

WILLIAMS RURAL FIRE PROTECTION DISTRICT
REGULAR BOARD MEETING AGENDA

Tuesday, August 13, 2024

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

Dial In: 2532158782; Passcode: 8467644

Join Zoom Meeting

<https://us06web.zoom.us/j/83896457040?pwd=BpCh4XB2s35RqJNV6w577XnSfMYgg5.1>

Meeting ID: 838 9645 7040

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 11, 2024 Regular Board Meeting Minutes
 - July 2, 2024 Special Board Meeting Minutes
 - July 9, 2024 Regular Board Meeting Minutes
 - July 31, 2024 Special Board Meeting Minutes
 - July 31, 2024 Executive Board Meeting Minutes
4. Reports
 - Fire Chief's Report (Given by Interim Fire Chief and Captain Nicco Holt)
 - Training Report
 - Operations Report
 - District Fire Marshal Report / Safety Committee Report
 - Community Relations Coordinator Report
 - Chair Report
 - Firefighter Input
5. Unfinished Business
 - 5 Year Plan Update
 -
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Tabled Unfinished Business
- The Museum Building Update (Tabled)
- Modular Home Update (Tabled)
- Solar Panels (Tabled)
6. New Business
 - Employee Code of Conduct
 - Chief Position
7. Clerk Treasurers Report – Financial Reports and Invoices
8. Announcement of the next regular scheduled board meeting – September 10, 2024 at 10:00am
9. Public Input – two minutes at end of meeting
10. Public Questions – can be submitted in writing to PO Box 81, Williams, Oregon 97544
11. Motion to adjourn

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

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

WILLIAMS RURAL FIRE PROTECTION DISTRICT
Regular Board Meeting Minutes
June 11, 2024

Call to Order: 10:08am

Roll Call:

Board Members Present

Position 1 – Heather Glass

Position 2 – Brian Barton

Position 3 – Claudia Pratt

Position 4 – Bill Ertel

Position 5 – David Applegate

Williams Staff Present

Ash Martell – Community Relations
Coordinator

Public Presence:

Wilma Hyde – Williams Community Member

Zoom Attendees:

None.

Announcements:

Board Member Claudia Pratt presented during the announcements a discussion a topic about bi-laws that took place in December 2023. She inquired if any changes took place and were they done? No one provided an answer. Board Member Claudia Pratt again used the announcements to inquire about the contents of the safe deposit box in which she requested the list from Jennifer Vetter who provided the list made by David Applegate calling the list David Applegate made as 'incomplete'. Board Member Claudia Pratt would like to access the safe deposit box and its contents. Board Secretary David Applegate volunteered he can be available for a meeting with Board Member Claudia Pratt and Jennifer Vetter to access the contents to verify the list Board Secretary David Applegate completed.

Board Vice Chair thanked all board members and everyone in attendance for a productive day during the Chief interview process.

Board Chair Heather Glass thanked the Support Team for setting up the process with coffee and set up and she also provided a 'Thank You' to Steel Toe Doe for the pizza provided for lunch while the interview process was going on.

Approval of Prior Board Meeting Minutes:

- A motion was made by Brian Barton to approve the Regular Board Meeting Minutes of May 14, 2024 as amended, Special Board Meeting Minutes of May 28, 2024 as presented, and Special Board Meeting Minutes of May 31, 2024 as presented. The motion was seconded by Claudia Pratt.

Discussion: Board Member Claudia Pratt requested to have stricken from the Regular Board Meeting Minutes the portion of discussion on Page 10, where Board Member Claudia Pratt is recorded "Board Member Claudia Pratt stated that she doesn't care what SDAO said ..." stating that her recorded statement is a very false statement. On page 11, ¾ down, Board Member Claudia Pratt also requested the following statement be stricken from the minutes, "Board Member Claudia Pratt stated that Jennifer Vetter was requested by Board Member Claudia Pratt to give compensation amounts..., "stating that it makes Board Member Claudia Pratt look bad and that it could be a liability to the Board and she doesn't want to go down that road. Board Member Claudia Pratt described the conversation as... she asked Jennifer Vetter if the other paid staff is receiving compensation and Jennifer Vetter stated, "Don't worry about it" and states that she didn't ask about compensation amounts. Board Member Claudia Pratt requested that her statements be stricken and presented as rewritten to remove the actual happenings within the meeting. Board Member Claudia Pratt stated she wants copies of the pages where these comments were stricken to prove they were removed at the next board meeting.

Board Member Claudia Pratt stated that on page 9 that Jennifer Vetter presented the Board with her job descriptions and past reviews at the board meeting stating that those items should have been in the board packet for all to review ahead of time.

- 👍 Heather Glass – Aye
- 👍 Brian Barton – Aye
- 👍 Claudia Pratt – Aye
- 👍 Bill Ertel – Aye
- 👍 David Applegate – Aye

- The motion was approved unanimously

Discussion regarding staff reports: Board Secretary David Applegate stated that Jon Scaroni and Ash Martell put their names on their reports and would like to see that the Chief's report and Ops reports have their names added.

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

The report was given out electronically to the Board. Board Member Bill Ertel inquired if the amounts of the doors include the install and if the install has been scheduled. Board Chair Heather Glass stated that she believed it covers everything and is scheduled. Board Member Bill Ertel inquired if there are any plans to set up the water bags. Board Vice Chair Brian Barton stated that one bag will go near Findley Road and it is ready to receive the bladder bags. The other one will soon be ready to arrive on the second property

Operations Report – Lt. Sundell:

Lt. Sundell's report was provided electronically before the meeting. Board Member Bill Ertel is inquiring where the new EMS mannequin equipment is being stored. Lt. Sundell is not present to answer.

District Fire Marshal Report:

District Fire Marshal Jon Scaroni's report was provided electronically before the meeting. Board Member Bill Ertel is surprised that the chipper program is chipping a 5 acres and it was discussed that the property was an exception and a training situation. It was discussed as unique and used for pictures and reporting purposes.

Community Relations Coordinator Report:

Community Relations Coordinator Ash Martell's report was provided electronically before the meeting. Ash Martell answered questions and stated that she is awaiting the chief hiring process to be over before she requests resources and information to be posted on the website, including evacuation maps for fire season. Ash Martell stated that her and Interim Chief and Captain Nicco Holt have discussed adding the website as part of the job description of Administrative Aide as Ash Martell is assuming she will be automatically hired in the position that was approved by the budget committee. Board Member Bill Ertel discussed that perhaps there should be someone to be a backup. Board Member Claudia Pratt is requesting a job description for the position Ash Martell stated that her and Interim Chief and Captain Nicco Holt are discussing her filling that has yet to be posted.

Firefighter Input

Firefighter Devin Brennan conveyed to Board Chair Heather Glass earlier that there is a meeting on Thursday, June 13, to discuss the starting of a firefighter association.

Chair's Report

Nothing to Report

Unfinished Business:

Five Year Plan: Board Member Bill Ertel stated that they are making progress. Board Member Claudia Pratt sat in the discussion.

Board Duties and Responsibilities Policy Manual: Board Member Claudia Pratt brought up that she wanted it to go through SDAO and Board Chair Heather Glass is waiting to hear back. Board Member Claudia Pratt stated that she attended an SDAO HR seminar and that it will be on the SDAO website on Thursday for those that want to attend.

Modular Home Update: There is a soft spot in the floor and the carpet in the home is not in good shape with paint on the carpet as well. Board Member Claudia Pratt will go to a carpet store and bring information back for the Board to decide on a direction to take with the floor and carpet. Board Vice Chair suggested getting the floor done and Board Member Claudia Pratt will look into that as well.

Solar Panels: Tabled.

New Business:

Chief Hiring Process: The Board decided to reopen the job posting and a special meeting will need to be made to discuss the details. The two candidates (Jennifer Vetter and Nicco Holt) are still in the running unless either of them opts out. The process could be 3-6 months. Board Secretary David Applegate inquired about what happens if there are no other applicants and Board Chair Heather Glass stated that questions could be discussed in the Special Board Meeting that will be scheduled at the end of this meeting.

Gordon Sletmoe of SDAO provided Board Chair Heather Glass the invoice amount for the services provided for the chief hiring process - \$5300.00 and it will potentially have an increase of \$3k moving forward.

- A motion was made by Bill Ertel to request and approve the current invoice for SDAO for present consulting fees of \$5,300. The motion was seconded by Brian Barton.

