



WILLIAMS RURAL FIRE PROTECTION DISTRICT
REGULAR BOARD MEETING AGENDA

Tuesday, October 13th, 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
 - September 8, 2026 Regular Board Meeting Minutes
4. Clerk Treasurers Report – Financial Reports
 - September 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
7. Tabled Unfinished Business
 - *Station Decontamination Showers*
 - *Museum Building/Bldg. 7/8*
 - *Internal Controls*
 - *Policy Manual Framework*
 - *Traffic Pattern follow-up*
8. New Business
 - Resolution 2026/2027-01 for Pacific Power Grant Funds
 - a. Moser Paving Project reimbursement check for sealing and initial project match
 - 6th Month IGA Review
 - a. Scoring sheets for review
9. Announcement of the next regular scheduled board meeting – Tuesday, November 10, 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 Regular Board Meeting Minutes September 8, 2026

1. CALL TO ORDER, PLEDGE, AND ROLL CALL

- Call to Order: 10:01am

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 Ops Chief – Dave Blakely

AFD Administrative Chief – Tallie Jackson

Support Team Treasurer – Claudia Pratt

Support Team Member – Wilma Hyde

Zoom Attendees:

Michael Miller

John Holmes – IVFD Fire Chief

Jasmine Williams – WFD Volunteer Firefighter

2. ANNOUNCEMENTS

- Upcoming Events:

- **Trainings coming up for Board Members**
 - **Spring 2027 Sun River through SDAO**
 - **OFDDA in October 2026 in Hood River**

DRAFT MINUTES

- Applegate Fire District – Fire & Vine Fundraiser, September 12th, at Red Lily
- Fall Blood Drive – September 22nd at AFD Station 53 Training Building

3. APPROVAL OF PRIOR BOARD MEETING MINUTES

- Previously distributed electronically:
 - August 11th, 2026 Regular Board Meeting Minutes
- Discussion:
- **A motion was made by Heather Glass to approve the August 11th Board Meeting minutes. The motion was seconded by Brian Barton. (10:03am)**
- **Motion carries as follows:** The motion was approved with 5 ayes.
 - **AYS:** Heather Glass, Brian Barton, Jim Krois, David Applegate
 - **NAYS:**
 - **Absent:** Bill Ertel

4. Clerk Treasurers Report – Financial Reports

- August 2026 financials Discussion
- **A motion was made by Brian Barton to approve the August 2026 Disbursement Voucher. The motion was seconded by Heather Glass. (10:05am)**
- **Motion carries as follows:** The motion was approved with 4 ayes.
 - **AYS:** Brian Barton, Jim Krois, Heather Glass, David Applegate
 - **NAYS:**
 - **Absent:** Bill Ertel
- **A motion was made by Heather Glass to approve the August 2026 Financial Statement. The motion was seconded by Brian Barton. (10:09am)**
- **Motion carries as follows:** The motion was approved with 5 ayes.
 - **AYS:** Brian Barton, Jim Krois, Heather Glass, David Applegate
 - **NAYS:**
 - **Absent:** Bill Ertel
- Grant Tracker Discussion

DRAFT MINUTES

- i. CWRR Grant moving Williams Fuels work to Applegate Regional Fuels Grant award.

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:
 - Attendance at Williams Farmers Market
 - Traffic Pattern meeting with Josephine County Public Works
- **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.
 - Discussion:
 - Board discussed the graphs that Deputy Chief Blakely created with Captain Holt.
 - Discussion of change with RCC Student Program and what implications/impacts that has regionally.
 - 1 new cell phone for Shift Officer on Duty – Operations line.
- **District Fire Marshal Report / Safety Committee Report - Jon Scaroni**
 - Fire Marshall Jon Scaroni's report was provided verbally to the Board for review.
 - Discussion: none
- **Community Engagement Coordinator Report – Ash Martell**
 - Community Engagement Coordinator Ash Martell's report was provided verbally to the Board for review:
 - Discussion:
 - Monday Market tabling for the Support Team.
 - 1st Monday of the Month – Support Team
 - Other Monday Markets – Levy Advancement Committee

DRAFT MINUTES

- Next Support Team Meeting, Monday, September 14th, 2026 at 6:00pm
- Next Levy Advancement Committee Meeting, September 30th, 2026 at 5:00pm
- Email Support Team for levy opinions or questions:
 - wrfpsupportteam@gmail.com
- **WFA Report / Firefighter Input – Devin Brennan**
 - Discussion:
 - Community Woodbank – Bill Ertel request for the next meeting to show how we will be moving forward with the community woodbank.
- **Chair’s Report – Williams Rural Fire Protection District Support Team**
 - Discussion: none

6. UNFINISHED BUSINESS

- MOU for Equipment -Shared Resources
 - Discussion: Removed ‘Valley’ from Applegate Fire District Name in Document and gave Williams Fire Board the ability to review document verbiage.
- **A motion was made by Bill Ertel that we designate Heather Glass to sign the MOU as presented. The motion was seconded by Heather Glass. (10:27am)**
- **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 Follow-up
 - Discussion:
 - i. Discussed during Chief’s report

