

WILLIAMS RURAL FIRE PROTECTION DISTRICT
REGULAR BOARD MEETING AGENDA

Tuesday, December 9, 2025

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/87682146892?pwd=wIS1DsPpWvMcJSmW0SGasEjrJpUg2M.1>

Meeting ID: 876 8214 6892

Passcode: 194626

1. Call to Order, Pledge, and Roll Call of Members
2. Announcements
3. Approval of Prior Board Meeting Minutes – previously distributed electronically
 - November 14, 2025 Regular Board Meeting Minutes
 - December 2, 2025 Special Board Meeting Minutes
4. Reports
 - Fire Chief's Report
 - Training Report
 - Operations Report
 - District Fire Marshal Report / Safety Committee Report
 - Community Relations Coordinator Report
 - WFA Report
 - Chair Report
5. Unfinished Business
 - Applegate Collaboration
 - Internal Controls

Tabled Unfinished Business

 - Modular Home Update (Tabled)
 - Showers (Tabled)

 - Museum Building
6. New Business
 - Bonuses
 - Trip Report
 -
7. Clerk Treasurers Report – Financial Reports and Invoices -
8. Announcement of the next regular scheduled board meeting – January 13, 2025 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

WILLIAMS RURAL FIRE PROTECTION DISTRICT
Special Board Meeting Minutes
December 2, 2025

Call to Order: 9:58am

Roll Call:

Board Members Present

Position 1 – Heather Glass

Position 2 – Brian Barton

Position 3 – Jim Krios

Position 4 – Bill Ertel

Position 5 – David Applegate

Williams Staff Present

Fire Chief – Nicco Holt

Community Coordinator- Ash Martell

Admin Assist – Rachel Couch

FF- Devin Brennan

FF- Charles HooperLee

Public Presence:

Applegate Finance- Tallie Jackson

SDAO- Roy Emry

Zoom Attendees:

none

Announcements:

Tallie introduced Rachel Couch as our new admin assistant.

Applegate IGA Waiver-

- A motion was made by Bill Ertel to approve Heather to sign the waiver for using the same legal counsel as Applegate. The motion was seconded by Heather Glas. (2min)

Discussion:

Pros and cons were discussed for signing the waiver.

✚ Heather Glass – aye

✚ Brian Barton – Aye

✚ Jim Krois – Aye

✚ Bill Ertel – Aye

✚ David Applegate – Aye

➤ The motion was approved 5 ayes,

Meeting Adjourned: 10:18am

Respectfully,

Heather Glass, Board Chairperson

WILLIAMS RURAL FIRE PROTECTION DISTRICT
Regular Board Meeting Minutes
November 18, 2025

Call to Order: 9:59am

Roll Call:

Board Members Present

Position 1 – Heather Glass

Position 2 – Brian Barton

Position 3 – Jim Krios

Position 4 – Bill Ertel

Position 5 – David Applegate

Williams Staff Present

Fire Marshall- Jon Scaroni

Lieutenant- Oskar Sundell

FF- Devin Brennan

Community Coordinator- Ash Martell

Public Presence:

Applegate Finance- Tallie Jackson

Applegate Deputy Chief- Dave Blakley

Community- Claudia Pratt

Zoom Attendees:

Applegate Chief- Chris Wolfard

Announcements:

Bill to attend Fire conference and asked for any input from other board members. Bill talked about how Law Enforcement will work on code enforcement. They meet 2nd Wed at 2pm.

Public Meeting law training is on December 2nd at 11am.

Ash talked about the Applegater needing board members.

Approval of Prior Board Meeting Minutes:

- A motion was made by David Applegate to approve October 14, 2025 meeting minutes. The motion was seconded by Jim Krois. (4:11min)

Discussion:

none

Heather Glass – Aye 🗳️

Brian Barton – Aye

🗳️ Jim Krois – Aye

🗳️ Bill Ertel – Aye

🗳️ David Applegate – Aye

- The motion was approved 5 ayes.
-

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 electronically to the Board for review before the meeting.

Members asked questions and received input on the topics of the report

District Fire Marshal Report:

The report was given out at the meeting for review. Members asked questions and received input on the topics of the report.

Community Relations Coordinator Report:

The report was given out electronically to the Board for review before the meeting. Members asked questions and received input on the topics of the report.

Chair’s Report

Firefighter Input

Gave an update on the wood bank. Santa on the 14th at the general store and Christmas party

on the 21st event venue to be determined.

