

WILLIAMS RURAL FIRE PROTECTION DISTRICT
REGULAR BOARD MEETING AGENDA

Tuesday, June 11, 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=BpCh4XB2s35RqJNV6w577XnSfMYga5.1>

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
 - May 14, 2024 Regular Board Meeting Minutes
 - May 28, 2024 Special Board Meeting Minutes
 - May 31, 2024 Budget Committee 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 Resource Coordinator Report
 - Chair Report
 - Firefighter Input
5. Unfinished Business
 - 5 Year Plan Update
 - Board Policy Manual
 - -

Tabled Unfinished Business
- *The Museum Building Update (Tabled)*
- *Modular Home Update (Tabled)*
- *Solar Panels (Tabled)*
6. New Business
 - Chief Hiring Process
 - Budget Approval
7. Clerk Treasurers Report – Financial Reports and Invoices
8. Announcement of the next regular scheduled board meeting – July 9, 2024 at 10:00am
9. Public Input – two minutes at end of meeting, response given at the next scheduled regular board meeting (if needed)
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
May 14, 2024

Call to Order: 10:05am

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 (via Zoom)

Williams Staff Present

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

Public Presence:

Applegate Fire Chief – Chris Wolfard (left at 10:46am)
Wilma Hyde – Williams Community Member
Marni Brown – Williams Community Member

Zoom Attendees:

None.

SDAO Representative(s)

Gordon Sletmoe, Senior Consultant (10:50am attending via phone)

Announcements:

Board Chair Heather Glass reminded everyone that this is a professional business meeting and to treat these meetings as such.

Approval of Prior Board Meeting Minutes:

- A motion was made by Brian Barton to approve the April 5, 2024 Special Board Meeting Minutes, April 9, 2024 Board Workshop Meeting Minutes, April 9, 2024 Regular Board Meeting Minutes, April 17, 2024 Special Board Meeting Minutes, and April 22, 2024 Special Board Meeting Minutes and it was seconded by Bill Ertel.

Discussion: Board Member Claudia Pratt felt that there are issues not typed up and left out feeling as though things are hidden. She only approves of April 22, 2024 minutes. Board Member Claudia Pratt states that on April 5, the minutes reflect that Jenny Vetter states that she provides the administrative side to the Chief such as financials, money, etc. and Board Chair Heather Glass stated that Board Member Claudia Pratt's opinion to Jenny Vetter's statement is irrelevant as the approval of the minutes has to do with what is said in the meeting. Board Member Claudia Pratt banter for clarification and Jennifer Vetter stated that if Board Member Claudia Pratt is asking for clarification of the minutes that Jennifer Vetter indeed stated such, then yes. Board Chair Heather Glass stated that the motion is to approve the minutes for what was said. Board Member Claudia Pratt inquired about the portion of the same minutes which stated the verbiage where Interim Chief and Captain Holt made it clear that Nicco Holt did not want the Fire Chief job. Board Member Claudia Pratt goes on to say that Board Member Claudia Pratt has stated that Nicco Holt would fill the job, he doesn't really want to fill the job but he would do that. Going on to say that Board Chair Heather Glass inquired if the Board is asking him to fill a position he really does not want to fill? Board Member Claudia Pratt is confused. Board Chair Heather Glass stated that she is referring to statements from the Interim Chief and Captain Nicco Holt of his feelings of taking the Fire Chief job. "Why are we asking him things he really does not want to do?" per Board Chair Heather Glass. Board Member Claudia Pratt verifies the meeting minutes indeed as taken, just asking for clarification.

Board Member Claudia Pratt is looking for a policy if the Board can make a motion and votes in workshops are if workshops are only for discussion.

Board Member Claudia Pratt is asking if the public has access to SDAO emails. Board Chair Heather Glass states that the emails to SDAO emails are not accessible to the public.

Board Member Claudia Pratt inquired about a statement on the same minutes where a nay came from Board Member Claudia Pratt was sent to SDAO on a motion (unstated motion) saying that Board Member Claudia Pratt had no input after a vote and Board Chair Heather Glass stated that the email sent on behalf of the Board by the Board Chair reflected the Board's decision including Board Member Claudia Pratt's 'Nay' vote. Board Member Claudia Pratt stated that she should have had the chance to voice her opinion... Board Chair Heather

Glass stated that Board Member Claudia Pratt indeed had her opinion and was out-voted. Board Vice Chair Brian Barton stated that he made a motion to approve the minutes as written, not to discuss the minutes, and the motion was seconded. Vice Chair Brian Barton also requested that if any meeting attendees were live streaming that they could announce so. Community Member Marni Brown announced that she is live streaming as she has done last board meeting. Board Member Claudia Pratt stated that approving the minutes includes concerns that are out there and Board Chair Heather Glass and Board Vice Chair Brian Barton stated that approving the minutes is approving that they are written as they have happened. Board Member Claudia Pratt is inquiring about 'clowns' and she stated that she did not see anything about 'clowns' in the minutes. Jennifer Vetter asked if Board Member Claudia Pratt has it on her own recordings (on her own device) to hear that such was said. Board Member Claudia Pratt stated it isn't herself that types the minutes. Jennifer Vetter asked if she heard it happen as it wasn't heard on the recording taken to produce the minutes. Roll call was taken.

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

- The motion was approved 4 in favor to 1 opposed - PASSES

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

The report was given out electronically to the Board. Board Member Bill Ertel inquired about compensation. Interim Chief and Captain Holt stated that he won't do anything with the compensation that doesn't fit in the budget. Interim Chief and Captain Holt discussed the Josephine County Grant award for \$13k and the possibility of getting some EMS supplies paid for. Board Chair Heather Glass noted that everyone did a wonderful job when the Chaney Grant representatives came to discuss a funding/donation opportunity. Also, Interim Chief and Captain Nicco Holt stated that the Krois donation is being utilized for training mannequins and rope rescue equipment.

Operations Report – Lt. Sundell:

Lt. Sundell's report was provided electronically before the meeting. Board Member Claudia Pratt inquired and Lt. Sundell spoke about the support letter for the Resilience Hubs Grant. Board Member Bill Ertel inquired about tender water shuttles.

District Fire Marshal Report:

District Fire Marshal Jon Scaroni's report was provided electronically before the meeting. Board Member Claudia Pratt stated that she is glad Fire Marshal Scaroni is taking the educational classes he has been attending. Board Member Bill Ertel inquired and Fire Marshal Scaroni spoke to the Pennington Creek project and Pacific Power's role in the project. Fire Marshal Jon Scaroni currently is devoting much of his time to the Chipper Program and also in his spare time performs investigations for buildings and any fires.

Community Relations Coordinator Report:

Community Relations Coordinator Ash Martell's report was provided electronically before the meeting. Board Member Bill Ertel stated that the Coffee with the Chief attendance could be better and recommended that Ash place more reminders out. Board Member Bill Ertel also recommended that the Board could be informed of certain functions that are happening so that the Board can be invited or attend.

Firefighter Input

Firefighter Devin Brennan shared that a firefighter association is being pursued. He will be sending a message out to gauge general interest to see what forming an association will look like.

Chair's Report

Nothing to Report

Unfinished Business:

Modular Home Update: Tabled.

Discussion: It was confirmed as 15 days per visit for business. The lease is currently written that no one can stay for more than 4 to 5 days without permission. This would allow it for a duration.

Five Year Plan: Board Member Bill Ertel stated that they are about 15% into the review/draft.

Board Duties and Responsibilities Policy Manual: Board Member Claudia Pratt stated that she didn't have time to review and it was suggested to table the topic and perhaps put it into a workshop. This will be voted on eventually and placed into effect and it will also replace the by-laws from 1964.

Solar Panels: Tabled.

Lawn Mower and \$800 reimbursement: After doing research, Firefighter Devin Brennan found a zero turn mower and spent roughly \$4300 and was approached by Board Member Claudia Pratt who stated she would donate the extra \$800 to cover the cost. 20% off was received from Lewis Power Equipment to the Fire District.

