DRAFT MINUTES

WILLIAMS RURAL FIRE PROTECTION DISTRICT

Regular Board Meeting Minutes

October 13th, 2026

1. CALL TO ORDER, PLEDGE, AND ROLL CALL

- Call to Order: 10:00am

Roll Call:

Board Members Present

Position 1 – Heather Glass
Position 2 – Brian Barton
Position 3 – Bill Ertel
Position 4 – David Applegate

Board Members Absent

Position 5 - Jim Krois

Williams Staff Present

Fire Marshall – Jon Scaroni
Community Coordinator – Ash Martell
Firefighter - Devin Brennan

Public Presence & Invited Speakers:

AFD Administrative Assistant – Rachael Couch
AFD Administrative Chief – Tallie Jackson

Zoom Attendees:

Michael Miller
IVFD – Fire Chief John Holmes

2. ANNOUNCEMENTS

- Upcoming Events:
  - **Trainings coming up for Board Members**
    - **Spring 2027 Sun River through SDAO**
    - **OFDDA Conference 2026 coming up November 5-7, Hood River, OR**

3. APPROVAL OF PRIOR BOARD MEETING MINUTES

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- Previously distributed electronically:
    - September 8th, 2026 Regular Board Meeting Minutes
- Discussion: Board will be taking more time to review and will approve at the next board meeting

4. Clerk Treasurers Report – Financial Reports

- September 2026 financials Discussion – Board will be taking more time to review and will approve at the next board meeting.

5. REPORTS

- **Fire Chief's Report – AFD IGA Fire Chief Chris Wolfard**
    - Chief Wolfard's report was not given out as he is out sick at this time.
    - Discussion:
        - none

- **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 Jackson presented the report.
    - Discussion:
        - First Due implementation in process
        - Staff now have a shift officer phone and i-pad, as well as mobile Starlink for incident response.
        - Woodbank updates
            - Volunteers have been doing workdays to process firewood for the Woodbank
            - Names were collected to start distributing firewood
            - Star Ranger Station has approached the district with a donation of about 50 cords of dry Douglas Fir.
            - If all of this wood was distributed, this would be about 300% of projected first year goals.
            - Next round of grant funding for this
            - Beetle Kill trees are not a risk for spreading beetles as the beetles life cycle is gone within 6 months of the tree dying. Additionally these trees are local and there are already beetles in this area.
            - Liability release waiver template provided by Alliance for Green Heat
            - Applicants are reviewed first-come, first-served with priority given to those with a financial or physical limitation, and those whose primary heat source is wood.

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- **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: 4 businesses left to review in the community. All others have been completed.

- **Community Relations Coordinator Report – Ash Martell**
    - Ash Martell's report was given verbally to the Board for review:
    - Discussion:
        - Open house fed about 100 people – Great attendance: Supported district programs such as chipper program, firewood bank, firewise, etc.
        - 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.
        - Support Team is continuing the work on the 501.c.3 application
        - Trunk or Treat setup will start at 4pm, with the event running from 5-7pm
        - Scheduling needed for Santa in Williams and Staff Holiday Party
        - Applegater Ad coming out right before the election
        - October 14th, Wednesday CAC Fire Levy Town Hall – 6:30pm-8:00pm
            - Short Factual presentation
        - October 22nd, 5-7pm Applegate Fire Spaghetti Dinner
        - October 25th, 3-5pm Pumpkin Carving Staff and Volunteer event
        - Mailer – Vistaprint EDDM as well as out of district registered voters to get a postcard before the election

- **WFA Report / Firefighter Input – Devin Brennan**
    - Discussion: none

- **Chair's Report – Williams Rural Fire Protection District Support Team**
    - Discussion: none

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6. UNFINISHED BUSINESS

- Internal Controls

7. TABLED UNFINISHED BUSINESS

- Station Decontamination Showers: Not Discussed
- Museum Building/ Bldg. 7/8: Not Discussed
- Internal Controls: Not Discussed
- Policy Manual Framework: Not Discussed
- Traffic Pattern Follow-up: 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. Slight delay due to staff out on sick leave.

8. NEW BUSINESS

- Resolution 2026/2027-03 for Pacific Power Grant Funds
    - Discussion: none
- **A motion was made by Bill Ertel that accept. The motion was seconded by Brian Barton. (10:52am)**
- **Motion carries as follows:** The motion was approved with 4 ayes.
    - **AYS:** Heather Glass, Brian Barton, Bill Ertel, David Applegate
    - **NAYS:**
    - **Absent:** Jim Krois
- 6 Month IGA Review
    - Tabled until the next board meeting in November.

9. NEXT MEETING ANNOUNCED

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- **Announcement of the next regular scheduled board meeting – November 10th, 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. (10:54am)**
    - Discussion: none
- **Motion carries as follows:** The motion was approved with 4 ayes.
    - **AYES:** Heather Glass, Brian Barton, Jim Krois, David Applegate, Bill Ertel
    - **NAYS:**
    - **Absent:** Jim Krois

Meeting Adjourned: 10:54am

Minutes Submitted by Rachael Couch

Administrative Assistant