday, September 8th, 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=vlfA5CsLauwJNfAcwG3SyWZjFgTYS.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
 - August 11, 2026 Regular Board Meeting Minutes
4. Clerk Treasurers Report – Financial Reports
 - August 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
 - MOU For Equipment – Shared Resources
 - a. Presented to the Applegate Fire Board at their August Board Meeting
 - Traffic Pattern follow-up
7. *Tabled Unfinished Business*
 - *Station Decontamination Showers*
 - *Museum Building/Bldg. 7/8*
 - *Internal Controls*
 - a. *District Credit Cards for Executive Team and Shift Officers*
 - b. *Fire Chief to meet with Heather Glass and Bill Ertel to continue working on updated document.*
 - *Policy Manual Framework*
8. New Business
 - Resolution for Josephine County Investment of Funds
 - a. Annual form to be completed for Josephine County Treasurer
 - 6th Month IGA Review
 - a. Scoring sheets for review
9. Announcement of the next regular scheduled board meeting – Tuesday, October 13, 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

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: 9:58am

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

Public Presence & Invited Speakers:

AFD Administrative Assistant – Rachael Couch

AFD Fire Chief – Chris Wolfard

AFD Administrative Chief – Tallie Jackson

Support Team Treasurer – Claudia Pratt

Zoom Attendees:

Michael Miller

2. ANNOUNCEMENTS

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

DRAFT MINUTES

- **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 25th, 2026 Regular Board Meeting Minutes
 - July 9th, 2026 Board Meeting Work Session Minutes
 - July 14th, 2026 Regular Board Meeting Minutes
- Discussion:
 - June 25th – Remove word ‘Bill’ from page 3.
 - July 14 – page 2 Deputy Chief report – Chief Wolfard signed the contract with First Due.
 - Support Team seeking 501c3 status.
 - Staff to review action items.
- **A motion was made by Heather Glass to approve the July 9th Work Session meeting minutes. The motion was seconded by Brian Barton. (10:07am)**
- **Motion carries as follows:** The motion was approved with 5 ayes.
 - **AYS:** Heather Glass, Brian Barton, Jim Krois, Bill Ertel, David Applegate
 - **NAYS:**
- **A motion was made by Heather Glass to approve the July 14th Board Meeting minutes. The motion was seconded by Brian Barton. (10:08am)**
- **Motion carries as follows:** The motion was approved with 5 ayes.
 - **AYS:** Brian Barton, Jim Krois, Bill Ertel, David Applegate
 - **NAYS:**
- **A motion was made by Brian Barton to approve the June 25th Board Meeting minutes as presented removing the word Bill from page 3 discussion. The motion was seconded by David Applegate. (10:09am)**

DRAFT MINUTES

- **Motion carries as follows:** The motion was approved with 5 ayes.
 - **AYS:** Brian Barton, Jim Krois, Bill Ertel, David Applegate
 - **NAYS:**

- 4. Clerk Treasurers Report – Financial Reports**
 - June 2026 financials Discussion – Grant income Delay due to Title II fund delay for over a year.

- **A motion was made by Heather Glass to approve the June 2026 Disbursement Voucher. The motion was seconded by Brian Barton. (10:21am)**

- **Motion carries as follows:** The motion was approved with 4 ayes.
 - **AYS:** Brian Barton, Jim Krois, Heather Glass, David Applegate
 - **NAYS:**
 - **Abstain:** Bill Ertel

- **A motion was made by Heather Glass to approve the June 2026 Financial Statement. The motion was seconded by Brian Barton. (10:28am)**

- **Motion carries as follows:** The motion was approved with 5 ayes.
 - **AYS:** Brian Barton, Jim Krois, Heather Glass, David Applegate, Bill Ertel
 - **NAYS:**

- **A motion was made by Heather Glass to approve the July 2026 Disbursement Voucher. The motion was seconded by Brian Barton. (10:30am)**

- **Motion carries as follows:** The motion was approved with 4 ayes.
 - **AYS:** Brian Barton, Jim Krois, Heather Glass, David Applegate, Bill Ertel
 - **NAYS:**
 - **Abstain:** Bill Ertel

- **A motion was made by Brian Barton to approve the July 2026 Financial Statement. The motion was seconded by David Applegate. (10:32am)**

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

DRAFT MINUTES

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

5. 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:
 - Suggestion to reach out to daily courier about Levy
- **Deputy Chief's Report – AFD IGA Deputy Chief Dave Blakely**
 - Chief Blakely's report was given out electronically to the Board for review before the meeting. Chief Wolfard presented the report.
 - Discussion:
 - First Due implementation in process
 - Discussion of Community Levy meeting.
- **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: Dump trailer still in use
- **Community Relations Coordinator Report – Ash Martell**
 - Ash Martell's report was given verbally to the Board for review:
 - Discussion:
 - Monday Farmers Market – Support Team Booth on the 1st Monday of the Month: 5:00-8:00pm, Levy Support on the other Mondays of the month.
 - Solar Feasibility Study funded by the Support Team.
 - Levy Advancement Committee Meeting August 26th, 5:00pm
 - October Open House for Fire Prevention Month
- **WFA Report / Firefighter Input – Devin Brennan**
 - Discussion: none