- A motion was made by Heather Glass to approve \$800 above the previously approved amount of \$3500 for the lawn mower... approving the expenditure of \$4300 for the purchase of the lawn mower. 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

New Business:

Assessment vs Interview Process for Hiring of New Chief: Board Chair Heather Glass would like to see an assessment process, Board Member Claudia Pratt would like to see a hybrid process. SDAO Representative Gordon Sletmoe is contacted by phone for the meeting to answer inquiries.

Gordon stated that any and all items of the assessment/interview content is plug and play and can be utilized interchangeably. He discourages making the process too long. Example 2-3 assessment pieces and 2-3 items for the interview panels. A decision needs to be made prior to the notification of the candidates to the process as it takes time to assemble evaluators and to get the game plan together. As of this morning, per Gordon, with nearly 2 weeks left, there are no applicants, however the bulk of the applications come in around the last week of the process. Gordon will coordinate with the Board to fill the panel members for the process. Board Member Bill Ertel inquired about a recommended model for the hybrid process. Gordon discussed examples and provided suggestions and stated that much of the process depends on what matters to the Board. A meet and greet could measure how a candidate would act in a social setting. Gordon gave a recommendation that of the 5 components of the assessment center that the written and personnel exercise be dropped. It leaves 4 components: presentation, operational exercise, interview panels 1 and 2. Other reliance will be on the meet and greet for the interaction with constituents and employees and written submissions of their cover letter for their ability to write. This consists of phase 1 of the process which will be graded/rated by the

panels. Phase 2 consists of the Board interview. The decision remains in the Board's hands until the end.

Ash Martell inquired about an organic written opportunity to prove inability to write and Gordon stated that it isn't quantifiable and argued that smart people do get their writings proofed by others.

- A motion was made by Heather Glass to approve the hybrid option discussed by Gordon Sletmoe, SDAO Senior Consultant: the presentation, operational scenario, and 2 interview panels. The motion was seconded by Bill Ertel.

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

- The motion passed unanimously

Discussion: If the Board does not receive the applicants needed, Gordon is looking to get approval to work with Heather to speak on behalf of the Board to present the decision to extend or not extend the application process. Board Member Bill Ertel stated that he trusts Board Chair Heather Glass and encourages her to consult with Vice Chair Brian Barton to authorize any consultation with Gordon to extend the advertising time frame.

- A motion was made by Bill Ertel to appoint Heather Glass and Brian Barton as authorized to consult with SDAO Senior Consultant Gordon Sletmoe to extend the advertising time frame by 4 weeks or until sufficient applications are received. 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.

IGA Approval: Board Member Claudia Pratt inquired if \$54 per hour for Chief Wolfard and his people is due for a phone call, duty shift, coming out, etc. What are they being paid for? Board Chair Heather Glass stated that the hourly expense is for use when Interim Chief and Captain Nicco Holt happen to call for assistance, for chief level assistance/advice, not operational reasons.

- A motion was made by Bill Ertel that the Board to approve the Intergovernmental Agreement for services between the Applegate Valley Fire District and the Williams Rural Fire Protection District with changes made at the signature line for printed names. The motion was seconded by David Applegate.

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

- The motion passed unanimously.

Interim Chief Agreement Approval:

- A motion was made by Heather Glass to approve the Interim Fire Chief Agreement with discussed changes. The motion was seconded by Bill Ertel.

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

Discussion: Discussion of whether to use Nicco Holt's name or Interim Chief was suggested as a change along with 'long term goals', some verbiage flow, interpretation of verbiage, etc.

- The motion passed unanimously.

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- A motion was made by Heather Glass to back pay Nicco Holt per the Interim Chief Agreement back to February 2nd, 2024. 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.

Duty Officer Pay: The current duty officer program pays a stipend for the weekend but not the weekdays (Monday through Friday evenings). Interim Chief and Captain calculated \$40 per day as proposed for the weekday Duty Officer coverage. It will add \$15,600 to the budget line that is currently \$10,400. This will be split between each of the 3 duty officers that are available to respond to calls. This is currently not compensated.

- A motion was made by Heather Glass to approve the increase of the duty officer rate to \$40 per weekday shift. The motion was seconded by David Applegate.

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

Discussion: Board Member Bill Ertel inquired, what does a weekday mean? Interim Chief and Captain Nicco Holt stated that it is roughly 5pm until 7-ish am. This is for the duty officer that is mandated to be available during the shift time. This does not apply to volunteers, only the duty officers. The person filling this position, per Interim Chief and Captain Nicco Holt, is intended to be the incident command and is not inconceivable that this role can be handed off.

- The motion passed unanimously.

Human Resource Manager / Admin to the Board Review: Board Chair Heather Glass inquired if Jennifer Vetter would like her review in open or executive session. Jennifer Vetter stated she would like it in open session. Jennifer Vetter handed out her job description so that everyone can see the criteria which she is held to along with her previous two reviews for the Board's review and ability to trend her performance. Board Member Claudia Pratt stated that she did not review or evaluate the board packet in entirety. She also had the perception that she would

have input other than the meeting. Board Chair Heather Glass stated that she purposely solicited advice from SDAO knowing that this question would come up. Board Member Claudia Pratt stated that she wished she had more time to evaluate Jennifer Vetter. Board Chair Heather Glass affirmed that the Board knew that 'Jenny' would be evaluated since her review time had come up in January and it had been postponed until now. Board Member Claudia Pratt stated that she needed more time to review the evaluation on Jennifer Vetter. Jennifer Vetter inquired if Board Member Claudia Pratt was the only one who didn't review her board packet in entirety. Board Member Claudia Pratt stated that she spent over 20 hours reviewing the packet. Board Member Bill Ertel also stated he spent over 20 hours. Board Member Bill Ertel inquired why this matter when to SDAO. Board Chair Heather Glass stated that she went to SDAO before starting the review process knowing that a couple of board members would like to have input. SDAO replied back with a process stating that many district use this particular process. Board Chair Heather Glass sent an email out to all volunteers and staff requesting input, she and David Applegate met with Jennifer Vetter. She received back from SDAO that 2 members get assigned to the employee review, bring the review to the Board and the Board during a meeting and the Board has a chance to have input at that time. Board Chair Heather Glass stated that a whole policy can be made to change this if the Board wanted to change the way to do it, noting that most other districts do it this way. Board Member Claudia Pratt complained that she would have liked the review 4-5 days prior to the board packet. Board Chair Heather Glass reminded Board Member Claudia Pratt that she had been complaining of the confusion of items being sent outside of a board packet and therefore why all items are now inside the packet to alleviate complaints like this. Board Member Claudia Pratt stated that she used her way of reviewing the packet as to why she didn't get to reviewing all board packet material.

Board Chair Heather Glass inquired if anyone else reviewed the employee review in the packet? Board Member Bill Ertel stated that he didn't get around to reviewing until the day before the board meeting. He also stated that this review should have been done 3 months ago and although he takes this seriously and tries to do his best to evaluate, he made notes, he unsure if he is comfortable with the notes, and will do what he needs to do to participate. He also states that it is too bad that Williams Fire doesn't do evaluations in executive session stating that he feels it would be much more productive. Board Chair Heather Glass stated that the executive session idea is up to the individual. Jennifer Vetter stated that she wants the open session so that the tax payer knows what they are paying for. Board Member Bill Ertel stated that when an employee wants an open session review that it is a hostile situation. Board Chair Heather Glass stated that she doesn't speak for Jennifer Vetter but states that from her standpoint she doesn't see the open session as meant to be hostile. Board Member Bill Ertel stated that he is agreeable to do what is needed. Board Member Claudia Pratt inquired if any else had input on her evaluation and what is she being evaluated on such as the assistant to the board or on everything she does besides the firefighting. Board Chair Heather Glass stated that Jennifer Vetter is being evaluated on her job description. Board Member Claudia Pratt inquired why Interim Chief and Captain Nicco Holt isn't conducting the evaluation and Board Chair Heather Glass stated that he

didn't supervise her last year and it would be unfair to Jennifer Vetter to have someone who is new do her evaluation. Board Member Claudia Pratt attempted to say that Jennifer Vetter is not supervised by the Board and Jennifer Vetter pointed out that the job description in which Jennifer Vetter is held to was developed and approved by the Board. There was more back and forth about the review process. Board Chair Heather Glass stated that it is already unfair to prolong this process that should have been done 3 months ago, looking back at how long it took the Board last year to complete this process. Board Member Bill Ertel stated he felt left out. Board Member Claudia Pratt still had many questions. Board Secretary David Applegate asserted that a few months ago, the Board voted to follow the SDAO process. They got the appropriate forms, sat down with Jennifer Vetter, and per his experience was normal. The process was followed and reminded the members of the Board are not required to have input. He states that it is not supposed to take this long. He states that if the complaining board members want to have more involvement, then volunteer to do the process as he and Board Chair Heather Glass did. Board Member Bill Ertel stated that the SDAO way seems to give more weight to the staff than a board member. Board Chair Heather Glass stated that they Board was aware of the review taking place and could have provided input at any time. Board Member Claudia Pratt stated that she doesn't care what SDAO said and that 2 members got to do a review within a 5 member board. In the background, community member Marni Brown is live streaming and stated that this interaction "does not look good for our fire department".