- ✚ Heather Glass – Aye
- ✚ Brian Barton – Aye
- ✚ Claudia Pratt – Aye
- ✚ Bill Ertel – Aye
- ✚ David Applegate – Aye

- The motion passed unanimously

Budget Approval: If with Vice Chair Brian Barton to authorize any consultation with Gordon to extend the advertising time frame.

- A motion was made by Claudia Pratt to approve the LB-20, LB-30, LB-31 (pages one and two) as presented and passed by the budget committee meeting. The motion was seconded by Heather Glass.

Discussion: Board Member Bill Ertel is reviewing Volunteer Nominal Quarterly Points and states that he would like to raise the budgeted \$12k with his reasoning that Volunteer Firefighter Jennifer Vetter gets to participate in the volunteer stipend program even though she is a paid administrative employee. Board Member Bill Ertel wants to open the pool up to the full-time paid firefighter employees (i.e. Lt. Oskar Sundell) as well so the paid staff can pull from the volunteer stipend that is set aside for the volunteers. Board Member Bill Ertel is suggesting to change the budget to other than what the budget committee has approved without reconvening the budget committee with the money being moved from the line-item contingency to the Volunteer line item. Board Member Claudia Pratt stated that the paid firefighters cannot be in the pool. Board Member Claudia Pratt stated that Jennifer Vetter is not a hired as a firefighter and therefore is able to participate in the pool as a volunteer unlike the paid firefighters.

The budget adoption has been tabled to the next special meeting in this month of June.

Treasurer's Report:

Clerk/Treasurer reports for May 2024 were reviewed by the board members. Any questions about revenue and expenses for the previous month's expenses previously distributed electronically were discussed. Items of review in the financial reports included spending on

district credit cards, payroll, regular monthly bills, employee benefits package, station maintenance/repairs items, donations, grants, and reimbursements.

Each of the reports reviewed included:

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

Discussion: Board Member Claudia Pratt and Board Member Bill Ertel inquired about transactions and provided discussion for resolve of their questions.

- A motion was made by Bill Ertel to approved the Clerk/Treasurers report for May 31, 2024. The motion was seconded by Heather Glass.

- 👤 Heather Glass – Aye
- 👤 Brian Barton – Aye
- 👤 Claudia Pratt – Aye
- 👤 Bill Ertel – Aye
- 👤 David Applegate – Aye

Discussion: None.

- The motion passed unanimously

Next regular board meeting is July 9th at 10am. There will be a special board meeting before the next regular board meeting.

Public Input:

Wilma Hyde inquired, “If Nicco is Interim Chief, why is he not good enough to be the Fire Chief?” The room was quiet before Board Vice Chair Brian Barton stated, “It isn’t that he isn’t good enough ...” Board Chair Heather Glass interjected stating he doesn’t live in the fire district and that the Board is unable to discuss what they talked about the day before. Board Member Bill Ertel provided an explanation that the Board has two good candidates and both are exceptionally strong and both candidates have “some medium traits”. The Board would like to see if there are more candidates that could come forward different than the ones that applied. Wilma Hyde asked, “Being that Nicco doesn’t live here... so if someone else gets it do they have to move to

Williams?" Per Board Chair Heather Glass, per the chief job posting, that the person would have to find residency within 6 months.

Board Secretary David Applegate stated that the Board does have 2 good candidates, both qualified in certain areas but not quite enough to make a 100% decision and so the process will be flown back out to see what comes in.

- Motion to adjourn the meeting was made by Brian Barton and seconded by David Applegate. Unanimously approved.

Meeting Adjourned: 11:04am

Respectfully,

Heather Glass, Board Chairperson

WILLIAMS RURAL FIRE PROTECTION DISTRICT

Special Board Meeting Minutes

July 2, 2024



Called to order: 10:00am

Roll Call:

Board Members Present

Position 1 – Heather Glass
Position 2 – Brian Barton
Position 3 – Claudia Pratt
Position 4 – Bill Ertel
Position 5 – David Applegate

Williams Staff Present

Interim Fire Chief & Captain – Nicco Holt
Administrative Assistant – Jennifer Vetter
Fire Marshal Jon Scaroni
Lieutenant Oskar Sundell
Firefighter Ash Martell
Firefighter Liz Dunlap (arrive 10:12)
Firefighter Charles HooperLee

Community Members Present:

Marni Brown, Community Member
Griselda Marney, Community Member
Allison Cleveland, Community Member, Support Team
Wilma Hyde, Community Member (arrive 16:16)

Zoom Attendees:

Fire Chief John Holmes – Illinois Valley FD

Department Personnel Mediation:

An original motion was made and seconded by the same people for \$1600 and updated to the below motion:

- A motion to was made by Brian Barton to hire Bill Gallegher from TeamWorks for \$3700 for mediation with the number of people increased from the estimate given. The motion was seconded by Bill Ertel.

Discussion: Board Member Bill Ertel is shocked that this is where the department is as he is proud of the department and thinks this is one of the best rural departments in the state. This will take 2 days to accommodate schedules. The change in the motion was to accommodate all that want to participate including members of the Board of Directors. This is for teamwork and morale.

Board Member Claudia Pratt inquired where does it go from there after the mediator does his documentation? The mediator will make an assessment and it is up to the Board to follow the assessment.

Marni Brown's question was clarified that the mediator was for morale and not regarding the fire chief position. Griselda Marny inquired if the Board would follow the mediator's recommendation or does the Board do what they want? Board Chair Heather Glass stated that the mediator specifically stated that if the Board doesn't follow his recommendation for the department that the monies spent are wasted. Basics and not details will be open to the public. Allison Cleveland inquired what the basis is for spending this kind

of money (1 hour interview per person at \$175 per hour)? Board Vice Chair Brian Barton stated that his feeling is that there seems to be a lot of turmoil in the department that isn't resolving by itself and therefore the department needs a professional to give advice on what to do. Board Chair Heather Glass says that her thought is that this may help that a new fire chief may not have to deal with this if it is dealt with ahead of time. Board Member Claudia Pratt stated that the Board has issues as well. Board Member Bill Ertel stated that there are other opportunities such as the SDAO to receive a board assessment.

Jennifer Vetter inquired the point of the Intergovernmental Agreement (IGA) with Applegate Fire. She asked "Wasn't the point of the IGA to facilitate what we couldn't facilitate through our own leadership?". Board Chair Heather Glass stated that Applegate is a bit too involved potentially and we can still utilize the IGA. Jennifer Vetter inquired if Applegate people are objective professionals why not use them at their lesser rate than the mediator? Board Chair Heather Glass stated that Chief Wolfard didn't want to deal with this. Board Chair Heather Glass stated that an outside person would be more objective. Board Member Bill Ertel felt that the IGA was a bigger umbrella type of agreement where if an officer was out that the level of service could still be maintained.

Marni Brown inquired for a place to get a copy of the Board of Director's code of conduct. Board Chair Heather Glass stated that it is on the website.

-  Heather Glass – Aye
-  Brian Barton – Aye
-  Claudia Pratt – Aye
-  Bill Ertel – Aye
-  David Applegate – Aye

- Motion passed unanimously.

Collapsing the LB-10:

The LB-10 was not properly collapsed during the previous fiscal year with a resolution.

- A motion to accept the resolution to collapse the LB-10 was made by Heather Glass. The motion was seconded by Bill Ertel.

-  Heather Glass – Aye
-  Brian Barton – Aye
-  Claudia Pratt – Aye
-  Bill Ertel – Aye
-  David Applegate – Aye

Discussion: This was discussed in a previous meeting, however, not motioned and approved to collapse. Collapsing means that during the 2022-2023 FY it was stated in the Chief's letter that this would be removed from the packet. Since there was no resolution letter and this is to rectify the technicality.

- Motion passed unanimously

A motion to adjourn was made by Brian Barton was seconded by David Applegate.