DRAFT MINUTES

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

- Discussion: n/a

6. UNFINISHED BUSINESS

- Paid Leave Policy Follow-up

- Discussion: Presented the unfunded liabilities potential sum total for 1 year of accrual

- Internal Controls

- Discussion:
 - i. Heather Glass and Bill Ertel in progress of working on updated document.
 - ii. Credit Cards: Fire Chief lists the following staff to need credit cards: Chris Wolfard, Dave Blakely, Tallie Jackson, Rachael Couch, Jon Scaroni, 3 Shift Officers.
 - iii. Chief to meet with Heather Glass and Bill Ertel to continue internal control discussion

7. TABLED UNFINISHED BUSINESS

- Station Decontamination Showers: Not discussed

- Museum Building/ Bldg 7/8: Not Discussed

- Solar Project

- Discussion: Feasibility study to be completed by the Oregon Clean Power Cooperative after being funded by the Support Team for \$2000 (Reimbursable by Energy Trust of Oregon. To be moved out of Tabled and on to Fire Chief's report

8. NEW BUSINESS

- MOU for Equipment – Shared Resources

- Needs to be shared with the Applegate Fire Board. Next Wednesday at 4:00pm

- Horns

DRAFT MINUTES

- Board member Jim Krois discusses Emergency Warning options for the Williams Community. One solution for power out could be Air Horns.
 - Mesh Network group with local resident – Tyler Eichman for emergency communications.
 - Governor Kotek awarding funding for rural community Infrastructure as well as funds through First Net.
- **A motion was made by Bill Ertel that we designate Chief Chris Wolfard to pursue grant funding for increased cell coverage for the Fire District. The motion was seconded by Heather Glass. (11:27am)**
- **Motion carries as follows:** The motion was approved with 5 ayes.
 - **AYS:** Heather Glass, Brian Barton, Jim Krois, Bill Ertel, David Applegate
 - **NAYS:**
- Traffic Pattern
 - Discussion: Fire Chief to meet with public works about proposed change to Williams Traffic pattern in front of the station.

9. NEXT MEETING ANNOUNCED

- **Announcement of the next regular scheduled board meeting – September 8th, 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 Brian Barton to adjourn. The motion was seconded by David Applegate. (11:34am)**
 - Discussion: none
- **Motion carries as follows:** The motion was approved with 5 ayes.
 - **AYES:** Heather Glass, Brian Barton, Jim Krois, David Applegate, Bill Ertel