Board Member Bill Ertel gave his review comments that he recorded regarding Jennifer Vetter on paper to Board Secretary David Applegate and Board Member Claudia Pratt remarked that those documents "will end up in the shredder".

- A motion was made by Brian Barton to approve Jennifer Vetter's review. The motion was seconded by David Applegate.

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

- The motion passed with 3 ayes and 2 nays - PASSES

Jennifer Vetter Salary Compensation:

- A motion was made by Heather Glass to increase Jennifer Vetter's salary to \$43,500. The motion was seconded by Brian Barton.

- 🗳️ Heather Glass – Aye

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

Discussion: Board Member Claudia Pratt inquired if there is a way to relieve Jennifer Vetter of some of the items in her job description since she had been putting in long hours lately and Jennifer Vetter stated surely she can share some of the workload with a qualified person that Jennifer Vetter can train. Board Member Claudia Pratt inquired on the qualifications and Jennifer Vetter stated that sharing some of the job duties with an unqualified person could lead to discrepancies and mistakes. Board Chair Heather Glass stated that Jennifer Vetter's pay is not up to par and the motion is to provide Jennifer Vetter with an equitable living wage. Board Member Claudia Pratt stated that a lot of people need a salary increase. Board Member Bill Ertel stated that he doesn't know what Jenny Vetter does. He doesn't know how much time it takes for her to accomplish her tasks and states that the job has grown. Board Member Bill Ertel stated that this position has regularly required more money and feels that the position needs to be split. He states as a former risk manager, if Jennifer Vetter leaves tomorrow the doors may close, right now she makes \$36k. Board Member Bill Ertel stated he thinks the job is about \$60k, Board Chair Heather Glass stated with benefits, Jennifer Vetter's employment package is actually \$48k. Board Member Bill Ertel stated that Jennifer Vetter is talented and there are other opportunities outside of Williams for Jennifer Vetter to make more money if she chooses. Board Chair Heather Glass stated that she feels the motion is reasonable. Board Member Bill Ertel wanted the Board to think about fairness and states that a Human Resource Manager can make \$80k. Firefighter Devin Brennan inquired if any other position has gotten raises like this position has received. Board Chair Heather Glass stated that staff salaries are being worked on currently. Board Member Claudia Pratt stated that Jennifer Vetter was requested by Board Member Claudia Pratt to give compensation amounts of others in the organization and was told by Jennifer Vetter, "don't worry about it". Jennifer Vetter responded to Board Member Claudia Pratt stating that isn't her verbiage nor does she speak in that manner. Board Member Claudia Pratt stated she had verbally requested other employees' private information from Jennifer Vetter and Jennifer Vetter refused to provide such. Jennifer Vetter stated that in comparison to her peers at the same organizational level, there is an obvious disparity in pay, they are male colleagues who make \$10k more for positions that hold less liability and education. She states it is conceivable that she is underpaid compared to her male counterparts. Board Member Bill Ertel states that he hopes the positions are being paid for time in service, education, accomplishments, and would hope that this organization doesn't pay less than males as a matter of practice. Jennifer Vetter inquired if there is ever this much banter over any of the males' compensation.

- The motion passed with 3 ayes and 2 nays - PASSES

Treasurer's Report:

Clerk/Treasurer reports for March 2024 were reviewed by the board members. Jennifer Vetter and staff answered any questions about revenue and expenses for the previous month's expenses previously distributed electronically. 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 Bill Ertel stated his opinion that the financial documents provided by Jennifer Vetter are probably the best in the state. He then inquired about the chipper blades purchase and received answers from Interim Chief and Captain Nicco Holt. The volunteer stipends were discussed.

Board Member Claudia Pratt inquired about the advertising monies, ground maintenance, and other transactions. Board Member Claudia Pratt stated that the financial reports were well put together.

- A motion was made by Heather Glass to accept the Resolution 2023/2024-4. Therefore, it is resolved by the Board of Directors of the Williams Rural Fire Protection District, to receive and allocate \$35,000.00 into the budget in Personal Services for fiscal year 2023-2024. The motion was seconded by Brian Barton.

- 🗳️ 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 June 11th at 10am.

Public Input:

Previous meeting questions/comments from community member Marni Brown, Board Chair Heather Glass stated that a workshop can be held on how to handle a rebuttal as a board.

Board Member Claudia Pratt provided a public comment from herself regarding a 'clown issue' stating that she is waking with nightmares, where in a previous meeting a comment was made by Brian Barton calling firefighters 'clowns'. Brian Barton stated that it was not meant as a derogatory comment but providing a praise at the time and Claudia Pratt stated that now after her husband has passed she envisions clowns. Brian Barton stated that he wished that Claudia Pratt would have come to him earlier to talk about this and offered an apology to Claudia Pratt.

Board Vice Chair Brian Barton also offered another open apology to the staff, the community, and Board during the end of the meeting.

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

Meeting Adjourned: 12:28pm

Respectfully,

Heather Glass, Board Chairperson

WILLIAMS RURAL FIRE PROTECTION DISTRICT
Special Board Meeting Minutes
May 28, 2024

Called to order: 10:03am

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
Fire Marshal Jon Scaroni
Firefighter Devin Brennan
Lieutenant Oskar Sundell
Administrative Assistant – Jennifer Vetter
Firefighter Elizabeth Dunlap
Firefighter Ash Martell

SDAO Representative(s):

Gordon Sletmoe, Senior Consultant

Community Members Present:

None.

Zoom Attendees:

None.

Announcements:

Board Chair Heather Glass reminded everyone that the meeting is professional and to be treated that way and that the Zoom link will be uploaded to the website.

Chief Hiring Process:

Gordon Sletmoe, SDAO Representative, started the meeting with discussing that an announcement, posting, and application is out and had the closing date of May 24, 2024 at midnight. There are 2 applicants. The goal is to review the applications of both applicants and to chart a path forward. Decisions today will be made to this forward path. The board will go into executive session to discuss the candidates and speak candidly.

Close Special Board Meeting for Executive Session per ORS 192.660(2)(a) to consider the employment of public officer

Special Board Meeting closed at 10:07am for Executive Session

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

Reconvene Special Board Meeting

Special Board Meeting Reconvened at 12:08pm

➤ A motion was made by Bill Ertel to modify the Fire Chief hiring process from assessment process to interview process and to continue forward on to June 10, 2024. The motion was seconded by David Applegate.

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

➤ Motion passed unanimously

SDAO will notify any applicants of their forward progress

A motion to adjourn was made by Brian Barton was seconded by Bill Ertel.

The meeting was adjourned at 12:09pm

Respectfully,

Heather Glass, Board Chair

WILLIAMS RURAL FIRE PROTECTION DISTRICT
Budget Meeting Minutes
May 31, 2024

Called to order: 13:00pm

Roll Call:

Board Members Present

Position 1 – Heather Glass

Position 2 – Brian Barton – Absent

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

Firefighter Devin Brennan

Lieutenant Oskar Sundell

Firefighter Jasmine Williams

Firefighter Ash Martell

Budget Meeting Members Present

Position 1 – John Kester, Absent

Position 2 – Dorothy Butz

Position 3 – Amy Brennan

Position 4 – Mike Connor

Position 5 – Wendy Giordano

Community Members Present:

None.