7. TABLED UNFINISHED BUSINESS

- Station Decontamination Showers:

DRAFT MINUTES

- Chief to touch base with Captain Sundell on needs of the project
- Museum Building/ Bldg 7/8:
 - Soil Away from the bottom of the second building – Chief to touch base with Captain Sundell
- Internal Controls
 - District Credit Cards for Executive Team Members and Shift Officers
 - 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
 - Needs to be shared with the Applegate Fire Board. Next Wednesday at 4:00pm
- **A motion was made by Heather Glass to approve and sign the Resolution for Josephine County Investment of Funds Resolution with board name corrections for Bill Ertel and Brian Barton as discussed. The motion was seconded by Brian Barton. (10:50am)**
- **Motion carries as follows:** The motion was approved with 5 ayes.
 - **AYS:** Heather Glass, Brian Barton, Jim Krois, Bill Ertel, David Applegate
 - **NAYS:**
- Resolution for Supporting the Regional Infrastructure Fund Grant Application and Authorizing the Fire Chief as Signer
- **A motion was made by Bill Ertel to adopt and sign the Resolution 2026-2027-2 for Supporting the Regional Infrastructure Fund Grant Application and Authorizing the Fire Chief as Signer. 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:**
- 6th Month IGA Review

DRAFT MINUTES

- Dialogue is more helpful than a number score.
- Scoring model discussion for short term goals.
- **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:**

9. NEXT MEETING ANNOUNCED

- **Announcement of the next regular scheduled board meeting – October 13th, 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
 - **NAYS:**

Meeting Adjourned: 11:34am

Minutes Submitted by Rachael Couch

Administrative Assistant

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

BALANCE SHEET
September 30, 2026

	ACCT.#	7/31/2026	DEPOSITS	WITHDRAWS	8/31/2026	
COLUMBIA BANK		45,166.02	60,000.48	71,724.47	33,442.03	
GENERAL POOL ACCOUNT		250,152.05	2,466.08	60,000.05	192,618.08	
TOTAL CHECKING/SAVINGS		295,318.07	62,466.56	131,724.52	226,060.11	
TOTAL ASSETS						226,060.11
LIABILITIES						
CREDIT CARDS PAYABLE					2,652.89	
DIRECT DEPOSIT LIABILITIES					-3161.76	
PAYROLL LIABILITES					3,076.47	
TOTAL LIABILITIES					2,567.60	
EQUITY						
GENERAL FUND					63,396.48	
CAPITAL PROJECTS FUND					210,245.00	
Retained Earnings					83,162.87	
Net Income					-133,311.80	
TOTAL EQUITY					223,492.55	
TOTAL LIABILITIES & EQUITY						226,060.15

STATEMENT OF REVENUE AND EXPENDITURES
BUDGET VERSUS ACTUAL COMPARISON
25% OF THE BUDGET YEAR IS OVER
6% OF THE BUDGETED REVENUE HAS BEEN RECEIVED
19% OF THE BUDGET HAS BEEN SPENT
September 30, 2026

RESOURCES	Account Number	Annual Budget	Current Month	Year To Date	% of Budget	Remaining Balance
Current Tax		256,000.00	627.21	2,517.93	0.98	253,482.07
Prior Year Tax		4,500.00	448.81	1,685.08	37.45	2,814.92
Local Option Current Tax		162,000.00	386.36	1,551.03	0.96	160,448.97
Local Option Prior Year Tax		2,500.00	276.40	1,037.79	41.51	1,462.21
Total Taxes		425,000.00	1,738.78	6,791.83	1.60	418,208.17
Beginning Fund Balance		485,000.00		0.00	0.00	485,000.00
Interest Earned		15,000.00	727.78	2,615.10	17.43	12,384.90
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	727.78	52,615.10	9.27	515,134.90
TOTAL RESOURCES		992,750.00	2,466.56	59,406.93	5.98	933,343.07

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

GENERAL FUND

	Account	Annual	Current	Year To	% Of	Remaining
	Number	Budget	Month	Date	Budget	Balance
PERSONNEL SERVICES						
Community Relations - Admin Aid		18,000.00	463.25	1,402.50	7.79	16,597.50
Shift Officers		155,000.00	12,132.42	49,008.12	31.62	105,991.88
Overtime		10,000.00	584.35	2,891.26	28.91	7,108.74
OSFM Fire Marshal		50,000.00	3,835.98	13,218.58	26.44	36,781.42
CWRR Chipper Personnel		5,000.00	114.75	408.00	8.16	4,592.00
OSFM Upstaffing		35,000.00	7,769.00	28,436.30	81.25	6,563.70
Volunteer Nominal Qtr Points		12,000.00	0.00	3,000.30	25.00	8,999.70
Insurance Package		57,600.00	12,046.00	15,397.00	26.73	42,203.00
Payroll Liabilities		22,000.00	2,379.81	9,482.51	43.10	12,517.49
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	39,325.56	138,980.10	28.37	350,869.90