The meeting was adjourned at 10:24am

Respectfully,

Heather Glass, Board Chair

WILLIAMS RURAL FIRE PROTECTION DISTRICT

Regular Board Meeting Minutes

July 9, 2024



Call to Order: 10:01am

Roll Call:

Board Members Present

Position 1 – Heather Glass
Position 2 – Brian Barton (Late 10:15am)
Position 3 – Claudia Pratt
Position 4 – Bill Ertel
Position 5 – David Applegate

Williams Staff Present

Interim Chief & Captain Nicco Holt
Lieutenant Oskar Sundell
District Fire Marshal Jon Scaroni
Administrative Assistant Jennifer Vetter
Firefighter Liz Dunlap
Firefighter Jasmine Williams
Firefighter Devin Brennan
Ash Martell – Community Relations
Coordinator

Public Presence:

Marni Brown – Williams Community Member

Zoom Attendees:

Fire Chief John Holmes – Illinois Valley Fire District

Announcements:

Food Share will end at the Williams Community Church, Extreme Fire Danger has started, and there is a sign-up sheet for the Mediator in the day room for July 11, 12, 15, 16

Agenda Addition

- A motion was made by Heather Glass to add the mediation to the agenda. The motion was seconded by Claudia Pratt.

- ✚ Heather Glass – Aye
- ✚ Brian Barton – Aye
- ✚ Claudia Pratt – Aye
- ✚ Bill Ertel – Aye
- ✚ David Applegate – Aye

- The motion was approved unanimously

Elections are moved until Board Vice Chair Brian Barton arrives.

Approval of Prior Board Meeting Minutes:

- A motion was made by Claudia Pratt to approve the Special Board Meeting Minutes of June 4, 2024, June 10, 2024, Executive Board Meeting Minutes of June 10, 2024, and Special Board Meeting Minutes of June 19, 2024 as presented. The motion was seconded by David Applegate.

Discussion: Board Member Bill Ertel inquired if there was a proposed job description for the proposed job and pay rate in the budget. Ash Martell interjected into the meeting asking to comment and was denied until later in the meeting. All meeting minutes were approved with the exception of June 11, 2024.

- ✚ Heather Glass – Aye
- ✚ Brian Barton – Aye
- ✚ Claudia Pratt – Aye
- ✚ Bill Ertel – Aye
- ✚ David Applegate – Aye

- The motion was approved unanimously

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

The report was given out electronically to the Board for review before the meeting.

Operations Report – Lt. Sundell:

Lt. Sundell's report was provided during the meeting. Lt Sundell reviewed his report aloud with the Board. Illinois Valley Fire District Fire Chief provided a comment that the Williams Crew on the Applegate Fire did an amazing job and that every one was pleased with the crew performances and attitudes.

District Fire Marshal Report:

The report was given out electronically to the Board for review before the meeting. Comments and questions were heard and answered. A discussion of burning and burn permits took place.

Community Relations Coordinator Report:

The report was given out electronically to the Board for review before the meeting.

Chair's Report

Nothing to Report

Firefighter Input

Firefighter Devin Brennan conveyed to working on the by-laws has been rescheduled.

Election of Board Officers:

- A motion was made by David Applegate to continue forward keeping positions (as is) in the seats they are already in with Heather Glass as Board Chair, Brian Barton and Vice Chair, and David Applegate as Board Secretary. The motion was seconded by Brian Barton.

Discussion: Board Secretary David Applegate stated that Heather Glass is doing a good job as Board Chair. The motion will keep things the way they are. Board Member Claudia Pratt wants to revise the motion stating that the by-laws names the Secretary as Secretary/Treasurer and states that the Treasurer could do the monthly checks. Board Member Claudia Pratt would like to make another nomination stating that Heather Glass is doing a good job and is busy with her store and would like to nominate Bill as Chair.

- 🗳️ Heather Glass – Aye
- 🗳️ Brian Barton – Aye
- 🗳️ Claudia Pratt – Nay
- 🗳️ Bill Ertel – Abstain
- 🗳️ David Applegate – Aye

- The motion was approved with 3 ayes, 1 abstain, 1 nay
-

- A motion was made by Claudia Pratt to nominate Bill Ertel as Board Chair. The motion received no 2nd motion. Motion is dead in the water.

Unfinished Business:

Five Year Plan: Board Member Bill Ertel stated that little progress was made in the last month.

Board Duties and Responsibilities Policy Manual:

- A motion was made by Bill Ertel to approve the Board Duties and Policy Manual. The motion was seconded by Brian Barton.

Discussion: Board Member Claudia Pratt stated that she has much to discuss about the Board Policy Manual and that perhaps it could go into a workshop. She stated that it hasn't been reviewed by many and Board Chair Heather Glass stated that everyone has had it for 3 months and had adequate time to review and to continue this forward into a workshop is disrespectful to those that were nominated to take their time to work on this. Board Member Brian Barton stated that this project has been given to 2 people in which he trusts their work and does not want to continue this to nit-pick as he feels that he will vote to approve this. Board Member Claudia Pratt is stating that she finds the policy confusion and titles need clarification.

- 🗳 Heather Glass – Aye
- 🗳 Brian Barton – Aye
- 🗳 Claudia Pratt – Nay
- 🗳 Bill Ertel – Aye
- 🗳 David Applegate – Aye

- The motion was approved with 4 ayes and 1 nay.

New Business:

Modular Home Lease Renewal: Per Board Member Claudia Pratt, there is no change to the lease, except for a clause to accommodate the possible use of the home by a newly hired Fire Chief.

- A motion was made by Heather Glass to keep the modular home lease with the same content with the exception of a clause of giving a 90 day notice to vacate and reversible the other direction as well. The motion was seconded by Brian Barton.

- ✚ Heather Glass – Aye
- ✚ Brian Barton – Aye
- ✚ Claudia Pratt – Aye
- ✚ Bill Ertel – Aye
- ✚ David Applegate – Aye

➤ The motion was approved unanimously.

*****David Applegate has left the meeting*****

Treasurer's Report:

Clerk/Treasurer reports for June 2024 were reviewed by the board members. Any questions about revenue and expenses for the previous month's expenses previously distributed electronically were discussed. Items of review in the financial reports included spending on district credit cards, payroll, regular monthly bills, employee benefits package, station maintenance/repairs items, donations, grants, and reimbursements.

Each of the reports reviewed included:

- District credit cards
- The Umpqua Bank Account
- Profit and Loss Statements
- LGIP Account
- Modular and RV Report
- OSFM Upstaffing Report

Discussion: There were inquiries about transactions and discussions for resolve. Discussion of credit card limits, credit card accountability, and credit card locations took place.

➤ A motion was made by Bill Ertel to put in active use the 3rd credit card with \$5,000 limit in use. The motion was seconded by Heather Glass.

- 👤 Heather Glass – Aye
- 👤 Brian Barton – Aye
- 👤 Claudia Pratt – Aye
- 👤 Bill Ertel – Aye
- 👤 David Applegate – Absent

➤ The motion passed unanimously with 4 ayes (one board member absent)

- A motion was made by Claudia Pratt to acquire 3 new business credit cards (credit card 1, credit card 2, and credit card 3) with any of the check signers being part of the subcommittee to go and apply for the credit cards. The motion was seconded by Brian Barton.

- 👤 Heather Glass – Aye
- 👤 Brian Barton – Aye
- 👤 Claudia Pratt – Aye
- 👤 Bill Ertel – Aye
- 👤 David Applegate – Absent

➤ The motion passed unanimously with 4 ayes (one board member absent)

More Discussion: While continuing to review the finances an idea was proposed to entertain the consideration that a housing allowance for an incoming fire chief.

Next regular board meeting is August 13th at 10am. There will be a special board meeting before the next regular board meeting.

Public Input:

Marni Brown stated that she spoke with “I Will” and he had stated that he was upset that he was not included in the 4th of July plans and Marni requested if Ash Martell could please consider including him in the future plans for an event that every past year he was a part of. Marni Brown inquired and received the clarification that the earlier discussion about by-laws were for the firefighter association being formed. Marni Brown lastly inquired about what she called “a job being created for Ash Martell” and requested to know if all jobs are going to be publicized. Interim Chief and Captain Nicco Holt stated, “We are looking into creating a part time position and not a job for any particular person” and that nothing will be done that is not in keeping with the applicable regulations.

Ash Martell stated that she wanted to clarify what she said in a previous meeting and she doesn't know exactly what she said since she did not listen to the meeting recording. She reiterates that she doesn't know what exactly she said and goes on to state what she meant and what her intentions were.

Marni Brown inquired if there are any more applications for the Chief position. Board Chair Heather Glass stated that there are no more at this time.

- Motion to adjourn the meeting was made by Bill Ertel and seconded by Brian Barton. Unanimously approved.