Zoom Attendees:

None.

Announcements:

Board Chair Heather Glass reminded everyone that the meeting is professional and to be treated that way and that the Zoom link will be uploaded to the website.

- A motion was made by Heather Glass to nominate Mike Connor as Budget Committee Chairperson. The motion was seconded by Claudia Pratt.

- Motion passed unanimously
-

- A motion was made by Heather Glass to nominate Amy Brennan as the Budget Committee Vice Chair. The motion was seconded by Bill Ertel.

- Motion passed unanimously

Budget Discussion:

The proposed FY2024-25 Budget was presented by Interim Chief and Captain Nicco Holt. The Budget Message was read. This is the 3rd year of the Operational Levy of \$0.65 per \$1,000.

Discussions ensued of what units respond to what alarms. Graphs showed the fiscal year's statistics of over half of the alarms being documented to have taken place between 8am and 5pm Monday thru Friday with roughly ¾ of the alarms responded to during the week happening on Tuesdays, Wednesdays, and Fridays as the busiest days.

Financial budget sheets LB-20, LB-30, and LB-31 were discussed with Interim Chief and Captain Nicco Holt presenting the budget and deferring to Jennifer Vetter for information. Line items specifically discussed were the additional expenses of a full-time Fire Chief, Capital Outlay's reduction from the current year due to large grant purchases that are already done, Personal Services increasing from the current year, and Materials and Services being reduced from the current year.

Board Member Bill Ertel inquired about the radios and their compatibility with the area and the potential upgrade going forward. Interim Chief and Captain Nicco Holt stated that not so much with compatibility and that the radios would be a capital purchase. Board Member Bill Ertel inquired if a looming change is coming in the next 18 months and Interim Chief and Captain Nicco Holt states that there is a change coming. Board Member Claudia Pratt inquired if there are radios in the budget and Interim Chief and Captain Nicco Holt stated that it is going to be a grant funded item but could come from Capital Outlay or Fire Equipment and right now, "we are getting by". Board Secretary David Applegate inquired if a grant has been written to fund radios and Interim Chief and Captain Nicco Holt stated that currently, there is no grant being written. Board Secretary David Applegate stated, "You think something that important you would think..."

Advertising was discussed as half of the funding remaining going into the next fiscal year is grant related and the rest of the grant monies are in this fiscal year.

Board Member Bill Ertel inquired of Fire Marshal Jon Scaroni of the chipper program. The chipper being used is adequate but a suggestion was made if the chipper could be upgraded. Jennifer Vetter addressed that stipulations could be made or asked of via a grant representative to utilize the grant funds for equipment or other requests but it must go through a permission process. At this point, the understanding is if the funds are potentially transitioned for purchasing equipment, there will be less funds for personnel to run the program. The chipper being discussed did not come from the grant that is administering the chipper program and the grants were offered in tandem with the programs in which they administer, i.e. the chipper came from a regional grant, the Community Wildfire Risk Reduction (CWRR) Grant was given to utilize the grant awarded chipper, the Capacity Grant was given to provide the prevention position to execute the CWRR program along with the additional firefighter for suppression.

The line item for Fire Chief is for a full-time position working 30-40 hours. Budget Chair Mike Connor inquired if the operational levy that is in place now doesn't pass when it is up for renewal, what will happen to the personnel employed in the budget now? There are grants out right now that have been applied for that if awarded could potentially keep the employees in place now. The operational levy is in its 3rd year of the 5yr life before coming up for renewal. A FEMA grant that could fund 2 positions has been applied for to accommodate staffing.

Budget Committee Member Wendy Giordano inquired about the Community Relations Position and if it is filled now. This position is partially funded for by two 3yr grants and partially funded by the district budget. The position is proposed to be a permanent half-time position. This position was originally not offered to the public. Budget Member Wendy Giordano noted that this position is not in the current budget and inquired if the position would be posted and offered openly. Interim Chief and Captain Nicco Holt stated that he would hope to not have to post the position and slide the current person filling the role into the paid position. Board Member Bill Ertel asked why would we not post the position opening openly? Interim Chief and Captain Nicco Holt stated that the amount of work to post it is a downside to offering an open hiring process to be available for others to apply. Currently all employees and contracts are at will positions. Jennifer Vetter stated that there are HR documents that are needed to be in place to justify positions that are being developed for a hiring process. Interim Chief and Captain Nicco Holt stated that he will look into and follow the policy for hiring positions.

The Training Officer position is at .75 FTE and will be proposed at \$10k more for the year for performing 5 hours more per week. The Training Officer position was scheduled to work 25 hours this fiscal year and will be required and additional 5 hours more per week in the next fiscal year to continue to qualify for employee benefits.

The Duty Officer Stipend has been increased. The past several years, the stipend only covered weekend duty officer requirements and now the budget reflects stipend coverage for weekday evenings and being available to run the district after-hours.

Board Member Bill Ertel stated that he doesn't know what an HR Manager position means, however, noted that the position expense has been adjusted over the past few years for more work being performed. Board Secretary David Applegate stated that the position work flow and expense coincides with the growth of the district. Budget Chair Mike Connor's argument for paying the HR Position is that the levy money was intended for paying personnel and is for the expense. Board Member Bill Ertel stated that the expense is growing at a faster pace than the other positions. Interim Chief and Captain Nicco Holt stated that the fire district is offering a better level of service than 3 years ago. Budget Chair Mike Connor stated that this discussion isn't for the budget committee to argue the current pay that has been authorized by the Board but to approve the budget numbers being presented. Board Member Bill Ertel proclaimed that most organizations fail because of personnel expense 'creep'. Firefighter Devin Brennan interjected into the meeting stating that the other positions aren't seeing an increase and compared the increase to the operations officer stating that Firefighter Brennan himself can vouch that the operations officer does more work and hasn't seen an increase. Board Chair Heather Glass stated that the employees supervised by the Chief are subject to the Chief's discretion of compensation and that is not the Board's purview.

Bonus Pay has been reduced due to not being utilized to the full amount in the past.

Board Member Claudia Pratt inquired about the shed that was purchased by Lt. Sundell 2 years ago and what happened to the \$10k that was allocated to the shed project. Interim Chief and Captain Nicco Holt stated that the \$10k hasn't been utilized for the shed and may or may not have been utilized elsewhere.

Budget Member Wendy Giordano had a general question about working with Applegate Fire. Interim Chief and Captain Nicco Holt stated that Williams Fire is working with Applegate Fire on the current chipper program in place with chipper employees being Williams Fire employees as Williams Fire is the managing

agency that received the grant funds for expenditure. The other area of working with Applegate Fire is mutual aid in emergency response.

- A motion was made by Wendy Giordano to allocate and implement a total of \$1.7052 per \$1,000 for the fiscal year of 2024 -2025. The motion was seconded by Heather Glass.

- Heather Glass – Aye
- Claudia Pratt – Aye
- Bill Ertel – Aye
- David Applegate – Aye
- Dorothy Butz – Aye
- Amy Brennan – Aye
- Mike Connor – Aye
- Wendy Giordano – Aye

- Motion passed unanimously

The meeting was adjourned at 14:09pm

Respectfully,

Heather Glass, Board Chair

WRFPD Chief/Training Report – May 2024

❖ Chief Activities

➤ Meetings

- B.O.D. x2
- Rogue Valley Fire Chiefs Association (RVFCA)
- District Strategic Plan
- Support Group
- Interim Chief discussions
 - Contract finalized and signed
- Budget Committee

➤ Budget

- Budget preparation was the primary project for the month. This included working with Jenny on the budget numbers, budget book creation and preparation for the budget meeting. The budget was approved without changes.

➤ 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
- Alarm reports
- District coverage while others are at meetings or trainings
- Duty Officer coverage – 6 weekdays
 - Oskar covered my scheduled weekend shifts

➤ Activities involving donated and/or grant funds

- Manikin purchase finalized (Donation funds)
 - The training manikins were ordered and part of the order has arrived.
- Work with Devin on rescue equipment purchases (Donation Funds)
 - The rescue equipment was selected and ordered. Part of the order has arrived.
- Finalize Josephine County Public Health Funding grant
 - The grant was approved. I anticipate to be able to report on the purchases (fire and EMS equipment) next month.
- Meet with representatives from both the Chaney Foundation and Josephine County Foundation re: grant for replacing bay doors.
 - The funding was approved and the doors have been ordered.