	Account	Annual	Current	Year To	% Of	Remaining
	Number	Budget	Month	Date	Budget	Balance
MATERIAL & SERVICES						
Apparatus Maintenance		25,000.00	4,110.97	4,890.26	19.56	20,109.74
Building Maintenance		25,000.00	5,613.35	9,240.16	36.96	15,759.84
Communications		10,000.00	1,090.60	1,778.19	17.78	8,221.81
Dues & Fees		6,000.00	6,863.54	6,979.17	116.32	-979.17
Elections		3,000.00	0.00	0.00	0.00	3,000.00
EMS Supplies		3,000.00	13.96	582.69	19.42	2,417.31
Fire Equipment/Supplies		10,000.00	0.00	139.75	1.40	9,860.25
Fire Prevention		5,000.00	350.00	357.52	7.15	4,642.48
Fuel		20,000.00	4,888.58	4,959.77	24.80	15,040.23
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	812.50	875.00	17.50	4,125.00
Miscellaneous		17,000.00	386.15	10,123.17	59.55	6,876.83
Office Supplies		4,000.00	49.98	284.40	7.11	515.22
Personal Protective Equipment		20,000.00	128.00	128.00	0.64	19,872.00
Equipment Maintenance		12,500.00	64.00	79.58	0.64	12,420.42
Training		10,000.00	220.85	301.85	3.02	9,698.15
Travel		2,000.00	0.00	0.00	0.00	2,000.00
Uniforms		8,000.00	833.57	2,312.24	28.90	5,687.76
Utilities		20,000.00	3,727.04	5,474.16	27.37	14,525.84
Associated Personnel Cost		5,000.00	1,517.03	3,469.76	69.40	1,530.24
Information & Technology		15,000.00	0.00	0.00	0.00	15,000.00
TOTAL MATERIALS & SERVICES		276,500.00	30,670.12	52,603.67	19.02	223,896.33

WILLIAMS RURAL FIRE PROTECTION DISTRICT
211 EAST FORK RD
WILLIAMS, OR 97544
STATEMENT OF REVENUE AND EXPENDITURES
BUDGET VERSUS ACTUAL COMPARISON
September 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	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	69,995.68	191,583.77	19.30	801,166.23
TOTAL RESOURCES			2,466.56	59,406.93		
TOTAL REQUIREMENTS			-69,995.68	-191,583.77		
ENDING FUND BALANCE			-67,529.12	-132,176.84		
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		-132,176.84				
Ending Fund Balance		435,000.16				

WILLIAMS R F P D
Disbursement Voucher

	Type	Date	Name	Memo	Account	Paid Amount
Sep 26	Credit Card Charge	09/01/2026	On Par Ink	uniforms- tops logo printed	2300 Uniforms	600.77
	Credit Card Charge	09/01/2026	Southern Oregon Sanitation	Trash service	Garbage Expense	76.26
	Bill	09/03/2026	Pacific Power	Item 2	Electricity Expense	11.87
	Bill	09/03/2026	Pacific Power	Item 6	Electricity Expense	59.83
	Bill	09/03/2026	Pacific Power	Item 7	Electricity Expense	329.14
	Bill	09/03/2026	Pacific Power	Item 11	Electricity Expense	141.03
	Bill	09/03/2026	Pacific Power	Item 12	Electricity Expense	35.84
	Bill	09/03/2026	Ziply Fiber	Ziply station phone Aug/Sept	Telephone Expense	492.46
	Bill	09/03/2026	Ziply Fiber	Special Circuit Aug/Sept	Special Circuit	188.44
	Bill	09/03/2026	T-Mobile	Department cell phone lines	Department Cell Phone	235.28
	Check	09/03/2026	Columbia Bank	Service Charge	0400 Dues & Fees	0.05
	Credit Card Charge	09/03/2026	Intuit	Quickbooks subscription	Payroll Subscription	44.50
	Paycheck	09/04/2026		Direct Deposit	CWRR Personnel	63.75
	Paycheck	09/04/2026		Direct Deposit	Payroll Liabilites	6.41
	Paycheck	09/04/2026		Direct Deposit	CWRR Personnel	51.00
	Paycheck	09/04/2026		Direct Deposit	Payroll Liabilites	5.13
	Paycheck	09/04/2026		Direct Deposit	Shift Officers	1,917.99
	Paycheck	09/04/2026		Direct Deposit	Shift Officers	85.60
	Paycheck	09/04/2026		Direct Deposit	Insurance Benefits	-187.00
	Paycheck	09/04/2026		Direct Deposit	Payroll Liabilites	185.65
	Paycheck	09/04/2026		Direct Deposit	OSFM Seasonal Grant	1,088.00
	Paycheck	09/04/2026		Direct Deposit	OSFM Seasonal Grant	102.00
	Paycheck	09/04/2026		Direct Deposit	Payroll Liabilites	120.95
	Paycheck	09/04/2026		Direct Deposit	OSFM Seasonal Grant	1,632.00
	Paycheck	09/04/2026		Direct Deposit	Payroll Liabilites	165.94
	Paycheck	09/04/2026		Direct Deposit	OSFM Seasonal Grant	1,139.00
	Paycheck	09/04/2026		Direct Deposit	Payroll Liabilites	114.48
	Paycheck	09/04/2026		Direct Deposit	Shift Officers	2,038.46
	Paycheck	09/04/2026		Direct Deposit	Shift Officers	91.00
	Paycheck	09/04/2026		Direct Deposit	Insurance Benefits	-356.00
	Paycheck	09/04/2026		Direct Deposit	Payroll Liabilites	180.36
	Paycheck	09/04/2026		Direct Deposit	Community Relations - Admin Aid	170.00
	Paycheck	09/04/2026		Direct Deposit	Payroll Liabilites	17.28
	Paycheck	09/04/2026		Direct Deposit	OSFM Fire Prevention Officer	1,917.99
	Paycheck	09/04/2026		Direct Deposit	Overtime	485.46
	Paycheck	09/04/2026		Direct Deposit	Payroll Liabilites	243.41
	Paycheck	09/04/2026		Direct Deposit	Shift Officers	1,977.31
	Paycheck	09/04/2026		Direct Deposit	Shift Officers	88.30