Meeting Adjourned: 11:25am

Respectfully,

Heather Glass, Board Chairperson

WILLIAMS RURAL FIRE PROTECTION DISTRICT

Special Board Meeting Minutes

July 31, 2024



Called to order: 9:58am

Roll Call:

Board Members Present

Position 1 – Heather Glass
Position 2 – Brian Barton
Position 3 – Claudia Pratt
Position 4 – Bill Ertel
Position 5 – David Applegate

Williams Staff Present

Interim Chief and Captain Nicco Holt
Firefighter Devin Brennan
Ash Martell, Community Relations
Firefighter Jasmine Williams
Lt. Oskar Sundell
Firefighter Charles HooperLee
Fire Marshal Jon Scaroni

Community Members Present:

Marni Brown
Steve Marshal
Allison Cleveland
Wilma Hyde (arrived at 10:14am)

SDAO Representative

Gordon Sletmoe

Modular Home:

Board Member Claudia Pratt has 3 estimates for carpet, labor, and materials to fix the flooring. The whole house will have laminate flooring outside the bedrooms.

- A motion was made by Brian Barton to accept the Lippert's Carpet One quote of a maximum expense of \$15,000 and move forward with repairs. The motion was seconded by Bill Ertel.

- ✚ Heather Glass – Aye
- ✚ Brian Barton – Aye
- ✚ Claudia Pratt – Aye
- ✚ Bill Ertel – Aye
- ✚ David Applegate – Aye

Discussion: Devin Brennan added that if there is a finding that needs addressed before putting down new flooring, that there will be an added charge for such. Board Member Bill Ertel explained that Devin should contact the Board to explain any additional charges that would be ratified at a later board meeting.

- Motion passed unanimously

Mediation:

Board Chair Heather Glass stated that there is a new invoice with additional charges than originally presented bringing the charges from \$3700 to \$4200.

- A motion to approve the new TeamWorks Invoice was made by Brian Barton. The motion was seconded by Bill Ertel.

- ✚ Heather Glass – Aye
- ✚ Brian Barton – Aye
- ✚ Claudia Pratt – Aye
- ✚ Bill Ertel – Aye
- ✚ David Applegate – Aye

Discussion: There will be some special sessions and a training added to the invoice.

The motion passed unanimously

Close Special Board Meeting for Executive Session per ORS 192. 660(2)(a)

Special Board Meeting closed at 10:15am for Executive Session

*****EXECUTIVE MEETING IN SESSION*****

Reconvene Special Board Meeting

Special Board Meeting Reconvened at 12:28pm

The meeting was adjourned at 12:29m

Respectfully,

Heather Glass, Board Chair

WILLIAMS RURAL FIRE PROTECTION DISTRICT
Executive Board Meeting Minutes
July 31, 2024



Called to order at 10:27am

Roll Call:

Board Members Present

Position 1 – Heather Glass

Position 2 – Brian Barton

Position 3 – Claudia Pratt

Position 4 – Bill Ertel

Position 5 – David Applegate

SDAO Representative

Gordon Sletmoe

Discussion of hiring new chief.

Meeting adjourned at: 12:28pm

Respectfully,

Heather Glass, Board Chair

- ❖ Training Officer Activities
 - Prepare and lead training drills
 - Interact with new applicants in various stages of the process
 - DPSST documentation
 - Training records and task books
- ❖ Weekly Training Drills
 - Apparatus Cleaning and Maintenance
 - Prepare apparatus for July 4 Parade
 - Rope Rescue
 - Introduce basic rope rescue concepts and orient to new equipment.
 - Structural Triage/Preparation/Defense
 - Review practices and OSFM guidance
 - Moving patients/spinal motion restriction
 - Orientation to new CombiCarrierII split litter devices
- ❖ Other Training
 - Hosted a S-131 (Wildland FF Type I) class with an outside instructor
 - Students from WRFPD, Applegate and IVFD
 - Ongoing new driver training and practice
 - Additional rope rescue sessions
- ❖ District Alarm Activity
 - 34 alarms
 - 12 EMS
 - 7 Service calls
 - 2 Move-ups
 - 3 Smoke investigations
 - 1 Gas leak
 - 1 Electrical issue
 - 1 Unauthorized Burning
 - 2 Cancellations
 - 5 No incident found at location

WRFPD OPERATIONS REPORT JULY 2024

- New Back board / Scoop stretchers purchased and received. Training conducted with Chief Holt and the equipment put in service.
- Inoperable siren identified on 8763. Issue resolved.
- Radio charger installed on 8761.
- Generator tech was here and we are trying to identify some Gremlins with the generator. Plan made with tech and he will revisit soon.
- All Natural Pest Elimination and Safe Pest Control both came out and gave a bid for trying to deal with our ground squirrel problem. One came in at \$828 and the other at \$3145. Still trying to figure out what the big difference is.
- More Rescue equipment received.
- Big Pine behind old station felled by Asphlund tree service.
- Big Oak in front of apron was looked at by professional. Discussion to be had about possible removal.
- Railroad ties fastened to carport in 100 acre woods.
- Engine inventory entered in apparatus tracking software
- All other duties and tasks.

Monthly Report for July 2024

Written by Ash Martell on August 8, 2024 for the August 13, 2024 Regular Board Meeting
Community Relations Coordinator/Wildfire Resiliency Coordinator/Assist. to the Chief/HR

Community Relations Coordinator

4th of July Parade

- Organized staging of parade participants on day of event
- Participated in event
- Mitigated negative community feedback regarding event in the days and weeks following event
- Spoke to former parade organizer to clarify negative community feedback
- Debriefing with Chief regarding community feedback

Other duties performed this month for this position (CRC):

- Attended Board meeting on July 2, 2024
- Attended Regular Board meeting on July 9, 2024
- Attended Support Team meeting on July 8, 2024
- Create Monthly CRC/WRRC/Asst. Report for Board
- Attended Williams First Monday Farmers Market with the Support Team
- Prepped for and attended individual mediation meeting

Wildfire Reduction/Resiliency Coordinator

BLM Evacuation Maps (ongoing project)

- Generated a QR code for the map
- Created a flyer with the QR code
- Repeated postings of flyer on social media; District Facebook page and 8(+) local groups
- Posted physical flyer around town on community bulletin boards
- Responded to info@WRFPD.org emails regarding maps and QR code
- Responded and mitigated misinformation on Facebook regarding maps

Other duties performed this month for this position (WRRC):

- Sharing social media posts regarding WRFPD's ongoing efforts to educate the public regarding programs offered, news and other relevant reduction and resiliency information
- Sharing social media posts regarding: OSFM media, Extreme Fire Warnings, National Wildland Firefighter Day
- Continuing research on publications, links and other resources to offer the Community

Assistant to the Chief / HR

Volunteer Birthday Recognition

- Prepared cards for volunteer / get signatures from staff and volunteers / delivery of card

Ongoing Projects and Duties (Asst.):

- Staff/Volunteer Duty Shift whiteboard updating
- Sharing event flyers with HR to be posted on District website
- Gathering photos and discussing social media posts with Chief
- Monitoring the info@WRFPD.org email

Employee Code of Conduct

Introduction

This Employee Code of Conduct outlines our expectations for all employees regarding their behavior and responsibilities while working at our organization. It is important that employees understand and adhere to these guidelines to maintain a positive and productive work environment.

Professionalism

All employees are expected to conduct themselves professional at all times. This includes treating colleagues, clients, and customers with respect, maintaining a neat and appropriate appearance, and acting in a manner that reflects positively on the organization.

Confidentiality

Employees must respect the confidentiality of sensitive information they have access to during their employment. This includes, but is not limited to, customer data, financial information, trade secrets, and intellectual property. Any unauthorized disclosure or use of confidential information is strictly prohibited. The employee understands to hold in confidence any information that could become privy to the course of their work. The employee also understands that each office, department, or program in which they may work or volunteer has an obligation to protect any highly sensitive or confidential information it is given. Because this information is solely available to me as a result of my employment, I will not discuss, use, forward, print, copy, photograph, record or otherwise disseminate any confidential or sensitive information that is given, shown, or available to me, otherwise comes to my attention, for purposes outside the legitimate scope of my work.

Conflict of Interest

Employees should avoid situations that create a conflict of interest between their personal interests and the interests of the organization. If a conflict arises, employees must disclose it promptly to their supervisor or the appropriate department.