Unfinished Business:

Evaluations: Chief completed Oskars.

Applegate Collaboration- still in progress. Candidate is still in background. Hopeful for a start date of December 1st.

Museum/Old Fire Station update- Everything is done and has been paid.

New Business:






ORS review of duties of board and what the duties are of the chief. Bill talked about ORS 478.250 for the board and 478.260 is the fire chief and the responsibility of the fire department falls on the chief.

Applegate Proposal-

Brian thought it was great. Bill asked about adding ORS478 to the IGA proposal. Bill asked about goals and objectives per year. Per the IGA proposal it will be reviewed once a year. Internal controls will be followed. We talked about seeing what Applegate board thought of the proposal. We also talked about pros and cons of using the same legal council and what Applegate board thinks of using the same council. Chief Wolfard talked about little to no risk using the same council. Chief Wolfard confirmed the Williams Internal Controls will be followed.

A motion was made by Bill Ertel to approve change from Umpqua to Columbia bank on internal controls. The motion was seconded by Heather Glass. (1h 00min)

Discussion:

-  Heather Glass – aye
-  Brian Barton – Aye
-  Jim Krois – Aye
-  Bill Ertel – Aye
-  David Applegate – Aye

➤ The motion was approved 5 ayes,

WoodBank Grant

- A motion was made by Bill Eretl to approve resolution to move funds for the Woodbank grant into its own line for tracking purposes. The motion was seconded by James Krios. (1 hour 02min)

Discussion:

David asked some clarifying questions.

- ✚ Heather Glass – aye
- ✚ Brian Barton – Aye
- ✚ Jim Krois – Aye
- ✚ Bill Ertel – Aye
- ✚ David Applegate – Aye

- The motion was approved 5 ayes,
-

Paving Project:

- A motion was made by Heather Glass to approve an expenditure of 10K for paving and accept the grant funds of 40K for paving the parking lot. The board chair to sign contract. The motion was seconded by Brian Barton. (1hr 04min)

Discussion:

Bill had some questions regarding the slope and how thick the pavement is. Questions were answered by Oskar and Brian talked about how he had similar concerns and Nicco made him feel good about the project.

- ✚ Heather Glass – aye
- ✚ Brian Barton – Aye
- ✚ Jim Krois – Aye
- ✚ Bill Ertel – Aye
- ✚ David Applegate – Aye
- ✚

➤ The motion was approved 5 ayes,

Treasurer's Report:

Treasurer reports 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.

Discussion: There were inquiries about transactions, reports, and discussions. Nicco and Tallie were able to provide answers. It was discussed to show the income of the two rentals and expenses.

Public/Volunteer Input:

none

Meeting Adjourned: 11:15am

Respectfully,

Heather Glass, Board Chairperson

WRFPD Chief/Training/Admin Report November 2025

❖ Chief Activities

- Meetings
 - Alliance for Green Heat re: upcoming fire prevention event
- Regular activities that are worth noting and/or take time out of the day
 - Monthly report alarm data and report preparation
 - Financial discussions and acknowledgements
 - Discussions with staff and volunteers on various topics
 - Alarm responses and reports
 - District coverage while others are at meetings or trainings
 - Duty Officer coverage - 11 weekdays & 4 weekend days
- Blood Drive prep, event and donation
- Completed employee evaluation
- Worked with Oregon Public Utilities Commission to facilitate removal of a hazard tree that was leaning on communication lines along Watergap Road
- Confirmed funding availability for paving project and clearance to move forward
- Attended the orientation session for a pile burning workshop hosted by Rogue Valley Prescribed Burn Association at Pacifica.
- Vacation November 16-23.

❖ Administrative Activities

- Provided general administrative support to staff and volunteers.
- Worked directly with Tallie on multiple financial and administrative details.
- Coordinated check signing and getting payments in the mail.
- Processed incoming mail
- Processed HR paperwork for applicants
- Set-up Zoom and camera system for board meetings
- Reviewed and updated personnel time records in preparation for payroll
- Worked on annual insurance updates for SDIS

WRFPD Chief/Training/Admin Report November 2025

❖ Training Officer Activities

- Prepare and lead training drills
- Interact with new applicants and recruits in various stages of the onboarding process
- DPSST documentation
- Training records and task books
- Weekly Training Drills
 - Rescue Equipment
 - Introduction to new equipment
 - Driver topics
 - District geography, apparatus positioning
- Other Training
 - Live Fire Training at Applegate HQ
 - AHA BLS Instructor
 - EMS

❖ District Alarm Activity

- 21 Alarms
 - 13 EMS
 - 2 Vegetation Fire
 - 1 Motor Vehicle Crash
 - 1 Public Service
 - 2 Authorized Controlled Burn
 - 1 Cancelled/No Emergency Found
 - 1 Power Line Issue

Fire Marshal's Report for February 2025
Williams RFPD
Jon Scaroni
December 5, 2025

Property Assessments: There were none property assessments this month.