WILLIAMS R F P D
Disbursement Voucher

Type	Date	Name	Memo	Account	Paid Amount
Paycheck	09/04/2026		Direct Deposit	Insurance Benefits	-187.00
Paycheck	09/04/2026		Direct Deposit	Payroll Liabilites	190.91
Bill	09/04/2026	Pacific Power	Item 2	Electricity Expense	11.87
Bill	09/04/2026	Pacific Power	Item 6	Electricity Expense	62.43
Bill	09/04/2026	Pacific Power	Item 7	Electricity Expense	375.11
Bill	09/04/2026	Pacific Power	Item 11	Electricity Expense	187.29
Bill	09/04/2026	Pacific Power	Item 12	Electricity Expense	39.97
Credit Card Charge	09/06/2026	Starlink	Starlink Internet	Internet Expense	140.00
Credit Card Charge	09/08/2026	Custom Ink	uniforms - tops printed	2300 Uniforms	232.80
Credit Card Charge	09/09/2026	Builder's Book Inc Bookstore	Oregon Fire Code Book for Fire Mars	Books	220.85
Credit Card Charge	09/10/2026	uAttend Time Clock	timeclock software	2500 · Associated Personnel Expense	45.00
Credit Card Charge	09/12/2026	Zoom Video Communications	Zoom subscription	0400 Dues & Fees	26.99
Bill	09/14/2026	T-Mobile	District cell phone lines	Department Cell Phone	235.28
Bill	09/14/2026	T-Mobile	District Duty I-pad	2500 · Associated Personnel Expense	1,081.04
Credit Card Charge	09/15/2026	Oregon California Supply	3/4 x 14 Fuel Hose	0700 Small Equip. Maintenance	64.00
Credit Card Charge	09/17/2026	Starlink	Starlink Mobile minis	Internet Expense	792.00
Paycheck	09/18/2026		Direct Deposit	Shift Officers	1,917.99
Paycheck	09/18/2026		Direct Deposit	Insurance Benefits	-187.00
Paycheck	09/18/2026		Direct Deposit	Payroll Liabilites	175.88
Paycheck	09/18/2026		Direct Deposit	OSFM Seasonal Grant	1,632.00
Paycheck	09/18/2026		Direct Deposit	Payroll Liabilites	165.93
Paycheck	09/18/2026		Direct Deposit	OSFM Seasonal Grant	1,088.00
Paycheck	09/18/2026		Direct Deposit	Payroll Liabilites	110.62
Paycheck	09/18/2026		Direct Deposit	OSFM Seasonal Grant	1,088.00
Paycheck	09/18/2026		Direct Deposit	Payroll Liabilites	109.34
Paycheck	09/18/2026		Direct Deposit	Shift Officers	2,038.46
Paycheck	09/18/2026		Direct Deposit	Insurance Benefits	-356.00
Paycheck	09/18/2026		Direct Deposit	Payroll Liabilites	171.96
Paycheck	09/18/2026		Direct Deposit	Community Relations - Admin Aid	293.25
Paycheck	09/18/2026		Direct Deposit	Payroll Liabilites	29.83
Paycheck	09/18/2026		Direct Deposit	OSFM Fire Prevention Officer	1,917.99
Paycheck	09/18/2026		Direct Deposit	Overtime	98.89
Paycheck	09/18/2026		Direct Deposit	Payroll Liabilites	203.88
Paycheck	09/18/2026		Direct Deposit	Shift Officers	1,977.31
Paycheck	09/18/2026		Direct Deposit	Insurance Benefits	-187.00
Paycheck	09/18/2026		Direct Deposit	Payroll Liabilites	181.85
Credit Card Charge	09/18/2026	InstaInk	printer ink	Ink	16.99
Check	09/20/2026	Columbia Bank	Service Charge	Service Charges	30.00
Credit Card Charge	09/21/2026	Amazon.com	Cooking utensil for mobile	Kitchen	9.79