Anti-Discrimination and Harassment

We are committed to providing a workplace free from discrimination, harassment, and retaliation. Employees must treat others with fairness, respect their diversity, and refrain from engaging in any form of discriminatory or harassing behavior based on race, color, religion, gender, sexual orientation, age, disability, or any other protected characteristic.

Use of Company Resources

All company resources, including equipment, technology, and facilities, should be used responsibly and for legitimate business purposes only. Personal use of company resources should be minimal and in compliance with applicable policies.

Employee Signature _____ Date _____

Conduct and Behavior

1019.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines to prevent activities or behaviors that may lead to disciplinary actions or dismissal.

1019.2 POLICY

It is the policy of this District that its members strive to attain the highest professional standard of conduct and discharge their duties in a courteous and professional manner.

1019.3 PROFESSIONAL CONDUCT

All members should be governed by the ordinary and reasonable rules of behavior observed by law-abiding and self-respecting citizens, and should conduct themselves at all times in such manner as to reflect favorably on the District. Conduct unbecoming of a member shall include that which discredits the District or the person as a member of the District, or which impairs the operation or efficiency of the District or its members.

All members should conduct themselves in a manner that will not impair the good order and discipline of the District. Members should not, while on-duty, indulge in offensive, obscene, or uncivil language, verbal or physical altercations or threats thereof, or conduct which might cause injury to another person.

All members of the District should be familiar with the expected standard of behavior, both on- and off-duty.

1019.4 INTERACTION WITH THE PUBLIC

In the performance of their duties, members should be courteous to the public and tactful. They should control their tempers, should exercise reasonable patience and discretion, and should not engage in any argumentative discussions even when provoked.

In the performance of their duties, members should not use coarse, violent, profane, or insolent language or gestures, and should not express prejudice or discrimination (ORS 659A.006).

1019.5 COURTESY TO MEMBERS

Members should be courteous and respectful in their relations with all members of the District. Members shall not use coarse, violent, profane, or insolent language or gestures, and shall not express prejudice or discrimination (ORS 659A.006).

1019.6 DISCRIMINATION, OPPRESSION, OR FAVORITISM

Unless required by law or policy, discriminating against, oppressing, or providing favoritism to any person because of actual or perceived characteristics such as race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, age, disability, economic status, cultural group, veteran status, marital status, and any other classification or status protected

Williams Rural Fire Protection District

Policy Manual

Conduct and Behavior

by law, or intentionally denying or impeding another in the exercise or enjoyment of any right, privilege, power, or immunity, knowing the conduct is unlawful, is prohibited.

1019.7 CONFORMANCE TO LAWS

Members shall obey all laws of the United States and of any state and local jurisdiction in which the member is present.

1019.8 DEROGATORY OR MALICIOUS STATEMENTS

Members should not be a party to any malicious gossip, report, or activity which would tend to disrupt District morale or bring discredit to the District or any member thereof. Member questions concerning District policy, activities, officers, and/or safety issues shall be submitted by official written communication to the member's immediate supervisor.

1019.9 POLITICAL ACTIVITY

Members should not engage in political activities of any kind while on-duty. Members are also prohibited from engaging in any political activity off-duty while wearing any uniform items or equipment that could identify them as members of the District.

1019.10 SEXUAL ACTIVITY

Members should not engage in any sexual activity while on-duty. This includes use of any electronic device to communicate or receive messages, photos, or any other content of a sexual or provocative nature.

1019.11 ILLEGAL GAMBLING

Members should not engage or participate in any form of illegal gambling at any time while on-duty. This includes accessing gaming websites from computers or any electronic device, whether District-issued or owned by the member.

1019.12 GIFTS AND GRATUITIES

Members should not solicit or accept any gift, including money, tangible or intangible personal property, or any service, gratuity, favor, entertainment, hospitality, loan, promise, or any other thing of value from any person, business, or organization that is doing business with, or seeking to do business with, the District or the District.

If it may reasonably be inferred that the person, business, or organization seeks to influence the actions of a member or seeks to affect the performance of a member while on-duty, the incident should be immediately reported to the next level supervisor.

1019.13 OFFERS OF DONATIONS AND GIFTS OF THE HEART

Members who are approached with monetary donations following major disasters shall direct the person or entity to the Administration Division for instruction on proper ways to donate.

Williams Rural Fire Protection District

Policy Manual

Conduct and Behavior

At no time should a member accept any monetary donation from the public. If a citizen offers a gift of a non-monetary nature, such as food or product, the gift shall be placed in an area of the station or office to be shared by all members.

At no time shall a member consider a gift of the heart as a personal present.

1019.14 ABUSE OF POSITION

Members should not use their official positions, official identification cards, or badges to avoid the consequences of illegal acts or for other non-work-related personal gain. Members shall not lend to another person their identification cards or badges, or permit their identification cards or badges to be photographed or reproduced without the approval of the Fire Chief.

Members should not authorize the use of their names, photographs, or official titles that identify them as District members (e.g., in connection with testimonials or advertisements of any commodity or commercial enterprise) without the approval of the Fire Chief.

1019.15 PUBLIC STATEMENTS AND APPEARANCES

Members should not address public gatherings, appear on radio or television, prepare any articles for publication, act as correspondents to a newspaper or periodical, or release or divulge investigative information or information on any other matter of the District while presenting themselves or in any way identifying themselves as representing the District, without the approval of the Fire Chief.

1019.16 CONVICTION OF CRIMES

A certified firefighter convicted of a crime shall notify the Fire Chief via chain of command within five business days of the conviction. The firefighter shall also notify the Department of Public Safety Standards and Training within 10 calendar days of the conviction in writing, including the specific charges, the county and state where the conviction occurred, the investigating agency, and the date of conviction (OAR 259-009-0059). A copy of this notification shall be routed to the Fire Chief via chain of command.

WILLIAMS R F P D
 Operations Visa
 As of July 31, 2024

Cash Basis

Date	Name	Memo	Paid Amo...	Balance
	Operations Business Visa - 9509			2,955.83
07/26/2024	Rescue Supply	Firefighter Hose Bleeder Caps x8	881.22	3,837.05
07/28/2024	Microsoft	Office Subscription	6.00	3,843.05
07/30/2024	Grocery Outlet	Kitchen Food	276.24	4,119.29
	Total Operations Business Visa - 9509		1,163.46	4,119.29
TOTAL			<u>1,163.46</u>	<u>4,119.29</u>

WILLIAMS R F P D
Admin Visa
As of July 31, 2024

Cash Basis

Date	Name	Memo	Paid Amount	Balance
	Admin Business Visa - 7440			236.87
07/01/2024	Southern Oregon Sanitation	Monthly Garbage Bill	68.12	304.99
07/03/2024	Intuit	Subscription Refund	-504.00	-199.01
07/06/2024	uAttend Time Clock	Monthly Time Clock Subscription	25.00	-174.01
07/08/2024	Amazon.com	Auto Paper Towel Dispenser Tow...	72.51	-101.50
07/08/2024	Amazon.com	Ink for Fire Marshal Printer	39.49	-62.01
07/09/2024	Oregon California Supply	Fuel Tank Hoses x2	190.50	128.49
07/12/2024	Zoom Video Communications	Monthly Subscription	25.99	154.48
07/15/2024	Instalnk	Operations Office Ink	13.99	168.47
07/15/2024	Instalnk	Admin Printer Ink	74.99	243.46
07/26/2024	Sierra Springs - Mt. Shasta Sp...	Water Subscription	74.65	318.11
07/28/2024	Intuit	Employee Payroll Subscription	84.00	402.11
07/30/2024	Oregon California Supply	Refund on overcharge from 07/09...	-81.00	321.11
	Total Admin Business Visa - 7440		84.24	321.11
	TOTAL		84.24	321.11