Business Inspections: none business or fire inspections this month

Fire Investigations: Zero fire investigations. There were no fires.

Meetings Attended: I the Co-op meeting was as canceled. Nov. 15 Nicco, Liz and I made a presence at Pacifica for pile burning workshop, we did a meet n greet with residence of Williams. Nov. 19 I met with the Grants Pass BLM field manager for the beetle kill thinning project on Panther Gulch to which we discussed operations and repairing of roads, along with planning of future projects. Nov. 26 I attended the IAAI meeting we discussed the upcoming winter fire school for investigators.

Classes Attended: None.

Chipper Program: In the month of November, we had one shipping job and ended up having nine trailer loads of brush that was chipped at the station.

Safety Officer Report: No accidents to report.

Jon Scaroni
WRFPD District Fire Marshall •

Community Relations Coordinator
Monthly Report for November 2025

Written by Ash Martell for the December 9th, 2025 Regular Board Meeting

OSFM Webinar – Carbon Monoxide Awareness

This was a virtual training offered to provide awareness, information and public relations resources for CO2 Awareness. Some of this information and material will be used in future Wood Bank PR and resources offered to the community.

Red Cross Blood Drive – November 7, 2025

- Promotion of event with paper flyers, social media and pumphouse sign
- Communication and planning with Chief, Red Cross and Support Team
- Setup and cleanup of event; all day attendance of event
- This event resulted in 18 units, which is less than previous events, but this was partially because the Red Cross was unable to offer the Power Red due to an unavailable enzyme.

Community Conversation

Due to the Holidays, Community Conversation will be put on hold until 2026

Prep for Blood Drive – January 2026

- Attend meetings / monitor emails between Chief and the Red Cross
- Being PR plan (social media, print and email)

Ongoing Community Relations Coordinator duties:

- Attend regular Board meeting / create a monthly report for the Board
- Attend Support Team meeting and coordinate with them with regards to upcoming events.
- Monitoring the info@WRFPD.org email
- Update pump house info sign
- Ongoing monitoring of community Facebook pages
- Personnel Birthday Recognition program tracking/updating/implementation
- CRC file and email organization and maintenance
- Program flyers / Evacuation maps: printing / posting and sharing to media
- Attend AGA's Forest and Fire Working Group monthly meeting
- Attend Williams Resiliency Hub meetings/events
- Williams Wood Bank project support with the WFA
- Initial planning of the WRFPD Awards Banquet to be held in spring of 2026

Williams Fire Rescue
Board of Directors Agenda Item Explanatory Statement

Date: December 9, 2025

To: Board of Directors

From: Heather Glass

Agenda Subject: Bonus

Overview of Agenda Subject I would like to propose a \$2500 dollar Christmas bonus for Nicco and a \$500 for Tallie.

Agenda Subject Brief Background: Christmas bonus tradition

Recommendation: Due to the extra duties and tasks Nicco has had to endure over the last year I believe he deserves an extra bonus.

Tallie has been doing a good job with our finances and keeping us on track.

Bill Ertel - Trip Report: 2025 Oregon Fire Service Conference

November 20–22, 2025 | Oregon

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Overview

From November 20 to November 22, 2025, I attended the Oregon Fire Service Conference in Seaside Oregon. The event brought together fire service professionals, board members, and vendors for three days of learning, networking, and collaboration. This report summarizes the key sessions I attended, and the main ideas presented.

Sessions Attended

- Ethics and Board Policy
- Grant Writing and Alternate Sources
- Vendor Appreciation Night
- Board Duties and Responsibilities (Carrie Connley, Local Law Group)
- SDAO Presentation
- Hiring the Right Chief
- Managing Initiatives in the Fire Service (Cheryl Johnston and Chief John Holmes, IV Fire District)

Session Summaries and Key Ideas

Keynote Address – State Representative Paul Evans; Spoke of the legislative efforts and actions to improve the support of rural fire and wild fire operations. Interesting was his vision of setting up **regional training centers to offload the burden** of training new responders for individual fire districts. The idea is to collapse the qualification time to a short week vs the current months to certify.