DRAFT MINUTES

- **NAYS:**

Meeting Adjourned: 11:34am

Minutes Submitted by Rachael Couch

Administrative Assistant

WILLIAMS R F P D
Disbursement Voucher

	Type	Date	Name	Memo	Account	Paid Amount
Aug 26	Check	08/03/2026	Columbia Bank	Service Charge	0400 Dues & Fees	0.05
	Credit Card Charge	08/03/2026	QuickBooks Payroll Service	Monthly quickbooks subscription	Payroll Subscription	29.50
	Credit Card Charge	08/03/2026	Southern Oregon Sanitation	trash service	Garbage Expense	76.26
	Credit Card Charge	08/06/2026	Starlink	starlink internet	Internet Expense	140.00
	Paycheck	08/07/2026		Direct Deposit	Insurance Benefits	-374.00
	Paycheck	08/07/2026		Direct Deposit	Payroll Liabilites	361.13
	Paycheck	08/07/2026		Direct Deposit	Shift Officers	3,921.58
	Paycheck	08/07/2026		Direct Deposit	4100 · Volunteer Compensation	1,041.20
	Paycheck	08/07/2026		Direct Deposit	OSFM Seasonal Grant	2,392.75
	Paycheck	08/07/2026		Direct Deposit	Payroll Liabilites	349.38
	Paycheck	08/07/2026		Direct Deposit	4100 · Volunteer Compensation	739.80
	Paycheck	08/07/2026		Direct Deposit	OSFM Seasonal Grant	2,409.75
	Paycheck	08/07/2026		Direct Deposit	Payroll Liabilites	320.19
	Paycheck	08/07/2026		Direct Deposit	OSFM Seasonal Grant	2,919.75
	Paycheck	08/07/2026		Direct Deposit	Payroll Liabilites	293.43
	Paycheck	08/07/2026		Direct Deposit	Insurance Benefits	-712.00
	Paycheck	08/07/2026		Direct Deposit	Payroll Liabilites	352.68
	Paycheck	08/07/2026		Direct Deposit	Shift Officers	4,167.92
	Paycheck	08/07/2026		Direct Deposit	4100 · Volunteer Compensation	41.10
	Paycheck	08/07/2026		Direct Deposit	Community Relations - Admin Aid	484.50
	Paycheck	08/07/2026		Direct Deposit	Payroll Liabilites	53.45
	Bill	08/07/2026	Pacific Power	Item 2	Electricity Expense	11.87
	Bill	08/07/2026	Pacific Power	Item 6	Electricity Expense	44.04
	Bill	08/07/2026	Pacific Power	Item 7	Electricity Expense	288.48
	Bill	08/07/2026	Pacific Power	Item 11	Electricity Expense	80.06
	Bill	08/07/2026	Pacific Power	Item 12	Electricity Expense	36.75
	Paycheck	08/07/2026		Direct Deposit	OSFM Fire Prevention Officer	3,835.59
	Paycheck	08/07/2026		Direct Deposit	Overtime	710.21
	Paycheck	08/07/2026		Direct Deposit	Payroll Liabilites	460.22
	Paycheck	08/07/2026		Direct Deposit	Insurance Benefits	-374.00
	Paycheck	08/07/2026		Direct Deposit	Overtime	105.92
	Paycheck	08/07/2026		Direct Deposit	Payroll Liabilites	384.82
	Paycheck	08/07/2026		Direct Deposit	Shift Officers	4,042.92
	Credit Card Charge	08/07/2026	uAttend Time Clock	timeclock system	2500 · Associated Personnel Expenses	45.00
	Bill	08/07/2026	US Cellular	department cell phones	Department Cell Phone	167.36
	Bill	08/07/2026	US Cellular	vehicle line	Vehicle	24.79
	Bill	08/07/2026	Ziplay Fiber	Special circuit	Special Circuit	93.74
	Bill	08/07/2026	Ziplay Fiber	Station telephone	Telephone Expense	244.97
	Credit Card Charge	08/09/2026	Amazon.com	sani-wipes	0200 Building Maintenance	66.85
	Credit Card Charge	08/10/2026	Amazon.com	3-ring binders	1500 Office Supplies	16.48

WILLIAMS R F P D
Disbursement Voucher

Type	Date	Name	Memo	Account	Paid Amount
Credit Card Charge	08/10/2026	Amazon.com	veggie peeler	Kitchen	12.70
Credit Card Charge	08/10/2026	Williams Country Store	Chipper Fuel	1200 Fuel	25.69
Credit Card Charge	08/12/2026	Zoom Video Communications	zoom monthly subscription	0400 Dues & Fees	26.99
Credit Card Charge	08/14/2026	Amazon.com	mobile starlink case, dash mount, trip	0900 Fire Equipment/Supplies	75.49
Credit Card Charge	08/14/2026	Amazon.com	Uniform Quarter Zip, shirts	2300 Uniforms	1,051.50
Credit Card Charge	08/16/2026	Rogue Community College	BLS Card for staff	Classes	16.00
Bill	08/17/2026	Caldera Technical Services LLC	Annual DOT/Safety Inspection 8701	8701 · 8701 Fire Engine 2007	150.00
Bill	08/17/2026	Caldera Technical Services LLC	8701 CEL Light on	8701 · 8701 Fire Engine 2007	327.50
Bill	08/17/2026	Caldera Technical Services LLC	Annual DOT/Safety Inspection 8711	8711 · 8711 Rescue/Engine 2012	150.00
Bill	08/17/2026	Caldera Technical Services LLC	Annual DOT/Safety Inspection 8741	8741 · 8741 Tender 2011	150.00
Bill	08/17/2026	Caldera Technical Services LLC	8742 Annual Inspection and Service	8742 · 8742 - Tactical Tender	604.79
Bill	08/17/2026	Caldera Technical Services LLC	Annual DOT/Safety Inspection 8761	8761 · 8761 Wildland Rig - Ford 2001	150.00
Bill	08/17/2026	Caldera Technical Services LLC	Annual DOT/Safety Inspection 8763	8763 · 8763 Type 3 Wildland Engine	150.00
Bill	08/17/2026	Century Link	Special Circuit	Special Circuit	51.03
Bill	08/17/2026	Fields Home Imprvmnt Cntr	sign bolts	1000 Fire Prevention	2.52
Bill	08/17/2026	Fields Home Imprvmnt Cntr	cleaning supplies - dishwasher / dryer	Kitchen	19.77
Bill	08/17/2026	Moser Paving, Inc.	Asphalt Parking lot sealing	Grounds Maintenance	2,954.60
Bill	08/17/2026	Williams Fire Department Support Gr	Board Members Heather Glass, Bill E	2500 · Associated Personnel Expenses	225.00
Credit Card Charge	08/18/2026	All Seasons Uniform	uniform polos	2300 Uniforms	107.97
Credit Card Charge	08/18/2026	Custom Ink	uniform shirt logo	2300 Uniforms	319.20
Credit Card Charge	08/18/2026	InstaInk	printer ink	Ink	49.98
Credit Card Charge	08/19/2026	Bound Tree Medical	EMS Supplies	0600 EMS Supplies	75.22
Credit Card Charge	08/19/2026	Gas Right Integrity Plumbing	Generator repair, replace 2nd stage reg	0200 Building Maintenance	523.45
Credit Card Charge	08/19/2026	IAAI Rogue Valley Seminar	IAAI Training Dues	Classes	65.00
Credit Card Charge	08/19/2026	Takubeh	nozzle cleaner	0900 Fire Equipment/Supplies	6.28
Credit Card Charge	08/20/2026	Amazon.com	Shift officer phone and tablet cases	0900 Fire Equipment/Supplies	57.98
Credit Card Charge	08/20/2026	Medical Warehouse	EMS Supplies	0600 EMS Supplies	157.78
Credit Card Charge	08/20/2026	Starlink	Mobile Starlink attachments/charger	Internet Expense	105.00
Credit Card Charge	08/20/2026	WPSG Inc	EMS Supplies	0600 EMS Supplies	86.02
Check	08/20/2026	Columbia Bank	Service Charge	Service Charges	30.00
Paycheck	08/21/2026		Direct Deposit	CWRR Personnel	199.75
Paycheck	08/21/2026		Direct Deposit	Payroll Liabilites	20.06
Paycheck	08/21/2026		Direct Deposit	CWRR Personnel	25.50
Paycheck	08/21/2026		Direct Deposit	Payroll Liabilites	2.56
Credit Card Charge	08/21/2026	Wal-Mart	lightbulbs	0200 Building Maintenance	37.93
Credit Card Charge	08/21/2026	Williams General Store	dish soap	Kitchen	18.50
Credit Card Charge	08/24/2026	Amazon.com	EMS Supplies	0600 EMS Supplies	88.50