WILLIAMS R F P D
Disbursement Voucher

Type	Date	Name	Memo	Account	Paid Amount
Credit Card Charge	09/21/2026	Amazon.com	Fire Marshal Phone Case	2500 · Associated Personnel Expense	18.99
Credit Card Charge	09/21/2026	Amazon.com	toilet paper	1100 Miscellaneous	43.37
Credit	09/22/2026	Carson Propane	Credit	Propane	-664.48
Bill	09/22/2026	Carson Propane	Propane	Propane	664.48
Credit Card Charge	09/22/2026	InstaInk	printer ink	Ink	32.99
Credit Card Charge	09/22/2026	Sierra Springs - Mt. Shasta Spring W	Water delivery	Kitchen	21.99
Bill	09/24/2026	Williams Fire Department Support Gi	Board Members Heather Glass, Bill E	2500 · Associated Personnel Expense	225.00
Bill	09/24/2026	Caveman Heating & Air Conditioning	Replacing propane heater	0200 Building Maintenance	5,206.00
Bill	09/24/2026	Longbow Computer and Data Analys	IT assistance, wifi, new PC setup for	1450 · Professional Fees/Consultants	812.50
Bill	09/24/2026	Pomps Tire Service	8711 Tire replacement	8711 · 8711 Rescue/Engine 2012	1,011.61
Bill	09/24/2026	City of Grants Pass	Dispatch - Aug/Sept	Dispatch	799.00
Bill	09/24/2026	Locality Media, dba First Due	First Due Annual Subscription	0400 Dues & Fees	6,762.00
Bill	09/24/2026	Bio-Med	Background checks and UA	2500 · Associated Personnel Expense	147.00
Bill	09/24/2026	Special Districts Insurance Services	Insurance - OSFM Capacity - Aug/Se	Insurance Benefits	5,594.00
Bill	09/24/2026	Special Districts Insurance Services	Insurance monthly - Aug / Sept	Insurance Benefits	7,912.00
Bill	09/24/2026	Century Link	Special Circuit	Special Circuit	103.16
Bill	09/24/2026	Fields Home Imprvmnt Cntr	Fuels lock key set	0200 Building Maintenance	7.36
Bill	09/24/2026	Williams Country Store	coffee, creamer, cleaning supplies	Kitchen	311.00
Bill	09/24/2026	Williams Country Store	BBQ propane tank refill	Propane	15.93
Bill	09/24/2026	Mr. Rooter Plumbing of Josephine &	Gas Regulator repair on water heater	0200 Building Maintenance	330.00
Bill	09/24/2026	Cascade Fire Equipment	Fire Boot, Zipper Tongues	1600 Personal Prtctve Equipmnt	128.00
Bill	09/24/2026	Cascade Fire Equipment	Firebull Foam	1000 Fire Prevention	350.00
Bill	09/24/2026	Premier Oxygen	EMS Supplies	0600 EMS Supplies	13.96
Bill	09/25/2026	Fields Home Imprvmnt Cntr	100' cleaning hose	Grounds Maintenance	69.99
Bill	09/25/2026	Carson	Diesel	Diesel	2,909.17
Bill	09/25/2026	Carson	Gasoline	Gas	1,963.48
Bill	09/25/2026	Pacific Power	Item 2	Electricity Expense	11.87
Bill	09/25/2026	Pacific Power	Item 6	Electricity Expense	50.94
Bill	09/25/2026	Pacific Power	Item 7	Electricity Expense	289.46
Bill	09/25/2026	Pacific Power	Item 11	Electricity Expense	114.51
Bill	09/25/2026	Pacific Power	Item 12	Electricity Expense	34.60
Bill	09/25/2026	Caldera Technical Services LLC	8742 - pump oil service	8742 · 8742 - Tactical Tender	147.99
Bill	09/25/2026	Caldera Technical Services LLC	8701 Annual Service	8701 · 8701 Fire Engine 2007	1,075.00
Bill	09/25/2026	Caldera Technical Services LLC	8711 Annual Service	8711 · 8711 Rescue/Engine 2012	1,075.00
Bill	09/25/2026	Caldera Technical Services LLC	8763 Service	8763 · 8763 Type 3 Wildland Engine	801.37
					<u>69,995.68</u>

Sep 26



Deputy Chief's Report

September 2026

Monthly Statistics

- 18 Incidents; increase of 12.50% over the same period in 2025
- 6 Mutual/Auto Aid Incidents (Given & Received); 33.33% of total incidents
- C Shift had 8 calls for the month
- Busiest days for calls were Monday, Thursday, and Saturday