Ethics and Board Policy

The session emphasized the importance of avoiding ethics violations as a board member. Key points included:

- Preventing conflicts of interest by ensuring board members do not gain personal benefit from their actions.

12/7/2025 1:10:27 AM

- Avoiding situations where **family members or members of a household** might inadvertently be involved in a violation.
- Recognizing the danger of any board action, that a board member could be perceived as self-serving or benefiting someone close to the board member.
- Boards members are **encouraged to contact the Oregon Government Commission** with questions and help before acting. **Oregon Government Ethics Commission**
3218 Pringle Road SE, Suite 220, Salem, Oregon 97302-1680, Phone: (503) 378-5105, E-mail: mail@ogec.oregon.gov, website: www.oregon.gov/OGEC

Grant Writing and Alternate Sources

This session focused on the importance of having a clear policy about who serves as the district's grant writer(s). The presenter discussed:

- Best practices for successful grant writing, including staying organized and following application guidelines.
- Incorporating grant funds into the district's budget process and accounting ledger for transparency and accountability.
- The value of seeking alternate funding sources to support fire service operations.
- *Consider using IRS 501.3 ORGANIZATIONS to run a grant through.*

Vendor Appreciation Night

The Vendor Appreciation Night offered valuable networking opportunities with industry representatives and colleagues, along with complimentary food and refreshments. This event fostered connections and opened the door for potential future collaborations.

BOARD MEMBER DUTIES AND RESPONSIBILITIES

Presented by Carrie Connley from the Local Law Group, this session covered:

- Board Authority
 - By statute: **ORS 478.250** Meetings and officers of board & 478.260
 - Quorum
- The legal limitations of board member duties, which are defined by statute.
- The challenge of overlapping authorities and the need for clarity in authority.

- Requirements for exercising board authority: legal authority (statutes, ordinances, and policies) and a majority vote (quorum).
- Civil liability risks, such as spending money beyond what is permitted by law.

Public Meetings

The session clarified several types of public meetings (regular, special, emergency, executive) and the requirements for holding a valid meeting:

- A quorum is necessary for decisions.
- Proper notice must be given for meetings.
- Electronic attendance for board members is permitted.
- Not all gatherings constitute a meeting; factual discussions without decision making are not considered official meetings. Ask OGEC if in doubt.

Public Records

Any writing that contains public business **in any form is considered a public record**. The session addressed:

- Best practices for handling public records requests.
- The implications of using social media in relation to public records.

Ethics Summary

The summary clarified who **qualifies as a public official**—elected, appointed, employee, or volunteer—and outlined the following rules:

1. No personal gain from official actions.
2. Gifts must not exceed \$50.00 in value.
3. Conflicts of interest must be declared.

Choosing the Right Chief

This session provided a step-by-step approach to hiring a fire chief:

- Planning the hiring process and considering all available options.
- Developing a clear job description and standards.
- Conducting thorough background checks and making informed decisions.
- Setting clear expectations for the new chief.

I believe that WFRPD served as a model for the process of choosing a fire chief.

Managing Initiatives in the Fire Service

Presented by Cheryl Johnston and Chief John Holmes of the IV Fire District, this session outlines the phases of project management:

- Planning: Defining the project scope, timeline, and budget.
- Execute: Conducting the project as planned.
- Monitoring and Controlling: Tracking progress and making adjustments as needed.
- Closing: Completing the project within the defined parameters.

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Conclusion

The 2025 Oregon Fire Service Conference provided valuable insights into the challenges and best practices faced by fire district boards, administrators, and fire service professionals. The sessions reinforced the importance of ethical conduct, sound governance, strategic planning, and effective project management. Networking opportunities further enriched the experience, strengthening relationships across the fire service community.

Thanks to the WRFPD board for authorizing my attending this conference on their behalf. Please feel free to contact me any time with questions or more details.