➤ Attend/observe prescribed burn conducted by the Rogue Valley Prescribed Burn Association.

➤ Listen to webinar re: Managing Combination Fire Departments: Leadership Challenges

- ❖ 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
 - Rogue Interagency Training Association (RITA) meeting
 - Support 2 members with Emergency Medical Responder renewals
 - Coordinate attendance at annual Josephine County Wildland Readiness training
- ❖ Weekly Training Drills
 - Physical Ability Test
 - Annual P.A.T.
 - Wildland Refresher Topics
 - Fire season forecast, 2023 fire season review, injury incident review
 - Water Supply
 - Portable tanks, portable pumps, jet siphon, drafting
 - Fire Shelter review and practice (J. Vetter)
 - Annual review of fire shelter information and practice deployments
 - Pump testing and hose testing
 - Processes for annual pump and hose testing. Practical applications included.
- ❖ Other Training
 - Drafting and Master Streams at Pacifica
 - Webinar – Improving EMS Sepsis Care
 - Josephine County Wildland Readiness Drill
- ❖ District Alarm Activity
 - 25 alarms
 - 13 EMS
 - 2 Building Fire (Mutual aid to Applegate)
 - 1 Fire, other
 - 2 Forest, woods or wildland fire
 - 1 Unauthorized Burning
 - 1 MVC, non-injury
 - 1 Assist
 - 1 Move-up (Cover Grants Pass during large structure fire)
 - 1 Authorized controlled burn
 - 1 Steam mistaken for smoke
 - 1 Unintentional medical alarm

OPERATIONS REPORT MAY 2024

- Annual pump testing completed. All engines passed, or are expected to pass. We do not have adequate facilities to test 8701, it delivers too much water and pressure for our "system". I am setting up a time to meet our EVT at Applegate station 51 to conclude this year's pump test.
- Hose testing: We have tested almost all of our small diameter hose, it comes out to about 5500 feet of hose. We plan on moving on to the structural engines and our MDH in the next week or so. So far, out of 5000 feet + hose, we have had to put out of service about 900 feet. New hose to replace the old has been ordered.
- FF Brennan facilitated the purchase of new rescue gear. He was the natural choice for this task as he has solid experience working with this kind of equipment. Chief Holt and FF Brennan have plans on training with the crew before this equipment is put in to service. Thanks Devin!
- We took possession of the first of our new training manikins that Chief Holt purchased with the very generous private donation we received. This will greatly increase our training capabilities as they are very versatile. Thank you, James Croiss!
- New windshield for 8763 installed.
- New tires for 8762 scheduled for Monday. Engine will remain in district for the duration.
- Electric return for booster reel on 8761 repaired.
- WRFPD added to RV1- Type3 Strike Team and RV1- Type 6 Strike Team. This is something new to us. In the past we would only be engaged if RV3 was activated. RV3 is a make up of resources that will not be engaged until the event has grown to big for RV1 and RV2 to handle. Think Alameda, Slater size fires. This is all dependent on us getting the OSFM tender, hopefully before the end of fire season. In addition, we might get added to the Tender Strike Team as well. I will be happy to explain in greater detail if need be.
- Quote from Silke Communications for reprogramming all of our mobile and portable radios. Waiting for new frequency list from Joco Ops group to be developed and adopted.
- Funding for roll up bay doors secured. Chief Holt and Fire Marshall Scaroni has details on this project
- All other duties as assigned

**Fire Marshal's Report
Williams RFPD
Jon Scaroni June 11, 2024**

Property Assessments: There were six property assessments completed in the Williams Fire District, with three work orders resulting from that.

Business Inspections: 0

Fire Investigations: 1

Meetings Attended: May 30, 2024 Co-op meeting

Meeting Summary: The Co-op meeting was attended in person at the Scenic Station in Central Point. The discussion was the future roll of the Co-Op and how the individual programs were doing and their progresses

May Fuel Reduction Work Schedule Summary: We did a total of four chipper program projects and seven trailer project trips. The 5-acre thinning project on Pennington Creek that is currently 98% done.

Safety Officer: One recorded accident where one firefighter was injured after a fire with a hose coupling.

Jon Scaroni
WRFPD District Fire Marsha

Monthly Report for May 2024

Written by Ash Martell on June 7, 2024 for the June 11, 2024 Regular Board Meeting
Community Relations Coordinator/Wildfire Resiliency Coordinator/Assist. to the Chief

Community Relations Coordinator

Coffee with the Chief – (June 6, 2024) Guest: BLM

- Discussions with Guest, Chief and Support Team regarding date and topic
 - This particular event required more than usual communication between myself, Chief and Miranda from the BLM regarding resources that BLM is offering to our community; such as links and printables for numerous resources of pre- and post-fire related topics and evacuation routes and maps
 - There will need to be ongoing discussion regarding posting the numerous digital links to these resources on our website and social media pages, and the printing of maps to be offered to the public (cost, distribution details etc.)
- Creation of event flyer; printing/distribution to local businesses/community gathering locations
- Repeated posting of event flyer on social media; District Facebook page and 8(+) local groups
- Emailing the event flyer to Jo's List in the weeks prior to the event
- Putting event info on pumphouse sign
- Set up Zoom meeting for event
- Communication with the Support Team for assistance at the event
- Day of the event: set up, attended, ran Zoom during event, clean up after event

Woodland Charter School visit

- Coordinated with staff/volunteers to visit Woodland Charter on May 16
- Put together 20 packets of information/stickers etc. to be given to the students and teachers
- Day of event: Firefighters Oskar Sundell and Ash Martell took Apparatus 8763 to the school and spent about an hour showing the Kindergartner students tools and uniforms, discussing age appropriate fire prevention ideas and spraying hoses
- Students also received plastic helmets and honorary badge stickers for their participation
- Took event pictures (checking with teacher that we had permission to use students photos)
- Created a social media post about the event, sharing it on the District Facebook page and 8(+) local Facebook groups

Public Resources Organizational Project

- Find, organize and review all printed public resources stored at the Station
- Eliminate publications that are out of date and/or no longer relevant
- Created an 'assembly line' of publications and then put all remaining publications into packets to be given out to the public at events such as Coffee with the Chief and the Farmer's Market
- Researched new and relevant publications from ODF, FEMA, OSFM, Josephine County Emergency Management and various other local and national sources
- Ordered as many free resources as possible/reasonable from above organizations
- Once received, began offering new resources at recent events (...with much interest! Some of the new resources such as die cut brochures, 3D activities for children and the new stickers from OSFM are very colorful, fun and informative.)

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

- Attend Regular Board meeting on May 14
- Attended Board meeting on May 28
- Attended Budget meeting on May 31
- Create Monthly Report for Board
- Attended the donation meeting on May 7 (JoCo Youth/Cheny Found.)

Wildfire Reduction/Resiliency Coordinator

- Provided input of activities performed by WRC with regards to the Chipper Program, to the Fire Marshal and HR/Admin. for the annual grant report
- Printed and posted more Chipper Program flyers around town

Assistant to the Chief / HR

Volunteer Birthday Recognition

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

Creation of New District Business Cards

- Chief asked for the creation of business cards to be used by the District
- Creation of business card template using new logo; approval by Chief
- Creation of various versions of template for use by the different positions needing cards
- Researching supplies related to cards (such as a card display/holders and specialized paper) and requesting those supplies to be ordered
- Printing cards and setting up displays

Ongoing Projects and Duties:

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

General activities for all of the positions

- Various organizational related activities such as ordering office supplies, keeping files updated and informal meetings with staff, volunteers and the public.

BOARD DUTIES AND RESPONSIBILITIES POLICY MANUAL

Williams Rural Fire Protection District

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SECTION 1: OVERVIEW

The policies compiled in this guidebook represent the board member duties and responsibilities of Williams Rural Fire Protection District. Board member's signature on the Acknowledgment and Agreement to Comply page of this manual (pg. 22) constitutes board member's agreement to comply with the board policies and guidelines stated herein.