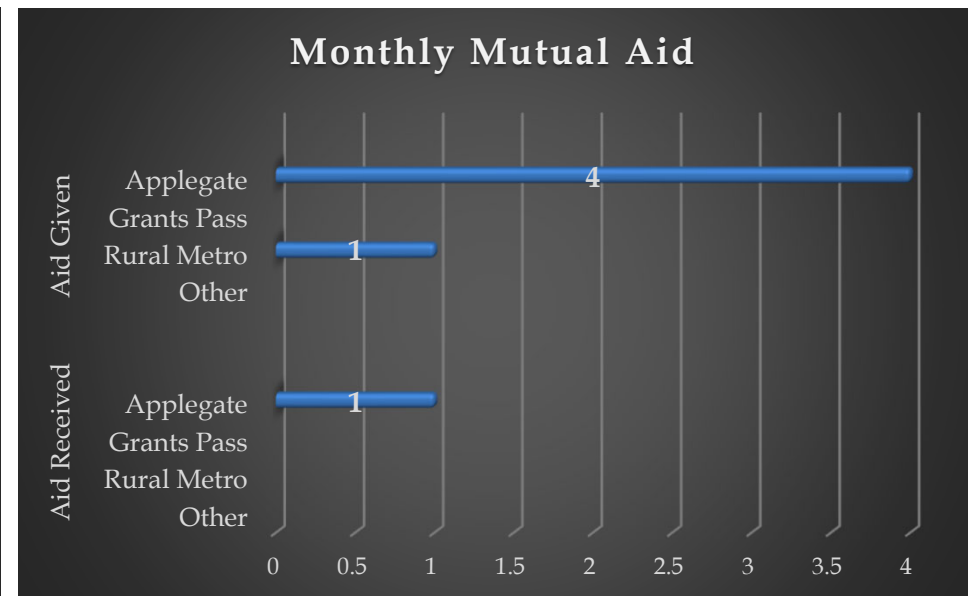
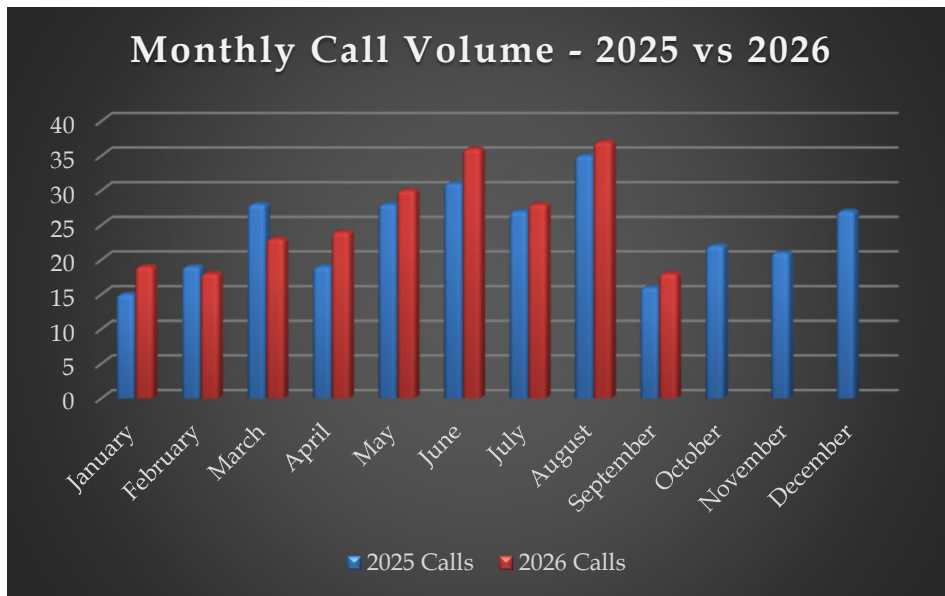
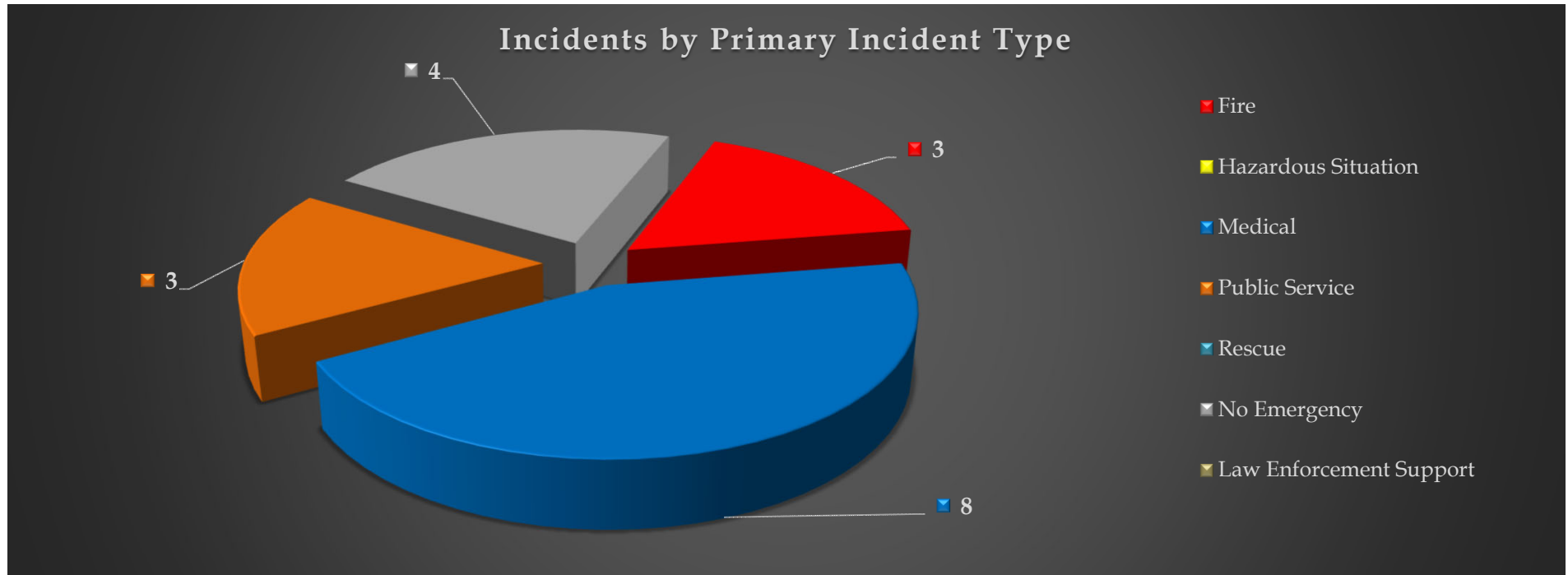
Notable Events