Bill

WILLIAMS R F P D
Disbursement Voucher

	Type	Date	Name	Memo	Account	Paid Amount
Nov 25	Credit Card Charge	11/01/2025	Amazon.com	Paper Towels, Toilet Paper	Kitchen	58.34
	Bill	11/03/2025	Illinois Valley Fire District	EMR Training	Classes	100.00
	Bill	11/03/2025	Fields Home Imprvmnt Cntr	Floor Cleaner	0200 Building Maintenance	14.18
	Bill	11/03/2025	Lewis Power Equipment	Wood splitter, Chainsaws, Chains, Spl	Firewood Grant	7,127.17
	Bill	11/03/2025	Napa Auto Parts	Headlights	2017 Durango	37.99
	Bill	11/03/2025	City of Grants Pass		Dispatch	395.25
	Bill	11/03/2025	Century Link		Special Circuit	49.98
	Bill	11/03/2025	Josephine County Tax Collector		159 E. Fork Property Tax Exp	939.59
	Bill	11/03/2025	Josephine County Tax Collector		159 E. Fork Property Tax Exp	368.83
	Bill	11/03/2025	Caldera Technical Services LLC	Batteries, Temp Sensor	8701 · Fire Engine	744.09
	Bill	11/03/2025	Caldera Technical Services LLC	Regen Code	8741 · Tender	114.00
	Bill	11/03/2025	Umpqua Valley Fire Services Inc.	Extinguisher Maintenance	0900 Fire Equipment/Supplies	122.00
	Bill	11/03/2025	Williams Country Store	Lawnmower Gas September	Gas	57.61
	Bill	11/03/2025	Williams Country Store	Coffee, Creamer, Detergent	Kitchen	821.58
	Bill	11/03/2025	Williams Country Store	Lawnmower Fuel August	Gas	48.03
	Bill	11/03/2025	Williams Country Store	Lawnmower Fuel, July	Gas	10.58
	Bill	11/03/2025	Williams Country Store	Oil	0700 Small Equip. Maintenance	24.00
	Bill	11/03/2025	Zipty Fiber		Telephone Expense	249.32
	Bill	11/03/2025	Zipty Fiber		Special Circuit	90.47
	Paycheck	11/05/2025		Direct Deposit	5100 · Fire Chief	2,832.50
	Paycheck	11/05/2025		Direct Deposit	5600 · Training Officer	2,832.50
	Paycheck	11/05/2025		Direct Deposit	OSFM Seasonal Grant	946.85
	Paycheck	11/05/2025		Direct Deposit	5500 · Duty Officer	1,040.00
	Paycheck	11/05/2025		Direct Deposit	Insurance Benefits	-1,243.00
	Paycheck	11/05/2025		Direct Deposit	Payroll Liabilities	498.51
	Paycheck	11/05/2025		Direct Deposit	5400 · Lieutenant of Operations	4,052.58
	Paycheck	11/05/2025		Direct Deposit	OSFM Seasonal Grant	1,052.10
	Paycheck	11/05/2025		Direct Deposit	5500 · Duty Officer	1,080.00
	Paycheck	11/05/2025		Direct Deposit	Insurance Benefits	-232.00
	Paycheck	11/05/2025		Direct Deposit	Payroll Liabilities	702.71
	Paycheck	11/05/2025		Direct Deposit	OSFM Seasonal Grant	888.25
	Paycheck	11/05/2025		Direct Deposit	Payroll Liabilities	99.19
	Paycheck	11/05/2025		Direct Deposit	OSFM Seasonal Grant	1,385.50
	Paycheck	11/05/2025		Direct Deposit	Payroll Liabilities	154.74
	Paycheck	11/05/2025		Direct Deposit	OSFM Seasonal Grant	76.50
	Paycheck	11/05/2025		Direct Deposit	Payroll Liabilities	8.54
	Paycheck	11/05/2025		Direct Deposit	4100 · Volunteer Compensation	60.00
	Paycheck	11/05/2025		Direct Deposit	Payroll Liabilities	6.65
	Paycheck	11/05/2025		Direct Deposit	4100 · Volunteer Compensation	1,860.00
	Paycheck	11/05/2025		Direct Deposit	Payroll Liabilities	206.15
	Paycheck	11/05/2025		Direct Deposit	4100 · Volunteer Compensation	600.00
	Paycheck	11/05/2025		Direct Deposit	Payroll Liabilities	66.50