Aug 26

37,414.75

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

BALANCE SHEET
August 31, 2026

	ACCT.#	7/31/2026	DEPOSITS	WITHDRAWS	8/31/2026	
COLUMBIA BANK		53,284.41	30,000.50	38,118.89	45,166.02	
GENERAL POOL ACCOUNT		277,135.66	3,016.44	30,000.05	250,152.05	
TOTAL CHECKING/SAVINGS		330,420.07	33,016.94	68,118.94	295,318.07	
TOTAL ASSETS						295,318.07
LIABILITIES						
CREDIT CARDS PAYABLE					4,116.09	
DIRECT DEPOSIT LIABILITIES					-3161.76	
PAYROLL LIABILITES					3,076.47	
TOTAL LIABILITIES					4,030.80	
EQUITY						
GENERAL FUND					63,396.48	
CAPITAL PROJECTS FUND					210,245.00	
Retained Earnings					83,162.87	
Net Income					-65,517.08	
TOTAL EQUITY					291,287.27	
TOTAL LIABILITIES & EQUITY						295,318.07

STATEMENT OF REVENUE AND EXPENDITURES
BUDGET VERSUS ACTUAL COMPARISON
17% OF THE BUDGET YEAR IS OVER
6% OF THE BUDGETED REVENUE HAS BEEN RECEIVED
12% OF THE BUDGET HAS BEEN SPENT
August 31, 2026

RESOURCES	Account Number	Annual Budget	Current Month	Year To Date	% of Budget	Remaining Balance
Current Tax		256,000.00	667.77	1,890.72	0.74	254,109.28
Prior Year Tax		4,500.00	646.58	1,236.27	27.47	3,263.73
Local Option Current Tax		162,000.00	411.34	1,164.67	0.72	160,835.33
Local Option Prior Year Tax		2,500.00	398.24	761.39	30.46	1,738.61
Total Taxes		425,000.00	2,123.93	5,053.05	1.19	419,946.95
Beginning Fund Balance		485,000.00		0.00	0.00	485,000.00
Interest Earned		15,000.00	893.01	1,887.32	12.58	13,112.68
Donations		2,000.00	0.00	0.00	0.00	2,000.00
Grants		64,750.00	0.00	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	893.01	51,887.32	9.14	515,862.68
TOTAL RESOURCES		992,750.00	3,016.94	56,940.37	5.74	935,809.63

WILLIAMS RURAL FIRE PROTECTION DISTRICT
211 EAST FORK RD
WILLIAMS, OR 97544
STATEMENT OF REVENUE AND EXPENDITURES
BUDGET VERSUS ACTUAL COMPARISON
August 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	484.50	939.25	5.22	17,060.75
Shift Officers		155,000.00	12,132.42	36,875.70	23.79	118,124.30
Overtime		10,000.00	816.13	2,306.91	23.07	7,693.09
OSFM Fire Marshal		50,000.00	3,835.59	9,382.60	18.77	40,617.40
CWRR Chipper Personnel		5,000.00	225.25	293.25	5.87	4,706.75
OSFM Upstaffing		35,000.00	7,722.25	20,667.30	59.05	14,332.70
Volunteer Nominal Qtr Points		12,000.00	1,822.10	3,000.30	25.00	8,999.70
Insurance Package		57,600.00	-1,460.00	3,351.00	5.82	54,249.00
Payroll Liabilities		22,000.00	2,597.92	7,102.70	32.29	14,897.30
Workers' Compensation		12,000.00	0.00	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	28,176.16	99,654.54	20.34	390,195.46