- The Student Program started on September 28, 2026. Once student resigned due to obtaining full-time employment and we are in the process of filling that vacancy with an external candidate.
- Training continued as planned. Captain Holt is working on a Burn-To-Learn for November/December; there's a lot of planned live fire training during the Fall.
- Fleet remains in service with preventative maintenance occurring as scheduled.
- Continued work with First Due on our account; the account is now live and training will occur with crews in the coming weeks.
- Placed multiple Starlink Mini's into service. Due to a generous grant from Special Districts and SAIF, we were able to purchase three (3) more units. These will be placed into apparatus and made available to the district.
- The wood bank has made good progress and they have processed nearly half of the lock deck. We continue work on the sign up process, but Firefighter Brennan is ready to begin delivery.
- Placed a new district cell phone into service which will be carried by the on duty crew. Additionally, a new iPad was placed into service as well in preparation for First Due.

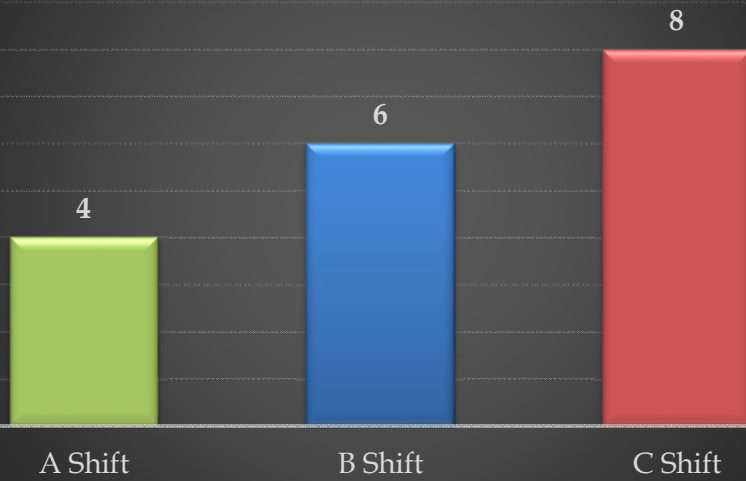
Summary of Activities

- Continued work with Grants Pass 911 on programing and response to areas West of Provolt and into the Murphy area. This will be a long process working with both Applegate and Rural Metro to enhance our response capabilities.
- The WFA has nothing to report and their next meeting is scheduled for October 7, 2026.
- Continued with office hours on the second and fourth Thursday of each month.

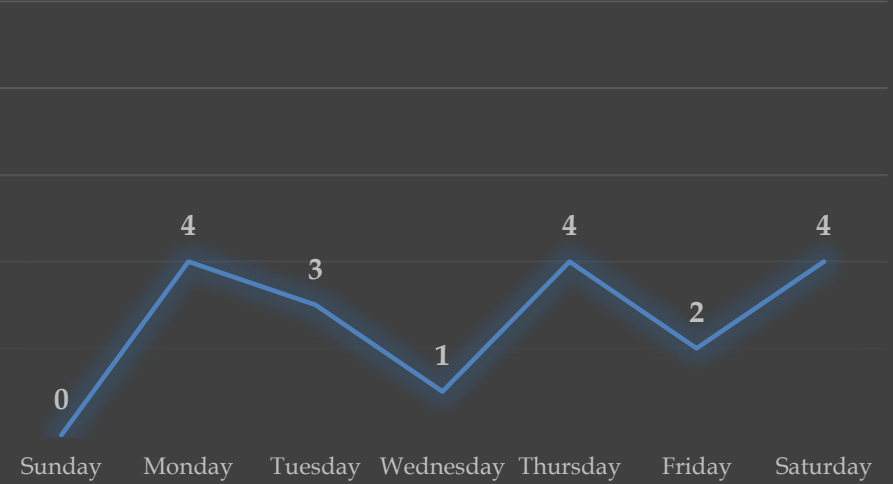
Monthly Alarm Statistics - September 2026