WILLIAMS RFPD
Disbursement Voucher

Type	Date	Name	Memo	Account	Paid Amount
Paycheck	11/05/2025		Direct Deposit	4300 · Seasonal Hires-Misc Work	586.50
Paycheck	11/05/2025		Direct Deposit	4100 · Volunteer Compensation	120.00
Paycheck	11/05/2025		Direct Deposit	Payroll Liabilities	77.91
Paycheck	11/05/2025			Community Relations - Admin Aid	1,108.68
Paycheck	11/05/2025			4100 · Volunteer Compensation	240.00
Paycheck	11/05/2025			Payroll Liabilities	147.94
Paycheck	11/05/2025		Direct Deposit	4100 · Volunteer Compensation	60.00
Paycheck	11/05/2025		Direct Deposit	Payroll Liabilities	6.23
Paycheck	11/05/2025			4100 · Volunteer Compensation	60.00
Paycheck	11/05/2025			Payroll Liabilities	6.65
Paycheck	11/05/2025		Direct Deposit	OSFM Firefighter	3,796.10
Paycheck	11/05/2025		Direct Deposit	OSFM Seasonal Grant	1,434.63
Paycheck	11/05/2025		Direct Deposit	Insurance Benefits	-232.00
Paycheck	11/05/2025		Direct Deposit	Payroll Liabilities	646.51
Paycheck	11/05/2025		Direct Deposit	OSFM Fire Prevention Officer	3,433.57
Paycheck	11/05/2025		Direct Deposit	OSFM Seasonal Grant	939.18
Paycheck	11/05/2025		Direct Deposit	Payroll Liabilities	447.17
Credit Card Charge	11/06/2025	Starlink		Internet Expense	120.00
Bill	11/07/2025	Pacific Power	Line 2	Electricity Expense	12.10
Bill	11/07/2025	Pacific Power	Line 6	Electricity Expense	54.21
Bill	11/07/2025	Pacific Power	Line 7	Electricity Expense	239.72
Bill	11/07/2025	Pacific Power	Line 11	Electricity Expense	226.31
Bill	11/07/2025	Pacific Power	Line 12	Electricity Expense	34.25
Credit Card Charge	11/07/2025	uAttend Time Clock	Time clock	2500 · Associated Personnel Expenses	27.00
Credit Card Charge	11/10/2025	Southern Oregon Sanitation		Garbage Expense	71.05
Credit Card Charge	11/10/2025	Gordon Truck Center	Exhaust system repair	8701 · Fire Engine	2,075.39
Bill	11/12/2025	Williams Fire Department Support Gr	Board Members Heather Glass, Bill E	2500 · Associated Personnel Expenses	225.00
Bill	11/12/2025	Bio-Med	Background	2500 · Associated Personnel Expenses	83.00
Bill	11/12/2025	Paul Porter	Enclosing Upper Area	Building Improvements	2,786.00
Bill	11/12/2025	Star Automotive	Brake and Oil Service	8765 · 8765 - 2020 Chev PU	2,384.38
Bill	11/12/2025	Allstar Fire Equipment	Rescue Equipment	0900 Fire Equipment/Supplies	1,937.26
Bill	11/12/2025	Special Districts Insurance Services		Insurance Benefits	6,832.00
Bill	11/12/2025	Cascade Fire Equipment	Couplings	0900 Fire Equipment/Supplies	350.00
Credit Card Charge	11/12/2025	Zoom Video Communications		0400 Dues & Fees	26.99
Credit Card Charge	11/12/2025	Bound Tree Medical	ems supplies	0600 EMS Supplies	93.72
Credit Card Charge	11/13/2025	Amazon.com	Hard Hat	Firewood Grant	79.80
Credit Card Charge	11/13/2025	Amazon.com	Moisture Meter, Hard Hats, Smoke De	Firewood Grant	2,579.20
Credit Card Charge	11/13/2025	Amazon.com	Fire Extinguishers	Firewood Grant	328.00
Credit Card Charge	11/13/2025	Amazon.com	Tarps	Firewood Grant	74.99
Credit Card Charge	11/13/2025	Amazon.com	Binder Chain, Cart	Firewood Grant	252.88
Credit Card Charge	11/13/2025	Amazon.com	Log Peavey	Firewood Grant	353.89
Credit Card Charge	11/13/2025	Amazon.com	Gloves	Firewood Grant	44.80
Credit Card Charge	11/13/2025	5.11 Tactical.com	shirts	2300 Uniforms	268.00
Credit Card Charge	11/14/2025	On Par Ink	T-shirts	2300 Uniforms	240.81

WILLIAMS R F P D
Disbursement Voucher

<u>Type</u>	<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Paid Amount</u>
Credit Card Charge	11/17/2025	Williams Country Store	Chipper gas	Gas	23.29
Credit Card Charge	11/17/2025	InstaInk		Ink	15.99
Credit Card Charge	11/19/2025	Sierra Springs - Mt. Shasta Spring Wa	water	Kitchen	87.28
Credit Card Charge	11/20/2025	Amazon.com	pens, legal pads	1500 Office Supplies	19.60
Credit Card Charge	11/21/2025	InstaInk		Ink	31.99
Credit Card Charge	11/26/2025	Interstate Batteries	Battery	0700 Small Equip. Maintenance	234.45
Credit Card Charge	11/27/2025	Amazon.com	Paper Towels	Kitchen	7.52
					65,447.72