	Account Number	Annual Budget	Current Month	Year To Date	% Of Budget	Remaining Balance
MATERIAL & SERVICES						
Apparatus Maintenance		25,000.00	1,682.29	779.29	3.12	24,220.71
Building Maintenance		25,000.00	3,582.83	3,626.81	14.51	21,373.19
Communications		10,000.00	169.56	687.59	6.88	9,312.41
Dues & Fees		6,000.00	56.54	115.63	1.93	5,884.37
Elections		3,000.00	0.00	0.00	0.00	3,000.00
EMS Supplies		3,000.00	407.52	568.73	18.96	2,431.27
Fire Equipment/Supplies		10,000.00	139.75	139.75	1.40	9,860.25
Fire Prevention		5,000.00	2.52	7.52	0.15	4,992.48
Fuel		20,000.00	25.69	71.19	0.36	19,928.81
Liability Insurance		33,000.00	0.00	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	0.00	62.50	1.25	4,937.50
Miscellaneous		17,000.00	50.97	9,737.02	57.28	7,262.98
Office Supplies		4,000.00	66.46	234.42	5.86	515.22
Personal Protective Equipment		20,000.00	0.00	0.00	0.00	20,000.00
Equipment Maintenance		12,500.00	0.00	15.58	0.12	12,484.42
Training		10,000.00	81.00	81.00	0.81	9,919.00
Travel		2,000.00	0.00	0.00	0.00	2,000.00
Uniforms		8,000.00	1,478.67	1,478.67	18.48	6,521.33
Utilities		20,000.00	1,194.79	1,747.12	8.74	18,252.88
Associated Personnel Cost		5,000.00	270.00	1,952.73	39.05	3,047.27
Information & Technology		15,000.00	0.00	0.00	0.00	15,000.00
TOTAL MATERIALS & SERVICES		276,500.00	9,208.59	21,933.55	7.93	254,566.45

WILLIAMS RURAL FIRE PROTECTION DISTRICT
211 EAST FORK RD
WILLIAMS, OR 97544
STATEMENT OF REVENUE AND EXPENDITURES
BUDGET VERSUS ACTUAL COMPARISON
August 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	0.00	0.00	0.00	10,000.00
TOTAL CAPITAL OUTLAY		30,000.00	0.00	0.00	0.00	30,000.00
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	37,384.75	121,588.09	12.25	871,161.91
TOTAL RESOURCES			3,016.94	56,940.37		
TOTAL REQUIREMENTS			-37,384.75	-121,588.09		
ENDING FUND BALANCE			-34,367.81	-64,647.72		
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		-64,647.72				
Ending Fund Balance		502,529.28				