SECTION 2: THE BOARD

2.1 Members of the Board

The board of Williams Rural Fire Protection District shall be comprised of 5 board members, who are duly elected public officials serving a term of 4 years. Each board member is charged with serving the best interests of the district and will exercise and carry out the powers and authority granted by the Oregon Revised Statutes, including ORS Chapter 198 (Special Districts Generally), and those statutes outlined in the Principal Act for Williams Rural Fire Protection District, ORS Chapter. Each board member shall serve an equal role on the board, and the board shall operate as a whole. Board members have no individual authority except that expressly delegated by the board.

2.2 Oath of Office

Before assuming office, each board member shall take an oath of office. The oath should be administered before a judge, notary, or other official authorized by Oregon law to hear oaths. Language of the oath shall substantially similar to the following:

"I, [NAME], do solemnly swear that I will faithfully perform the duties of the office of Board Member of the Williams Rural Fire Protection District to the best of my abilities; that I will abide by the rules, regulations, and policies of the Williams Rural Fire Protection District; and that I will uphold the laws and the Constitutions of the State of Oregon and the United States of America."

2.3 Board Officers

The board shall elect annually, from among its members, officers as prescribed by the Principal Act of Williams Rural Fire Protection District. These shall include President (or Chair), Vice-President, Secretary, Treasurer. Officers have the general powers and duties outlined below: Duties could be held by more than one board member.

President – The president of the board shall preside at board meetings and shall prepare or confer with the Clerk on preparation of the meeting agenda. The president is charged with conducting meetings, preserving order and enforcing the rules of the board. He or she may call special meetings according to Oregon Public Meetings Law and shall sign official district

documents on behalf of the board (when authorized to do so by a majority of the board). He or she should also, when authorized to do so by a majority of the board, be the source of contact for the district's general counsel attorney on behalf of the district. The president has the same right as other members of the board to move, second, debate and vote.

Vice-President – In the president's absence, the vice-president shall act as president pro tempore, and shall have the powers and duties of the president of the board as prescribed by district policies.

Secretary – The secretary shall be responsible for ensuring that accurate minutes of board proceedings are kept, transcribed, and distributed to each board member in a timely manner as required by Oregon law. The secretary will maintain properly authenticated official minutes, to be kept in chronological order and on file in the district's records permanently. Responsibilities associated with meeting minutes may be delegated to a staff member by majority vote of the board, but in such a case are still under the supervision and responsibility of the board secretary. In the absence of both the president and vice-president, the secretary may act as president pro tempore.

Treasurer – The treasurer shall ensure that accurate accounting and financial records are maintained by the district, and that all requirements of Oregon's Local Budget Law are followed. The treasurer should provide regular financial updates to the board, as the board deems appropriate.

Clerk – The board may appoint a clerk, such as the District Manager or other individual designated by the board. The clerk will respond directly to routine correspondence and handle other correspondence of interest to the board as directed (this may include drafting correspondence or replies for board review). The clerk may be charged with preparing the board meeting agenda and drafting policy motions and maintaining and updating the district's policy and procedure manual. He or she should attend all board meetings and may be charged with providing meeting notice and making physical meeting arrangements according to Public Meetings law.

2.4 Vacancies

As provided by ORS 198.320, if a board member should resign or abandon position from the board before his or her term is up, the vacancy shall be filled by appointment decided by majority vote of the board. If the board cannot agree on an appointment, or there is not a quorum available to do so, the board of County Commissioners for Josephine will appoint a replacement. The appointed replacement shall serve until the next regular election of board members. *If a board member missing 4 meetings the board shall notify that board member of their duties and obligations.* The board may, at its discretion, grant a leave of absence for up to three months in the event of illness or other extenuating circumstances.

2.5 Board Member Conduct

A) Representative of the District: If a board member appears before another governmental agency or organization to give a statement on an issue relevant to the district, that member must state whether the statement reflects personal opinion, is the official position of the district, or both. Additionally, if the board member is representing the district, he or she *must* support and advocate for the official district position on the issue.

B) Governing District: The board shall not, to the extent possible, involve itself in the day-to-day operations of the district. Without prior approval of the board, no member may interfere with or engage in district operations, including programs, maintenance, personnel management, administration, enforcement of facility rules, planning, training, or other daily operations and responsibilities of the district manager. If the board sees a need for an exception and asks a board member to become involved in district operations, the board will clearly state *in writing* the board member's operational duties/functions, and the board president and district manager shall agree to said arrangement prior to the board member commencing involvement.

C.) Board members shall conduct themselves as in a professional setting. No yelling, cursing, name calling, or other bad behaviors will be tolerated. The board members may be asked to leave the meeting. Opposing opinions are welcome as this is healthy deliberation.

Board member conduct and expectations are more fully outlined in Section 6 (Ethics).

SECTION 3: BOARD MEETINGS

3.1 Required Meetings

The district will hold regular monthly board meetings, in accordance with Oregon Public Meetings Law as described in ORS 192.610 to 192.690. Regular meetings will be open to the public. Board members' attendance at meetings is expected. At minimum a quorum of the board shall discuss, deliberate and take action as appropriate on all agenda items.

3.2 Notice

Public notice for all meetings of the district, including executive sessions, shall be provided in the following manner:

- A. Notice of regular meetings shall be provided at least five calendar days prior to the meeting.
- B. Notice shall include the key topics expected to be discussed or decided at the meeting.
- C. Notice shall be given in at least two of the following ways:
 - 1. By publication in newspaper of general circulation in the community.

2. By publication on the district website.

3. By email notification to any distribution list maintained by the district of individuals who have requested to be notified, including members of the media.

4. By physical posting in at least one public place, such as a community bulletin board or in a public area of the district office.

3.3 Agenda

The board president (or clerk/other assigned individual if applicable) shall prepare an agenda for each regular board meeting, special meeting, or executive session. If the responsibility to prepare the agenda is delegated to the clerk or another staff member, the board president shall review and approve the final agenda. The agenda shall specify all matters scheduled to come before the board at the meeting, under the following headings:

- A. CALL TO ORDER
- B. ROLL CALL
- C. PRESENTATION AND REPORTS
- D. OLD BUSINESS
- E. NEW BUSINESS
- F. PUBLIC COMMENT (if applicable)
- G. ADJOURNMENT

Board members may request items to be placed on an agenda through the board president, clerk, or individual responsible for preparing the agenda. Agenda suggestions by board members should be made at least five days in advance of meeting. The agenda and any attachments thereto, including any Manager's or financial reports, shall be made available to board members and to the public at least three days prior to each regular board meeting.

Board members should make every effort to ensure that agenda items they wish to be considered are submitted in a timely manner in advance of the meeting. However, a board member *may* also move to add an item to the agenda at the beginning of a meeting, subject to board approval. If approved by the board, item will be added to agenda to be considered as the last item under New Business.

The board may place certain items on a Consent Agenda and approve them as one action. Any board member may request to remove an item from the Consent Agenda for discussion, modification and individual approval.

3.4 Executive Sessions

The board may convene an executive session *only* for the specific statutorily authorized reasons outlined in ORS 192.660. Executive sessions shall be noticed in the same manner as regular board meetings, and must include the specific authorizing statute under which the meeting is allowed. An executive session may be called as part of a regular, special, or emergency board meeting provided proper notice has been given. The board may also call a separate meeting that is exclusively an executive session.

Executive sessions are closed to the public, but the media cannot be excluded from an executive session, with the exception of sessions regarding labor negotiations. The presiding officer should, however, instruct members of the media present in executive session not to report or disclose matters discussed at the session. If such instruction is not given, the media may disclose the discussion. The board may, at its discretion, invite persons not part of the board to attend executive sessions.

Executive sessions may not be held for the purpose of taking any final action or making any final decision.

3.5 Special and Emergency Meetings

A. Special Meetings: If a need arises to address, deliberate or take action on a given topic and cannot wait until the next regular board meeting, the board may convene a special meeting to address the issue. Special meetings are open to the public and require a minimum of 24 hours' notice. The agenda for a special meeting shall only include the particular item for which the special meeting is being called, and the meeting shall address *only* that agenda item, and then adjourn.