Nov 25

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

**BALANCE SHEET
November 30, 2025**

	ACCT.#	10/31/2025	DEPOSITS	WITHDRAWS	11/30/2025	
COLUMBIA BANK		50,797.73	17,662.34	64,579.40	3,880.67	
GENERAL POOL ACCOUNT		359,461.25	102,835.93	15,000.05	447,297.13	
TOTAL CHECKING/SAVINGS		410,258.98	120,498.27	79,579.45	451,177.80	
TOTAL ASSETS						451,177.80
LIABILITIES						
CREDIT CARDS PAYABLE					8,046.07	
DIRECT DEPOSIT LIABILITIES					-3113.54	
PAYROLL LIABILITES					5,184.61	
TOTAL LIABILITIES					10,117.14	
EQUITY						
GENERAL FUND					353,931.71	
CAPITAL PROJECTS FUND					210,245.00	
Net Income					-123,116.05	
TOTAL EQUITY					441,060.66	
TOTAL LIABILITIES & EQUITY						451,177.80

**STATEMENT OF REVENUE AND EXPENDITURES
BUDGET VERSUS ACTUAL COMPARISON
42% OF THE BUDGET YEAR IS OVER
5% OF THE BUDGETED REVENUE HAS BEEN RECEIVED
19% OF THE BUDGET HAS BEEN SPENT
November 30, 2025**

RESOURCES	Account Number	Annual Budget	Current Month	Year To Date	% of Budget	Remaining Balance
Current Tax		246,000.00	62,020.85	62,020.85	25.21	183,979.15
Prior Year Tax		4,500.00	1,319.92	6,652.46	6652.46	-2,152.46
Local Option Current Tax		152,000.00	37,212.38	37,212.38	37212.38	114,787.62
Local Option Prior Year Tax		2,500.00	812.09	4,094.55	4094.55	-1,594.55
Total Taxes		405,000.00	101,365.24	109,980.24	27.16	295,019.76
Beginning Fund Balance		470,000.00		554,284.94	117.93	-84,284.94
Interest Earned		10,000.00	1,470.84	8,416.63	84.17	1,583.37
Donations		2,000.00	500.00	6,790.00	6,790.00	-4,790.00
Grants		155,000.00	0.00	20,932.00	13.50	134,068.00
Mobile Home Rental		16,800.00	1,400.00	8,400.00	50.00	8,400.00
Mobile Power		0.00	162.19	1,274.03	1,274.03	-1,274.03
RV Space Rental		3,600.00	600.00	900.00	25.00	2,700.00
Total Other Resources		657,400.00	4,133.03	46,712.66	7.11	53,702.40
TOTAL RESOURCES		1,062,400.00	105,498.27	156,692.90	14.75	348,722.16

WILLIAMS RURAL FIRE PROTECTION DISTRICT
211 EAST FORK RD
WILLIAMS, OR 97544
STATEMENT OF REVENUE AND EXPENDITURES
BUDGET VERSUS ACTUAL COMPARISON
November 30, 2025

GENERAL FUND

	Account Number	Annual Budget	Current Month	Year To Date	% Of Budget	Remaining Balance
PERSONNEL SERVICES						
Fire Chief		80,000.00	2,832.50	14,162.50	17.70	65,837.50
Office Administrator		35,000.00	0.00	0.00	0.00	35,000.00
Community Relations - Admin Aid		18,000.00	1,108.68	5,329.68	29.61	12,670.32
Training Officer		53,000.00	2,832.50	14,162.50	26.72	38,837.50
Operations Officer		50,000.00	4,052.58	20,262.90	40.53	29,737.10
Duty Officer Stipend		26,000.00	2,120.00	11,110.00	42.73	14,890.00
OSFM Fire Marshal		42,500.00	3,433.57	17,647.09	41.52	24,852.91
OSFM Firefighter		42,500.00	3,796.10	18,724.15	44.06	23,775.85
CWRR Chipper Personnel		25,000.00	0.00	459.00	1.84	24,541.00
OSFM Upstaffing		35,000.00	7,309.51	21,450.60	61.29	13,549.40
Seasonal Hires		10,000.00	0.00	10,228.79	102.29	-228.79
Volunteer Nominal Qtr Points		12,000.00	3,000.00	5,999.48	50.00	6,000.52
Insurance Package		80,000.00	5,125.00	25,771.00	32.21	54,229.00
Payroll Liabilities		30,000.00	3,075.40	14,770.05	49.23	15,229.95
Workers' Compensation		13,000.00	0.00	18,953.02	145.79	-5,953.02
Accidental Death & Dismemberment		4,000.00	0.00	0.00	0.00	4,000.00
Bonus Pay		10,000.00	0.00	0.00	0.00	10,000.00
Conflag/Deployment		5,000.00	0.00	0.00	0.00	5,000.00
TOTAL PERSONNEL SERVICES		571,000.00	38,685.84	199,030.76	34.86	371,969.24