Grant Tracker for Williams Rural Fire Protection District

DRAFT

Fiscal Year 2025-2026 Grant Tracker: 06/30/2026

Grant Name	Grant Provider	Description	Grant Submission	Match/In-Kind	Submission	Status	Award Date	Awarded	Amount	Funds Received	Performance Period	Funds Exhausted	Funds Remaining	Multi-y	% Remaining
CWRR - Community Risk Reduction	Oregon State Fire Marshall	Chipping Program: Defensible Space - 2 years, 2 positions	Winter 2023	N/A	1/30/2023	Awarded - In Progress	5/1/2023	\$119,000.00	\$119,000.00	\$119,000.00	5/30/2023-6/30/2026	\$120,351.70	-\$1,351.70	Yes	-1%
CWRR - Community Risk Reduction	Oregon State Fire Marshall	Newsletter - 3 years	Winter 2023	N/A	1/30/2023	Awarded - In Progress	5/1/2023	\$30,000.00	\$30,000.00	\$30,000.00	2024, 2025, 2026 Newsletters	\$30,000.00	\$0.00	Yes	0%
CWRR - Community Risk Reduction	Oregon State Fire Marshall	Masticator/Trailer/ Dump Trailer	Winter 2023	N/A	1/30/2023	Awarded - Exhausted / Completed	5/1/2023	\$48,500.00	\$48,500.00	\$48,500.00	2023-2024	\$49,329.24	-\$829.24	Yes	-2%
Chipper Grant	Oregon State Fire Marshall	Large Chipper	Winter 2023	N/A	1/15/2023	Awarded - Exhausted / Completed	1/15/2023	\$50,000.00	\$50,000.00	\$50,000.00	2023-2024	\$50,000.00	\$0.00	Yes	0%
Capacity Grant	Oregon State Fire Marshall	Firefighter, Fire Marshal Positions: Personnel - 3 years - 2 F/T positions	Fall 2022	N/A	11/30/2022	Awarded - In Progress	5/4/2023	\$537,955.00	\$537,955.00	\$537,955.00	7/1/2023-12/31/2026	\$339,740.50	\$198,214.50	Yes	37%
2026 Fuels Reduction Grant	IAFC	\$15,000 for Fuels Reduction at SCA Resiliency Hub	Spring 2026	SCA 10% Match	2/27/2026	Not Awarded	N/A	\$0.00	\$0.00	\$0.00	04/01/2026-07/01/2026	\$0.00	\$0.00	No	0%
Williams Student Firefighter Program	Roundhouse Foundation	Williams Student Firefighter Program	Spring 2026	In Kind PPE	3/11/2026	Awarded - In Progress	5/19/2026	\$0.00	\$15,000.00	\$0.00	07/01/2026-06/30/2028	\$0.00	\$15,000.00	Yes	100%
2025 OSFM Upstaffing	Oregon State Fire Marshall	Wildfire Season Staffing	Spring 2025	N/A	3/17/2025	Awarded - Exhausted / Completed	4/16/2025	\$35,000.00	\$35,000.00	\$35,000.00	6/1/2025-10/31/2025	\$35,000.00	\$0.00	No	0%
2026 OSFM Upstaffing	Oregon State Fire Marshall	Wildfire Season Staffing	3/11/2026-	N/A	3/11/2026	Awarded - In Progress	5/4/2026	\$0.00	\$35,000.00	\$0.00	06/01/2026-10/31/2026	\$0.00	\$35,000.00	No	100%
VFC Grant - 2025 Volunteer Fire Capacity Grant	Oregon Department of Forestry	Fire Equipment, PPE, Training	Spring 2025	\$9,930.00 by District	4/25/2025	Awarded - In Progress	6/24/2025	\$9,930.00	\$9,930.00	\$9,930.00	09/01/2025-09/30/2026	TBD	TBD	Yes	TBD
VFC Grant - 2026 Volunteer Fire Capacity Grant	Oregon Department of Forestry	Fire Equipment, PPE, Training	Spring 2026	TBD	4/17/2026	Submitted - Awaiting Response	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD
AFG - Williams	FEMA Go	PPE:Student Complete Turnouts & Extractor + Dryer Unit	6/22/2026	TBD	6/22/2026	Submitted - Awaiting Response	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD
AFG - Regional Communication	FEMA Go	Portable Radios - Regional	6/22/2026	TBD	6/22/2026	Submitted - Awaiting Response	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD
SAFER - Expanded Student & Volunteer program	FEMA Go	Longitudinal Student and Volunteer Program Coordination and Resources	6/22/2026	TBD	6/22/2026	Submitted - Awaiting Response	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD
Title II Grant	BLM Lands Grants	Roadside fuels mitigation for Williams	Spring 2024	TBD	7/16/1905	Awarded - Pending Fund Disbursement	5/14/2026	\$0.00	\$100,000.00	\$0.00	05/14/2026-01/28/2030	\$0.00	\$100,000.00	Yes	100%
Community Woodbank Grant	Alliance For Green Heat	Williams Community Wood Bank	Fall 2025	N/A	9/16/2025	Awarded - In Progress	9/30/2025	\$20,932.00	\$20,932.00	\$20,932.00	09/30/2025-09/30/2026	\$19,866.49	\$1,065.51	Yes	5%
Community Woodbank Grant	Alliance For Green Heat	Williams Community Wood Bank	Fall 2026	N/A	TBD	Waiting for Grant Opening	TBD	TBD	TBD	TBD	TBD	TBD	TBD	Yes	TBD
Chimney Sweeping Community Program	FEMA - Alliance For Green Heat Managed	Community Chimney Cleaning and Education program in Partnership with Smokey's Stoves and Alliance for Green Heat	6/1/2026	TBD	6/15/2026	Submitted - Awaiting Response	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD
Paving Project - Frank Ault	Josephine County Foundation	Moser Paving Project	Spring 2025	\$10,000 by District	7/1/2025	Awarded - Exhausted / Completed	10/1/2025	\$50,000.00	\$50,000.00	\$50,000.00	2025-2026	\$49,295.00	\$705.00	No	1%

TOTAL: \$1,051,317.00

EXHAUSTED: \$693,582.93
REMAINING: \$347,804.07

Status Key

Waiting for Grant Opening

Application - In Progress

Submitted - Awaiting Response

Awarded - Pending Fund Disbursement
Awarded - In Progress
Awarded - Exhausted / Completed
Not Awarded

MEMORANDUM OF UNDERSTANDING

Equipment Sharing Agreement

This Memorandum of Understanding (“MOU”) is entered into between **Applegate 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, with an option to review annually.