B. Emergency Meetings: The board may convene an emergency meeting with less than 24 hours' notice, if necessary, when unforeseen circumstances arise. An actual emergency must exist that requires immediate action of the board. Notice must be appropriate to the circumstances and should include a reasonable attempt to contact the media and other known interested persons. An emergency meeting shall relate only to the urgent items in question and does not permit consideration of any additional district business.

3.6 Minutes

Written minutes shall be taken at every meeting of the district. Minutes do not need to be a verbatim transcript of the proceedings but should accurately reflect the matters discussed and views of the participants. The board secretary is responsible for ensuring that accurate minutes are transcribed and distributed to board members and available to the public within a reasonable time after the meeting. The secretary shall also keep official copies of properly authenticated minutes, in chronological order, on file with the district permanently.

Tape or video recordings of meetings are not required but may be utilized for scribing minutes. Executive session minutes shall be labeled and stored separately from public meeting minutes to avoid inadvertent disclosure.

Meeting minutes shall comply with ORS 192.650 and at minimum contain the following:

- A. Name of board members and staff present;
- B. All motions, resolutions, orders, measures and ordinances proposed and their disposition;
- C. The result of any votes, including the names of each board member and how they voted;
- D. The substance of the discussion on any matter; and
- E. Reference to any document discussed at the meeting.

Meeting minutes may be amended as necessary. Upon receipt and review of the minutes, board members may submit any corrections or additions to the clerk so that a corrected copy may be issued to the board and public prior to the next meeting for board approval. The board must authorize any changes to the meeting minutes.

3.7 Procedural Rules

To ensure focused and efficient meetings, the board will adhere to the following procedures and meeting protocol. In the event a parliamentary procedure issue is not addressed by this policy, the board shall use Robert's Rules of Order to decide such issue.

- A. Motions - General
 1. All Board members have the right to make motions, discuss questions and vote on any issue before the board.
 2. Board member motions will be clearly and concisely stated. The president will state the name of the board members making the motion and the second.
 3. The president will repeat the motion prior to a board vote.
 4. Motions for withdrawal of a motion, agenda order, roll call vote or point of order do not require a second.
 5. A motion on which a second is not made but where discussion begins is deemed seconded by the member beginning the discussion. Motions requiring a second and not receiving such will die.
 6. Discussion of a motion is open to all board members wishing to address it. A member must be recognized by the president prior to speaking on the motion.
 7. The president may ask for a voice vote, but a roll call vote should be taken on all final decisions. All members will vote on each motion unless legally disqualified. A member abstaining from a vote must state the basis for any conflict of interest or other disqualification. The clerk will maintain a record of the votes.
 8. The president will announce the results of any vote. Board members may explain their votes but must do so succinctly.
- B. Ties: A motion receiving a tie vote fails.
- C. Withdrawal: A motion may be withdrawn by the motion maker at any time without consent of the board.

- D. Table: a motion to table is not debatable and precludes any amendment or further debate. If the motion carries, the item may only be taken from the table by adding it to a future agenda for continued discussion.
- E. Postpone: A motion to postpone may be made to either postpone to a certain date or to postpone indefinitely. A motion to postpone to a certain date is debatable and amendable. A motion to postpone indefinitely is a motion to reject without a direct vote and is debatable and not amendable.
- F. Amendment: A motion to amend may be made to a prior motion that has been seconded but not voted on. Amendments will be voted on first, prior to the motion being amended (or not amended) and voted on. Motions to adjourn, table, take from table, reconsider, for point of order and agenda order may not be amended.
- G. Call for Question: A motion calling for the question ends debate on the item and is not debatable. A second is required, and each board member who wishes it should have one opportunity to speak before the motion is called. Once called, the president will inquire if any objection is raised. If there is an objection, the matter will be put to vote and either pass with a majority vote or fail. Debate may continue if the motion fails.
- H. Reconsideration: When a motion has been decided, a board member *who voted with the majority* may move for reconsideration. A motion for reconsideration may only be made at the meeting at which the motion was approved.
- I. Adjournment and Recess: Any meeting of the board may be continued or adjourned with a motion and majority vote of the board members present. A motion to adjourn will be in order at any time except while a vote is being taken or when made as an interruption of a member who is speaking. Upon the request of a board member, a short recess may be taken during a board meeting.
- J. Control of Meeting: The presiding officer shall have the authority to keep order and impose reasonable restrictions necessary for the orderly and efficient conduct of a meeting. Persons who fail to comply with such reasonable regulations or who otherwise disturb the meeting may be asked to leave, and upon failure to do so, may be treated as a trespasser.

3.8 Order and Decorum

Board members will assist the board president in preserving order and decorum during board meetings and will not delay or interrupt proceedings. Board members will comply with any ruling of the president or board, and the following rules will be observed to maintain order and decorum during meetings:

- A. Board members will review necessary information, including the agenda and meeting materials, before meetings, and will come to meetings prepared.

- B. Any board member desiring to be heard will request to the president to be heard. Board members will be given an opportunity to speak at least once on any pending motion or agenda item. Once recognized, the speaker will confine his or her remarks to the subject under consideration.
- C. When speaking on behalf of the board or district, board members will represent the board's official position, not their own personal opinion.
- D. Board members will be open and candid and should be succinct in stating their views. Board members should focus on a single issue or topic and any one time and allow one another to finish speaking without interruption.
- E. Board discussions are to focus on district issues; board members should avoid becoming involved with non-district issues not relevant to the current discussion.
- F. Board members should keep discussions moving and adhere to established time limits on discussions.
- G. Board members will refrain from criticizing or berating each other, staff, or members of the public.

3.9 Public Participation/Comment

[Optional: Except in limited circumstances, Public Meetings Law does not require that participation be allowed by the public.] In order to foster an atmosphere of cooperation and transparency, and in order to best serve the interests of the community, it will be the policy of Williams Rural Fire Protection District to allow public comment at all open board meetings, under the following structure:

- A. Public testimony sign-up forms will be available at each regular board meeting. The board will provide audience time at the beginning of each regular meeting, according to the agenda (see Sect. 3.3 (E) *Audience Time*). During this time members of the public may speak to the board about district items that are not already included on the agenda. Once recognized by the board president, members shall state their name and address for the record and address the board. The board may set time limits comments and may request that groups with similar comments or issues choose a spokesperson to present joint remarks.
- B. Board members should not respond to comments made during Audience Time except to ask clarifying questions. Any public requests for board action should be referred to staff for review before being placed on a future agenda.
- C. The district is under no obligation to take public comment on any agenda item under discussion, but may choose to do so at the discretion of the board president, unless otherwise decided by the board. The president may also limit duration or subject matter at his or her discretion.

3.10 Virtual Attendance

in-person public meetings of the board of Williams Rural Fire Protection District shall also allow for remote attendance by any member of the public or a board member who wishes to attend in such a manner. In order to comply with this regulation, the district will accommodate remote/virtual attendance as follows:

- A. The board shall designate the district manager or other such staff person as deemed appropriate to oversee requests for remote accommodation.
- B. Meeting notices will include an instruction that directs any person wishing to attend the meeting by virtual means to contact the district (and will include a phone number and/or email at which to do so) at least 48 hours before the scheduled meeting. The district manager or delegee will monitor the requests.
- C. If a request is received, the requestor will be provided with the appropriate link, virtual meeting invite, etc.
- D. Requests for remote attendance received with less than 48 hours' notice may be accommodated at the discretion of the district, and a reasonable effort will be made to accommodate such requests.
- E. If remote attendance requests have been received, the board will delegate a board member or staff attendee responsible to set up the device at the meeting (laptop, desktop computer, etc., with functional camera, speakers and microphone), start the virtual meeting, monitor any remote attendees, technical issues, etc., and end the feed upon adjournment of the board meeting.
- F. The presiding officer will have the same authority for control of the meeting for virtual attendees as addressed in Section 3.7 (J).
- G. Virtual attendees will have the same opportunity as in-person attendees for Audience Time, if requested. The delegee in charge of monitoring the remote aspect of the meeting shall, upon starting the virtual meeting, receive any requests for Audience Time. Virtual attendees requesting such will state their name and address and be added to the public testimony sign-up form.