	Account Number	Annual Budget	Current Month	Year To Date	% Of Budget	Remaining Balance
MATERIAL & SERVICES						
Apparatus Maintenance		25,000.00	5,355.85	10,253.28	41.01	14,746.72
Building Maintenance		10,000.00	14.18	1,233.70	12.34	8,766.30
Communications		10,000.00	535.70	2,400.99	24.01	7,599.01
Dues & Fees		6,000.00	1,335.41	3,175.88	52.93	2,824.12
Elections		1,300.00	0.00	702.11	54.01	597.89
EMS Supplies		3,000.00	93.72	494.36	16.48	2,505.64
Fire Equipment/Supplies		10,000.00	2,409.26	2,736.69	27.37	7,263.31
Fire Prevention		15,000.00	0.00	242.23	1.61	14,757.77
Fuel		20,000.00	139.51	4,656.97	23.28	15,343.03
Liability Insurance		30,000.00	0.00	628.00	2.09	29,372.00
Legal & Accounting		16,000.00	0.00	16,750.00	104.69	-750.00
Consulting Fees		18,000.00	0.00	4,011.85	22.29	13,988.15
Miscellaneous		7,000.00	974.72	2,183.97	31.20	4,816.03
Office Supplies		4,000.00	67.58	486.27	12.16	515.22
Personal Protective Equipment		24,000.00	0.00	928.94	3.87	23,071.06
Small Equipment Maintenance		5,000.00	258.45	669.49	13.39	4,330.51
Training		10,000.00	100.00	1,091.24	10.91	8,908.76
Travel		2,000.00	0.00	584.82	29.24	1,415.18
Uniforms		2,000.00	508.81	694.63	34.73	1,305.37
Utilities		20,000.00	1,006.96	6,019.40	30.10	13,980.60
Associated Personnel Cost		10,000.00	335.00	1,416.00	14.16	8,584.00
Fees Contracting Work		33,000.00	0.00	0.00	0.00	33,000.00
Grant Expenditures		20,932.00	10,840.73	15,727.09	75.13	5,204.91
TOTAL MATERIALS & SERVICES		302,232.00	28,975.88	61,360.82	20.30	240,871.18

WILLIAMS RURAL FIRE PROTECTION DISTRICT
211 EAST FORK RD
WILLIAMS, OR 97544
STATEMENT OF REVENUE AND EXPENDITURES
BUDGET VERSUS ACTUAL COMPARISON
November 30, 2025

GENERAL FUND

	Account Number	Annual Budget	Current Month	Year To Date	% Of Budget	Remaining Balance
CAPITAL OUTLAY						
Apparatus & Equipment		10,000.00	0.00	0.00	0.00	10,000.00
Building Improvements		40,000.00	2,786.00	0.00	0.00	40,000.00
District Building Improvements			0.00	0.00		
Mobile Improvement			0.00	0.00		
Capital Outlay - Other		10,000.00	0.00	0.00	0.00	10,000.00
TOTAL CAPITAL OUTLAY		60,000.00	2,786.00	0.00	0.00	60,000.00
Contingency		20,000.00	0.00	0.00	0.00	20,000.00
Unappropriated Ending Balance		130,100.00	0.00	0.00	0.00	130,100.00
TOTAL REQUIREMENTS		1,083,332.00	65,447.72	260,391.58	24.04	822,940.42
TOTAL RESOURCES			105,498.27	156,692.90		
TOTAL REQUIREMENTS			-65,447.72	-260,391.58		
ENDING FUND BALANCE			40,050.55	-103,698.68		
Beginning Fund Balance		567,177.00	6/30/2025			
Excess Rev/Exp		-103,698.68				
Ending Fund Balance		463,478.32				