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 FIRE DISTRICT

By: _____

Name: _____

Title: _____

Date: _____

WILLIAMS RURAL FIRE PROTECTION DISTRICT

By: _____

Name: _____

Title: _____

Date: _____

M

To: **JOSEPHINE COUNTY TREASURER OFFICE**
500 NW 6TH ST, DEPT. 14
GRANTS PASS OR 97526

Fax – 541-474-5176

From: Williams Rural Fire Protection District
Taxing District

Date 9/8/2026

Current list of the Board of Directors:

Name: Heather Glass Title: President

Name: Bill Barton Title: Secretary

Name: Bill Ertle Title: Treasurer

Name: David Applegate Title: Vice President

Name: Jim Krois Title: Director

Name: _____ Title: _____

Name: _____ Title: _____

Please mail all reports to: adminasst@wrfpd.org

Contact person: Rachael Couch 2nd Contact person _____

E-mail rcouch@applegatefd.com Fax # _____

We agree to inform the Josephine County Treasurer's Office of any changes to the list of officers or board of directors.

AUTHORIZATION TO INVEST TAXING DISTRICTS FUNDS

The Josephine County Treasurer is hereby authorized and instructed to include our taxing district in the county's investment program. The Board of Directors has approved the participation in the county's investment program on 9/8/2026. **The district will provide a copy of this approval.** The Treasurer will provide the taxing district a report of all income credited to our account, including interest.

Director

Williams Fire District – First-Year Priorities Scoring Sheet

FY 2026/2027 | Executive Leadership Transition Year

Reviewer:

Date:

1–5 Scoring Scale

1	2	3	4	5
Poor	Below Average	Average	Above average	Excellent

Instruction: Score each priority from 1–5 based on how important it should be during the first year. Use comments for timing, concerns, changes, or outcomes that should receive emphasis.

Item	What is being evaluated	Score (1–5)	Comments / concerns / suggested changes
Priority 1 – Levy Renewal & Financial Stability	Sustainable funding, financial planning, transparent messaging, outreach, ballot strategy, compliance, and Board alignment.		
Priority 2 – Organizational Assessment & Transition	Regional capabilities study, District-specific gaps, validated assumptions, and an actionable internal summary.		
Priority 3 – Culture, Morale & Team Stability	Visible leadership, communication, accountability, morale, retention, and professional work environment.		
Priority 4 – Service Delivery Stabilization	Staffing alignment, apparatus readiness, reliable 24-hour coverage, immediate service gaps, and response performance.		
Priority 5 – Governance & Administrative Modernization	Board reporting, role clarity, legal compliance, policy review, and administrative systems/documentation.		

Total Score	_____ / 25
Average Score	_____ / 5
Overall Comments / Recommendation	

Williams Fire District – Long-Term Priorities Scoring Sheet

3–5 Year Direction

Reviewer:

Date:

1–5 Scoring Scale

1	2	3	4	5
Poor	Below Average	Average	Good	Excellent

Instruction: Score each long-term priority from 1–5 based on its importance over the next three to five years. Use comments to identify desired emphasis, sequencing, or changes.

Item	What is being evaluated	Score (1–5)	Comments / concerns / suggested changes
Financial Stability & Funding	Stable revenue, reporting/transparency, internal controls and audits, grants, and spending aligned with long-term needs.		
Response & Service Delivery	Response performance, 24-hour staffing, recruitment/retention, workforce evaluation, and seasonal staffing.		
Facilities & Infrastructure	Maintenance, modernization/replacement planning, deferred maintenance, access/parking/site function, and operational alignment.		
Fleet & Equipment	Fleet/equipment readiness, needs evaluation, replacement/capital planning, safety, and service-delivery support.		
Finance, Policy & Transparency	Public meetings/legal compliance, communication, policy maintenance, Board–Chief coordination, and Board development.		
Community Engagement & Public Trust	Transparent communication, public support and involvement, outreach, visibility, and understanding of District services.		
Organizational Culture & Development	Positive work environment, career and leadership development, professional training, and use of best practices.		

Total Score	_____ / 35
Average Score	_____ / 5
Overall Comments / Recommendation	

INTERGOVERNMENTAL AGREEMENT

Between Applegate Fire District and Williams Fire District

For Shared Executive Services

SECTION 1. PURPOSE AND AUTHORITY

This Intergovernmental Agreement ("Agreement") is entered into pursuant to ORS 190.010, which authorizes public entities to cooperate and contract for the performance of their respective functions and services. The purpose of this Agreement is to provide Shared Executive Services between Applegate Fire District ("Applegate") and Williams Fire District ("Williams"), ensuring professional administrative leadership, operational coordination, and organizational stability for both districts while maintaining each district's independence and local governance.

SECTION 2. TERM

This Agreement shall take effect on April 1, 2026, or upon full execution by both Boards of Directors, whichever occurs later, and shall remain in effect for five (5) years unless terminated earlier in accordance with Section 10.