WILLIAMS R F P D
Umpqua Business Checking Account
As of July 31, 2024

Cash Basis

Date	Num	Name	Memo	Paid Amo...
General Fund / Umpqua Bank Ckng				
07/01/2024	DDJune	Ash Martell	June 2024	-980.00
07/01/2024	DDJune	*Jennifer M. Vetter {HR Manager}	June 2024 \$3774.72	0.00
07/01/2024	DDJune	*Nicolas G Holt {Interim Chief}	June 2024 \$3557.59	0.00
07/01/2024	DDJune	*Oskar D. Sundell {Lieutenant}	June 2024 \$3650.78	0.00
07/01/2024	DDJune	*Devin N Brennan {Capacity FF}	June Capacity \$1872.62	0.00
07/01/2024	DDJune	*Jon Scaroni {Fire Prevention}	June Capacity Prevention \$2856.10	0.00
07/01/2024	EFT	ZiPLY Fiber	Monthly Phone & Internet	-456.64
07/01/2024	JunGra...		Recategorized - Allocated to Capacity Grant	6,649.51
07/01/2024	JunGra...		Recategorized - Allocated to Capacity Grant	730.27
07/01/2024	JunGra...		Recategorize - Allocate to Grant	1,150.00
07/01/2024	JunGra...		Recategorize Chipper Wages	4,455.50
07/01/2024	JunGra...		Gross Payroll Taxes	471.05
07/01/2024	JunGra...		Recategorize Upstaffing Expenses	2,976.37
07/01/2024	EFT	Umpqua Bank	Stop Payment Fee	-20.00
07/02/2024	12996	City of Grants Pass	Dispatch Monthly 911 Bill	-330.08
07/03/2024		QuickBooks Payroll Service	Created by Payroll Service on 06/28/2024	-2,473.44
07/03/2024		QuickBooks Payroll Service	Created by Payroll Service on 07/01/2024	-365.82
07/05/2024	EFT	Pacific Power	Electric Service Items	-697.97
07/05/2024	12989	**Jasmine Williams {Upstaffing ...}	CWRR Chipper Payroll	-132.22
07/05/2024	DDJune	Alexander S McGlasson {Chipp...}	CWRR Chipper Payroll \$900.54	0.00
07/05/2024	DDJune	Desiree G Anderson {Chipper}	CWRR Chipper Payroll \$312.78	0.00
07/05/2024	12990	Nicholas C Merrill {Chipper}	CWRR Chipper Payroll	-109.08
07/05/2024	DDJune	Riley J Hollamon {Chipper}	CWRR Chipper Payroll \$1260.12	0.00
07/05/2024	12991	**Elizabeth Dunlap {Upstaffing ...}	CWRR Chipper Payroll	-925.15
07/05/2024	12993	**Benjamin Brian {Upstaffing PT}	June Upstaffing 2024	-30.31
07/05/2024	DDJune	**Charles HooperLee {UpStaffi...}	June Upstaffing 2024 \$365.82	0.00
07/05/2024	12994	**Elizabeth Dunlap {Upstaffing ...}	June Upstaffing 2024	-393.26
07/05/2024	12995	**Jasmine Williams {Upstaffing ...}	June Upstaffing 2024	-437.70
07/05/2024		QuickBooks Payroll Service	Created by Payroll Service on 07/03/2024	-767.91
07/05/2024			Feb RV Space Rent Income	300.00
07/08/2024	DDDep...	*Jennifer M. Vetter {HR Manager}	Upper Applegate Fire Deployment Stipend \$99.97	0.00
07/08/2024	DDDep...	*Oskar D. Sundell {Lieutenant}	Upper Applegate Fire Deployment Stipend \$667.94	0.00
07/08/2024	12997	Fields Home Imprvmt Cntr	Key Cut, Station Supplies, Broom	-54.91
07/08/2024	12998	Pacific Source Administrators	Renewal Premium	-150.00
07/08/2024	12999	SAIF	Policy #: 100056786	-5,947.04
07/08/2024	13000	W.H.A. Insurance Agency, Inc.	AD&D 24hour & Line of Duty Coverage	-520.00
07/08/2024	Capacity		Reallocate to Grant	39.49
07/08/2024			July Rent Modular Home	1,400.00
07/08/2024			159 E. Fork Electric Reimbursement	184.00
07/08/2024	EFT	Oregon Saves	01863569-3	-1,744.86
07/08/2024	Capacity		Reallocate to Grant	185.00
07/08/2024	13001	Special Districts Insurance Ser...	Addition of 2024 Vermeer Chipper Effective 6/12/24	-185.00
07/09/2024	EFT	US Cellular	Cell and Data Expense	-180.92
07/10/2024	EFT	Department of Justice	930700111	-498.00
07/10/2024	Donation	Bill Ertel	Monthly Board of Director Associated Costs	-45.00
07/10/2024	Donation	Brian Barton	Monthly Board of Director Associated Costs	-45.00
07/10/2024	Donation	David Applegate	Monthly Board of Director Associated Costs	-45.00
07/10/2024	Donation	Heather Glass	Monthly Board of Director Associated Costs	-45.00
07/11/2024	Donation		Board Member Donations to Support Group	180.00
07/15/2024	EFT	Special Districts Insurance Ser...	Employee Benefits Package	-8,217.00
07/15/2024	EFTPS	Umpqua Bank	93-0700111	-5,489.10
07/15/2024	Oregon...	Oregon Department of Revenue	01863569-3	-2,577.76
07/16/2024	Ins Ca...		Recategorized - Allocated to Capacity Grant	2,495.00
07/17/2024	13002	American Industrial Door LLC	R&R Bay Doors x3	-22,260.00
07/17/2024	13003	Asante Physician Partners	CHolbrook UA	-31.00
07/17/2024	13004	Batteries Plus	Welding Cable, 6V 2 flooded, SAE adapter	-119.06
07/17/2024	13005	Williams Fire Department Supp...	Donated Board Member Compensation	-180.00
07/18/2024			Funds Transfer	40,000.00
07/18/2024		QuickBooks Payroll Service	Created by Direct Deposit Service on 07/17/2024	-1.75
07/19/2024		Claudia Pratt	Monthly Board of Director Associated Costs	-45.00
07/26/2024	13011	Century Link	503-T22-8658-337B - Special Circuit	-21.38
07/26/2024	13012	Turner Fire District	CHooperLee ENGB Class	-20.00
07/29/2024			Funds Transfer	40,000.00
07/30/2024		QuickBooks Payroll Service	Created by Payroll Service on 07/20/2024	-874.66
07/30/2024		QuickBooks Payroll Service	Created by Direct Deposit Service on 07/25/2024	-1.75
07/30/2024	CWRR		Reallocate to Grant	64.01
07/30/2024	CWRR		Reallocate to Grant	24.57

WILLIAMS R F P D
 Umpqua Business Checking Account
 As of July 31, 2024

Cash Basis

Date	Num	Name	Memo	Paid Amo...
07/31/2024	13006	**Benjamin Brian {Upstaffing PT}	Q2 2024 Nominal	-225.06
07/31/2024	Q2 202...	**Charles HooperLee {UpStaffi...	Q2 2024 Nominal \$402.30	0.00
07/31/2024	13007	**Elizabeth Dunlap {Upstaffing ...	Q2 2024 Nominal	-354.52
07/31/2024	13008	**Jasmine Williams {Upstaffing ...	Q2 2024 Nominal	-378.41
07/31/2024	Q2 202...	Ashley Martell {Volunteer - CRC}	Q2 2024 Nominal \$285.85	0.00
07/31/2024	Q2 202...	Heather M Sundell {Volunteer}	Q2 2024 Nominal \$95.28	0.00
07/31/2024	13009	Jacob Bivins {Volunteer/Chipp}	Q2 2024 Nominal	-94.60
07/31/2024	13010	Jake Manning {Volunteer}	Q2 2024 Nominal	-177.25
07/31/2024	Q2 202...	Kenton C Welch {Volunteer}	Q2 2024 Nominal \$91.23	0.00
07/31/2024		QuickBooks Payroll Service	Created by Payroll Service on 07/25/2024	-11,496.67
07/31/2024		Ash Martell	July 2024	-980.00
07/31/2024		QuickBooks Payroll Service	Created by Payroll Service on 07/30/2024	-4,841.31
07/31/2024			Interest	5.13
Total General Fund / Umpqua Bank Ckng				25,343.31
TOTAL				25,343.31

WILLIAMS R F P D
Profit & Loss Budget vs. Actual FY 24-25
 July 2024 through June 2025