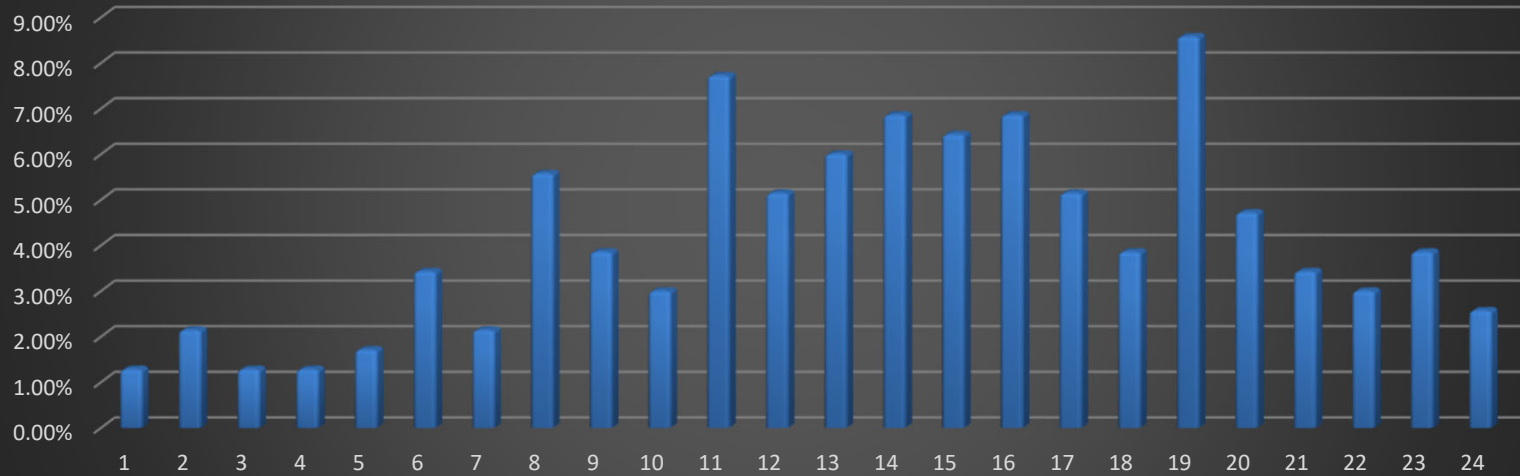
Incidents by Shift



Incidents by Day of Week



Alarms by Hour of Day (Y-T-D)



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

Property Assessments: There were 1 property assessments this month.

Business Inspections: I inspected 4 business this month.

Fire Investigations: No fire investigation this month.

Meetings Attended: I attended the IAAI on Sep. 23th and Co-op on
Sep. 24th

Classes Attended: none.

Chipper Program: Trailer has been out 3 times,

Safety Officer Report: No accidents to report.

Jon Scaroni
WRFPD District Fire Marshall

RESOLUTION 2026/2027-3
RECEIPT OF PACIFIC POWER GRANT

WHEREAS, the Board of Directors of Williams Rural Fire Protection District has recieved:

- \$4,000.00 from the Pacific Power to provide funding for the paving project.

THEREFORE, IT IS HEREBY RESOLVED, by the Board of Directors of the Williams Rural Fire Protection District, to receive and allocate \$4,000 into the budget in the following line items for fiscal year 2026/2027:

<u>General Fund</u>	<u>Existing</u>	<u>Change</u>	<u>Adjusted</u>
Resources	\$992,750	\$ 4,000	\$996,750
➤ Grants	\$ 64,750	\$ 4,000	\$68,750
Materials and Services	\$276,500	\$ 4,000	\$280,500
➤ Building Maintance	\$ 25,000	\$ 4,000	\$ 29,000

ADOPTED by the Board of Directors of the Williams Rural Fire Protection District on this 113th day of October 2026.

Board President

Board Secretary

Ayes

Nays

Abstain/Absent

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

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 Foundation	Board reporting, role clarity, legal compliance, policy review, and administrative systems/documentation.		

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.

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.		
Staffing & 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.		
Vehicles & Equipment	Fleet/equipment readiness, needs evaluation, replacement/capital planning, safety, and service-delivery support.		
Governance, 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

Board President

Date: _____

Applegate Fire District

Board President

Date: _____