SECTION 3. SCOPE OF SERVICES

Applegate shall provide executive leadership services to Williams through the following positions:

- Fire Chief – Provides overall executive leadership, organizational planning, budgeting, personnel management, and board coordination.
- Deputy Chief of Operations – Oversees training programs, staffing models, operational readiness, and daily response coordination.
- Administration Chief – Provides administrative, compliance, HR, payroll, and records-management support in coordination with Williams staff and Board.

The Applegate Executive Team shall complete the duties outlined in the Applegate–Williams Shared Executive Services Proposal, incorporated by reference as Exhibit A. Services will be provided under a production-based service model with measurable outcomes, deliverables, and progress toward district goals.

SECTION 4. COMPENSATION

Williams shall pay Applegate a flat monthly rate of five thousand dollars (\$5,000) for executive services. Applegate will invoice Williams quarterly. Payment is due within 30 days of invoice receipt.

SECTION 5. COST REVIEW AND ADJUSTMENTS

The cost structure shall be reviewed:

- After the first six (6) months of implementation, and
- Annually thereafter during each district's budget cycle.

Any change must be approved by both Boards and formalized through a written amendment.

SECTION 6. GOVERNANCE AND OVERSIGHT

Operational Authority – The Fire Chief provided by Applegate shall have full operational authority over Williams Fire District within the scope of this Agreement, including personnel management, scheduling, policy implementation, and incident-readiness decisions.

Board Oversight – The Williams Board retains policy-making authority, approval of the annual budget, and overall strategic direction.

Spending Authority – The Fire Chief shall have spending authority within the approved Williams budget for timely purchasing of goods, services, and equipment necessary for operations.

Accountability – The Fire Chief shall provide regular written reports to both Boards, including Monthly Reports, Quarterly Updates, and an Annual Review.

Disciplinary Authority – Disciplinary authority for the Fire Chief remains solely with the Applegate Board.

Collaboration – Both Boards shall maintain open communication and work collaboratively to resolve questions or concerns.

SECTION 7. REPORTING AND PERFORMANCE

Applegate will provide:

- Monthly Reports at Board Meetings summarizing activities, staffing, training, incidents, and progress on strategic objectives.
- Quarterly Updates outlining major projects and deliverables.
- Annual Review evaluating performance, effectiveness, and recommendations for improvement.

SECTION 8. LIABILITY, WORKERS' COMPENSATION, AND INDEMNIFICATION

Each District shall be responsible for the acts and omissions of its own officers, employees, and agents. Applegate shall provide workers' compensation insurance coverage for Applegate personnel performing services under this Agreement.

For all purposes of this Agreement, Applegate and its personnel shall be deemed independent contractors when performing services for Williams. Nothing in this Agreement shall be interpreted as creating an employer–employee, joint employment, or “special employer” relationship between Williams and any Applegate employee, including for purposes of workers' compensation law, PERS regulations, or any other state or federal laws.

Subject to the limitations and conditions of the Oregon Tort Claims Act (ORS 30.260 through 30.300), each party agrees to hold harmless, indemnify, and defend the other, its officers, employees, and agents from any and all liability, actions, claims, losses, damages, or other costs—including attorney's fees and witness fees—arising from or in connection with that party's performance under this Agreement. Nothing in this Agreement shall be deemed to create liability in excess of OTCA limits. Both parties shall maintain appropriate liability insurance.

SECTION 9. DISPUTE RESOLUTION

Any disputes arising under this Agreement shall first be addressed through good-faith discussions between Williams Board Chair and Fire Chief. If unresolved, the matter shall be elevated to both Boards of Directors for resolution before any formal legal action is taken.

SECTION 10. TERMINATION

Either party may terminate this Agreement with one hundred eighty (180) days' written notice. In the event of termination, Applegate shall submit a final accounting of services rendered, and Williams shall pay all outstanding obligations through the termination date.

SECTION 11. AMENDMENTS

This Agreement may be amended only in writing and upon approval of both Boards of Directors.

SECTION 12. ENTIRE AGREEMENT

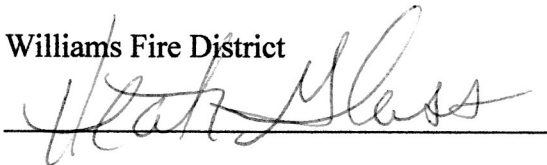
This document, together with Exhibit A (Shared Executive Services Proposal), constitutes the entire agreement between the parties. No oral agreements shall be binding unless reduced to writing and approved by both Boards.

SECTION 13. EXECUTION

This Agreement is effective upon approval and execution by both Boards of Directors.

SIGNATURES

Williams Fire District

A handwritten signature in cursive script, appearing to read "Mark Glass", is written over a horizontal line.

Board President

Date: 3-15-24

Applegate Fire District

Board President

Date: _____