Cash Basis

	Jul '24 - Jun 25	Budget	\$ Over Budget	% of Budget
Income				
General Fund				
Current Year Tax				
Interest Income	1,521.10	10,000.00	-8,478.90	15.2%
Prior Year Tax	638.39	396,300.00	-395,661.61	0.2%
Current Year Tax - Other	1,098.83	778,600.00	-777,501.17	0.1%
Total Current Year Tax	3,258.32	1,184,900.00	-1,181,641.68	0.3%
Grant Income	0.00	100,000.00	-100,000.00	0.0%
Local Option Tax Fund				
Current Year Tax	676.88	0.00	676.88	100.0%
Prior Year Tax	389.95	0.00	389.95	100.0%
Total Local Option Tax Fund	1,066.83	0.00	1,066.83	100.0%
Mobile Home Income				
Reimburse Electric Expense	184.00	0.00	184.00	100.0%
Rent	1,400.00	0.00	1,400.00	100.0%
Mobile Home Income - Other	0.00	22,000.00	-22,000.00	0.0%
Total Mobile Home Income	1,584.00	22,000.00	-20,416.00	7.2%
RV Space Income				
Rent	300.00	0.00	300.00	100.0%
Total RV Space Income	300.00	0.00	300.00	100.0%
Total General Fund	6,209.15	1,306,900.00	-1,300,690.85	0.5%
Total Income	6,209.15	1,306,900.00	-1,300,690.85	0.5%
Gross Profit	6,209.15	1,306,900.00	-1,300,690.85	0.5%
Expense				
General Fund Expenditures				
Capital Outlay				
Apparatus and Fire Equipment	0.00	75,000.00	-75,000.00	0.0%
Building Improvements	22,260.00	30,000.00	-7,740.00	74.2%
Capital Outlay - Other	0.00	20,000.00	-20,000.00	0.0%
Total Capital Outlay	22,260.00	125,000.00	-102,740.00	17.8%
General Operating Contingency	0.00	83,900.00	-83,900.00	0.0%
Materials and Services				
0100 Apparatus Maintenance	304.06	30,000.00	-29,695.94	1.0%
0200 Building Maintenance	241.43	8,000.00	-7,758.57	3.0%
0300 Communications				
Special Circuit	143.40	0.00	143.40	100.0%
Vehicle	79.51	0.00	79.51	100.0%
0300 Communications - Other	660.16	10,000.00	-9,339.84	6.6%
Total 0300 Communications	883.07	10,000.00	-9,116.93	8.8%
0400 Dues & Fees				
Payroll Subscription	-420.00	0.00	-420.00	100.0%
0400 Dues & Fees - Other	26.04	6,000.00	-5,973.96	0.4%
Total 0400 Dues & Fees	-393.96	6,000.00	-6,393.96	-6.6%
0500 Elections	0.00	2,000.00	-2,000.00	0.0%
0600 EMS Supplies	11.00	3,000.00	-2,989.00	0.4%
0700 Small Equip. Maintenance	0.00	7,000.00	-7,000.00	0.0%
0900 Fire Equipment/Supplies	809.21	45,000.00	-44,190.79	1.8%
1000 Fire Prevention	0.00	16,000.00	-16,000.00	0.0%

WILLIAMS R F P D
Profit & Loss Budget vs. Actual FY 24-25
 July 2024 through June 2025

Cash Basis

	Jul '24 - Jun 25	Budget	\$ Over Budget	% of Budget
1100 Miscellaneous				
Kitchen	429.89	0.00	429.89	100.0%
1100 Miscellaneous - Other	109.58	10,000.00	-9,890.42	1.1%
Total 1100 Miscellaneous	539.47	10,000.00	-9,460.53	5.4%
1200 Fuel				
Diesel	94.00	0.00	94.00	100.0%
Gas	1,683.59	0.00	1,683.59	100.0%
Propane	1,493.11	0.00	1,493.11	100.0%
1200 Fuel - Other	0.00	20,000.00	-20,000.00	0.0%
Total 1200 Fuel	3,270.70	20,000.00	-16,729.30	16.4%
1300 Insurance	185.00	25,000.00	-24,815.00	0.7%
1400 Accountant's Annual Review	0.00	17,000.00	-17,000.00	0.0%
1500 Office Supplies				
Ink	128.47	0.00	128.47	100.0%
Software	6.00	0.00	6.00	100.0%
1500 Office Supplies - Other	0.00	6,000.00	-6,000.00	0.0%
Total 1500 Office Supplies	134.47	6,000.00	-5,865.53	2.2%
1600 Personal Prctve Equipmnt	0.00	24,000.00	-24,000.00	0.0%
1800 Training				
Classes	20.00	0.00	20.00	100.0%
1800 Training - Other	0.00	38,000.00	-38,000.00	0.0%
Total 1800 Training	20.00	38,000.00	-37,980.00	0.1%
1900 Utilities				
Electricity Expense				
159 · Mobile Home	280.78	0.00	280.78	100.0%
Electricity Expense - Other	1,252.88	0.00	1,252.88	100.0%
Total Electricity Expense	1,533.66	0.00	1,533.66	100.0%
Garbage Expense	68.12	0.00	68.12	100.0%
Internet Expense	373.98	0.00	373.98	100.0%
Telephone Expense				
Department Cell Phone	101.41	0.00	101.41	100.0%
Telephone Expense - Other	418.98	0.00	418.98	100.0%
Total Telephone Expense	520.39	0.00	520.39	100.0%
1900 Utilities - Other	0.00	18,000.00	-18,000.00	0.0%
Total 1900 Utilities	2,496.15	18,000.00	-15,503.85	13.9%
2300 Uniforms	0.00	2,000.00	-2,000.00	0.0%
2400 Travel Expenses	0.00	2,000.00	-2,000.00	0.0%
Grounds Maintenance	13.00	0.00	13.00	100.0%
Service Charges	20.00	0.00	20.00	100.0%
1450 · Professional Fees/Consultants				
Consultant Fees	4,200.00	0.00	4,200.00	100.0%
1450 · Professional Fees/Consultants - Ot...	0.00	4,000.00	-4,000.00	0.0%
Total 1450 · Professional Fees/Consultants	4,200.00	4,000.00	200.00	105.0%
Total Materials and Services	12,733.60	293,000.00	-280,266.40	4.3%
Personnel Services				
Accidental Death & Dismember	520.00	4,000.00	-3,480.00	13.0%
CWRR Grant				
CWRR Personnel	4,554.00	36,000.00	-31,446.00	12.7%
OSFM CWRR Grant Administration	500.00	0.00	500.00	100.0%
Total CWRR Grant	5,054.00	36,000.00	-30,946.00	14.0%
Insurance Benefits	13,370.00	85,000.00	-71,630.00	15.7%

WILLIAMS R F P D
Profit & Loss Budget vs. Actual FY 24-25
 July 2024 through June 2025

Cash Basis

	Jul '24 - Jun 25	Budget	\$ Over Budget	% of Budget
Non-Regular Payroll				
Bonus Pay	643.88	10,000.00	-9,356.12	6.4%
Total Non-Regular Payroll	643.88	10,000.00	-9,356.12	6.4%
OSFM Capacity Grant Administrat	500.00	18,500.00	-18,000.00	2.7%
OSFM Capacity Grant Personnel				
OSFM Fire Prevention Officer	6,669.75	40,000.00	-33,330.25	16.7%
OSFM Firefighter	6,592.71	40,000.00	-33,407.29	16.5%
Total OSFM Capacity Grant Personnel	13,262.46	80,000.00	-66,737.54	16.6%
Social Security/Medicare	4,953.37	65,000.00	-60,046.63	7.6%
Workman's Compensation	5,947.04	21,000.00	-15,052.96	28.3%
4000 - Associated Personnel Costs	507.32	33,000.00	-32,492.68	1.5%
4100 - Volunteer Compensation	2,501.01	12,000.00	-9,498.99	20.8%
4300 - Seasonal Hires-Misc Work				
OSFM Seasonal Grant	13,389.20	31,500.00	-18,110.80	42.5%
4300 - Seasonal Hires-Misc Work - Other	960.00	18,000.00	-17,040.00	5.3%
Total 4300 - Seasonal Hires-Misc Work	14,349.20	49,500.00	-35,150.80	29.0%
5100 - Fire Chief	0.00	80,000.00	-80,000.00	0.0%
5200 - Human Resource Manager	7,250.00	45,000.00	-37,750.00	16.1%
5400 - Lieutenant of Operations	7,605.87	47,000.00	-39,394.13	16.2%
5500 - SAFER Duty Officer	4,420.00	26,000.00	-21,580.00	17.0%
5600 - Training Officer	5,665.00	53,000.00	-47,335.00	10.7%
Total Personnel Services	86,549.15	665,000.00	-578,450.85	13.0%
Total General Fund Expenditures	121,542.75	1,166,900.00	-1,045,357.25	10.4%
Total Expense	131,923.52	1,166,900.00	-1,034,976.48	11.3%
Net Income	-125,714.37	140,000.00	-265,714.37	-89.8%

WILLIAMS R F P D
Profit & Loss
July 2024

Cash Basis

	Jul 24
Income	
General Fund	
Current Year Tax	1,521.10
Interest Income	638.39
Prior Year Tax	
Current Year Tax - Other	1,098.83
Total Current Year Tax	3,258.32
Local Option Tax Fund	
Current Year Tax	676.88
Prior Year Tax	389.95
Total Local Option Tax Fund	1,066.83
Mobile Home Income	
Reimburse Electric Expense	184.00
Rent	1,400.00
Total Mobile Home Income	1,584.00
RV Space Income	
Rent	300.00
Total RV Space Income	300.00
Total General Fund	6,209.15
Total Income	6,209.15
Gross Profit	6,209.15
Expense	
General Fund Expenditures	
Capital Outlay	
Building Improvements	22,260.00
Total Capital Outlay	22,260.00
Materials and Services	
0100 Apparatus Maintenance	304.06
0200 Building Maintenance	241.43
0300 Communications	
Special Circuit	82.39
Vehicle	79.51
0300 Communications - Other	330.08
Total 0300 Communications	491.98
0400 Dues & Fees	
Payroll Subscription	-420.00
0400 Dues & Fees - Other	26.04
Total 0400 Dues & Fees	-393.96
0900 Fire Equipment/Supplies	800.22
1100 Miscellaneous	
Kitchen	350.89
1100 Miscellaneous - Other	76.49
Total 1100 Miscellaneous	427.38
1300 Insurance	185.00
1500 Office Supplies	
Ink	128.47
Software	6.00
Total 1500 Office Supplies	134.47

WILLIAMS R F P D
Profit & Loss
 July 2024

Cash Basis

	Jul 24
1800 Training Classes	20.00
Total 1800 Training	20.00
1900 Utilities	
Electricity Expense	
159 - Mobile Home	242.17
Electricity Expense - Other	455.80
Total Electricity Expense	697.97
Garbage Expense	68.12
Internet Expense	186.99
Telephone Expense	
Department Cell Phone	101.41
Telephone Expense - Other	208.64
Total Telephone Expense	310.05
Total 1900 Utilities	1,263.13
Service Charges	20.00
Total Materials and Services	3,493.71
Personnel Services	
Accidental Death & Dismember	520.00
CWRR Grant	
CWRR Personnel	4,511.50
OSFM CWRR Grant Administration	500.00
Total CWRR Grant	5,011.50
Insurance Benefits	6,760.00
Non-Regular Payroll	
Bonus Pay	643.88
Total Non-Regular Payroll	643.88
OSFM Capacity Grant Administrat	500.00
OSFM Capacity Grant Personnel	
OSFM Fire Prevention Officer	3,491.38
OSFM Firefighter	3,158.13
Total OSFM Capacity Grant Personnel	6,649.51
Social Security/Medicare	2,498.40
Workman's Compensation	5,947.04
4000 - Associated Personnel Costs	256.00
4100 - Volunteer Compensation	2,501.01
4300 - Seasonal Hires-Misc Work	
OSFM Seasonal Grant	3,001.37
4300 - Seasonal Hires-Misc Work - Ot...	960.00
Total 4300 - Seasonal Hires-Misc Work	3,961.37
5200 - Human Resource Manager	3,625.00
5400 - Lieutenant of Operations	3,744.00
5500 - SAFER Duty Officer	2,300.00
5600 - Training Officer	2,832.50
Total Personnel Services	47,750.21
Total General Fund Expenditures	73,503.92

WILLIAMS R F P D
Profit & Loss
July 2024

Cash Basis

	Jul 24
6560 - Payroll Expenses	5,214.19
Total Expense	78,718.11
Net Income	-72,508.96

WILLIAMS R F P D
 State Pool Account
 As of July 31, 2024

Cash Basis

Type	Date	Num	Name	Memo	Paid Amount	Balance
State Pool 5210						191,442.54
Cap Proj Fd {St. Pool Sub Acct}						467,356.08
Total Cap Proj Fd {St. Pool Sub Acct}						467,356.08
FlexLease {St. Pool Sub Acct}						-195,110.00
Total FlexLease {St. Pool Sub Acct}						-195,110.00
Reserve (State Pool Sub Acct)						-257,111.00
Total Reserve (State Pool Sub Acct)						-257,111.00
State Pool Grant 1 - Sub Acct						195,110.00
Total State Pool Grant 1 - Sub Acct						195,110.00
State Pool 5210 - Other						-18,802.54
Check	07/01/2024			Service Charge	-0.05	-18,802.59
Deposit	07/15/2024			Deposit	3,554.53	-15,248.06
Transfer	07/18/2024			Funds Transfer	-40,000.00	-55,248.06
Transfer	07/29/2024			Funds Transfer	-40,000.00	-95,248.06
Deposit	07/31/2024			Interest	765.49	-94,482.57
Total State Pool 5210 - Other					-75,680.03	-94,482.57
Total State Pool 5210					-75,680.03	115,762.51
TOTAL					-75,680.03	115,762.51

WILLIAMS RFPD
OSFM Upstaffing Report
June through November 2024

Employee Wages, Taxes and Adjustments	Hours	Rate	Jun - Nov 24
Gross Pay			
OSFM Seasonal Duty Stipend	88	35.00	3,080.00
OSFM Seasonal Hire FT Position	409.51667	16.00	6,622.47
OSFM Seasonal Hourly Part Time	171.66666	16.00	2,746.66
OSFM SeasonHrlyOvertime (x1.5)	26.56666	24.00	705.97
OSFM Grant Administ Season WF			209.10
Total Gross Pay	695.74999		13,364.20
Adjusted Gross Pay	695.74999		13,364.20
Net Pay	695.74999		13,364.20
Employer Taxes and Contributions			0.00

Williams Fire District Association

2nd Quarter FY 2024		Total Qrtly Award								
6/30/2024		\$ 2,500.00	/ Total Pts.=	531		Pt. Value=	4.708098			
W.R.F.P.D.		INCIDENT ¹	TRAINING ²	SPECIAL ³	TOTAL	ADJSTD	AWARD	SHOW UP		
VOLUNTEERS		Attendance	Attendance	Attendance	PTS.	TOTAL PTS.	X VALUE=	TIMES		
										Pd-Act Amt
17 Active Personnel Listed					1524	531	\$4.71		CK#	Inci/Train
1	Barajas, Alonzo	n	-	6	18	0	\$0.00	6		New Vol
1	Bivens, Jacob		4	4	24	24	\$112.99	8	13009	
1	Brennan, Devin	n	33	25	174	0	\$0.00	58		
1	Brian, Ben		5	14	57	57	\$268.36	19	13006	5-15
1	Dunlap, Elizabeth		12	18	90	90	\$423.73	30	13007	18-18
1	Ferrel, Lucas	n	-	8	24	0	\$0.00	8		New Vol
1	Holt, Nicco	n	35	34	207	0	\$0.00	69		
1	HooperLee, Charles		16	18	102	102	\$480.23	34	Ddeposit	21-19
1	Johnstone, Jesse		-	-	0	0	\$0.00	0		
1	Manning, Jake		7	8	45	45	\$211.86	15	13010	
1	Martell, Ashley		8	16	72	72	\$338.98	24	Ddeposit	
1	Scaroni, Jon	n	41	22	189	0	\$0.00	63		
1	Sundell, Heather		3	5	24	24	\$112.99	8	Ddeposit	
1	Sundell, Oskar	n	40	23	189	0	\$0.00	63		
1	Vetter, Jennifer	n	44	20	192	0	\$0.00	64		
1	Welch, Kenton		4	3	21	21	\$98.87	7	Ddeposit	
1	Williams, Jasmine		8	24	96	96	\$451.98	32	13008	12-26
					0	0	\$0.00	0		
					0	0	\$0.00	0		
					0	0	\$0.00	0		
					0	0	\$0.00	0		
					0	0	\$0.00	0		
								TTL. SHOWS	508	
									AVG # PERSON PER EVENT	# EVENTS
								SPCL	#REF!	0
					Sum of Checks	\$2,500.00		TRAINING	#DIV/0!	0
								INCIDENT	#DIV/0!	0
								TTL. NUM.	Activities	0

1. Each "Incident" response worth three points.
 2. Each "Training" worth three points.