SECTION 4: COMMITTEES

4.1 General

A. The board will create district committees/advisory committees as needed. The board will create committee, determine the number of committee members and length of term, and appoint members to any district committees by resolution. Qualifications for committee members will be as follows:

1. Committee members shall be residents of the district.
2. Committee members may be required to pass a background check consistent with the operational policies of the district prior to appointment to a committee.
3. Neither district employees nor persons having a contractual relationship with the district may serve on district committees as public members.
4. A member of the public may not simultaneously serve on more than two district committees or one district advisory committee, nor may a member of the public simultaneously serve as chair on two district committees, except relative to service on the budget committee.
5. Candidates for committees will complete a board-approved application or statement of interest.

B. Board members may suggest persons for committee membership who have demonstrated interest and knowledge in the committee's area of responsibility.

C. The district will give public notice of committee vacancies.

D. Committees will select a chair and a secretary and determine the committee's meeting schedule and rules for operation. Minutes must be taken of all committee meetings. Minutes will be retained by the committee secretary and distributed to committee members, board members and district manager.

E. The board may, by resolution, remove a member of the public from a district committee prior to the expiration of the term of office.

F. Committees and their members have no authority to represent the district's official position on any matter except by express and explicit approval of the board for such.

G. All advisory committee meetings are public meetings under state law **and subject to all requirements thereof.**

4.2 Standing Advisory Committees

A. The board will create standing advisory committees as needed for each major service area.

1. Terms for standing advisory committees will be 1 year.

2. The district manager may, at his or her discretion, appoint a staff liaison to be present at committee meetings.

3. Standing advisory committees will make a report and respond to questions from the board once a year, unless more frequent reports are requested by the board.

4.3 Ad Hoc Advisory Committees

The board may create ad hoc committees as needed to assess the needs of the district, evaluate existing programs and/or facilities, recommend long-range goals and plans, or any other needs

as determined by the board. Any ad hoc advisory committees formed will operate for such time as needed to accomplish the assigned purpose and may be discharged after their recommendations to the board, or at any other time at the discretion of the board.

SECTION 5: ADMINISTRATION

5.1 Delegation

The primary responsibility of the board is to make policy-level decisions for the district, and to hire, evaluate and manage the district's chief executive officer. Administrative authority for the daily operations of the district and the management of all district personnel shall be delegated to the district manager to the extent reasonably possible. No individual board member may direct or order a staff member on any matter that relates to the daily operations or administrative activities of the district unless expressly authorized by the board. No individual board member may order, direct, or conduct any review of personnel records of any staff member or any other record that is exempt under Public Records law unless expressly authorized by the board. If any board member should be delegated by the board to exercise any administrative authority for the district, that direction shall be in writing and shall state the express purpose for which authority is being granted and for what duration, and any such appointment shall be agreed upon between the board and the district manager. Any board communications relative to district business must be directed to the board president, who will then communicate the question, request, or concern to the district manager.

5.2 Management

The board shall be responsible for the following supervisory duties:

- A. District Manager:
 - 1. Hire the district manager.
 - 2. Define the duties and responsibilities of the district manager.
 - 3. Approve the plan, form and amount of management compensation, to include salary, benefits, bonuses, vacation, travel, etc.
 - 4. Evaluate the district manager annually.
 - 5. Approve programs for management development.
 - 6. Provide advice and consultation to management on matters within the purview of the board's responsibilities.
 - 7. With the assistance of legal counsel, engage in any necessary disciplinary action as relates to the district manager, up to and including termination.
- B. Financial:
 - 1. Approve contracts for professional services required by and for the board, and any other contracts binding the district.

2. Approve the form and amount of reimbursement for board members.
3. Approve specific important projects.
4. Review and approve the annual budget.
5. Review and approve any employee benefit plans.
6. Monitor the finances of the district and otherwise acting as fiduciary, setting policy or taking action to ensure the fiscal integrity of the organization.
7. Select the district's independent municipal auditor and annually approve the audit report.

C. District Plans and Objectives:

1. Become familiar with and abide by all laws and policies governing the operation of the district.
2. Approve any significant departure from established plans or policy.
3. Review and approve major changes in the district's organization or structure.
4. Develop and approve long-range plan of growth and development for the district.
5. Ensure that program objectives are assigned to the proper planning or implementing subgroups or committees.
6. Receive, discuss and take action on committee or other planning body recommendations.
7. Pass district resolutions and adopt ordinances.

D. Compliance and Legal

1. Select legal counsel and consultants for the district.
2. Request advice from legal counsel as needed. Requests to legal counsel for advice requiring legal research may not be made by a board member without the concurrence of the board. Before requesting research or other action by legal counsel, the board should, if appropriate, consult with the district manager to determine if the request or action can be accomplished cost-effectively. Ensure that the district is in compliance with all federal, state, and local laws.

5.3 Board Member Expenses and Compensation

A. Compensation

Pursuant to ORS 198.190, board member compensation is limited to \$50 per day of duties performed in service of the board. Per resolution passed by the Williams Rural Fire Protection District board member compensation will be set at up to \$45, or

language such as “board members will serve as unpaid volunteers”, etc. per the policy determined for your district board.

B. Reimbursement

Board members will be reimbursed for authorized expenses incurred in the service of the board. Reimbursable expenses pertain only to the board member and do not include the spouse, children, other relatives or companions. Reimbursable expenses include:

1. Transportation;
2. Lodging;
3. Meals;
4. Registration fees for conferences, conventions and seminars; and
5. Other actual and necessary expenses related to the official business of the board member as deemed appropriate.

Board members should exercise good judgment so as to avoid unnecessary district expense and should not undertake any board business that will generate reimbursable expenses without the express approval of the board.

Board members will be reimbursed for eligible expenses upon completion of the relevant assignment, within a reasonable amount of time after submittal of documentation of expenses. Expenses are subject to review by the board and, if deemed unreasonable, may be declined for reimbursement.

SECTION 6: ETHICS

Board members are considered public officials and public representatives of the district, and will conform to the expected high standards of ethical conduct, including but not limited to the following:

6.1 Governing Statutes

Board members will review and observe the requirements of the Oregon Ethics Law Guide for Public Officials, and all requirements of the Oregon Revised Statutes governing ethics for public officials, ORS 244.010 to 244.390. Liability for violation of Oregon’s Ethics Laws for Public Officials is personal to the public official.

6.2 Conflicts of Interest

Board members are strictly prohibited from using a position in public office for private financial gain. Board members must give public notice of any actual or potential conflict of interest at a public board meeting, and such notice will be reported in the meeting minutes. The disclosure shall be repeated and recorded in the meeting minutes in each instance where the matter is discussed.

- A. Potential Conflict of Interest: Exists when a decision being deliberated by the board *could* result in financial gain or avoidance of financial loss to the board member, a relative of the board member, or a business owned by the board member or a relative of the board member. A potential conflict must be disclosed, but the board member may still participate in the discussion and vote on the issue.
- B. Actual Conflict of Interest: Exists when a decision by the board *will* result in a financial gain or avoidance of financial loss to the board member, a relative of the board member, or a business owned by the board member or a relative of the board member. An actual conflict must be disclosed and the board member may not participate in discussion of the matter or vote on the issue.

6.3 Prohibited Actions

In representing the best interests of the district and its constituents, and in avoidance of pursuing individual agendas, board members will refrain from:

- A. Disclosing confidential information or making use of special knowledge or information before it is made available to the general public.
- B. Promoting relatives, clients or employees for boards and commissions without making appropriate disclosures.
- C. Seeking employment of relatives with the district without making appropriate disclosures.
- D. Accepting a gift or gifts exceeding \$50 in total value within any single year from any source with a legislative or administrative interest in the district.
- E. Taking an action that benefit special interest groups at the expense of the district as a whole.
- F. Any other action or request for preferential treatment that places the interests of the board member, a board member's relatives, associates, co-workers, clients or friends above the best interests of the district.

SECTION 7: COMMUNICATIONS

7.1 Communications with the Media

Any official position or comment by the board to any media representative or outlet shall be provided or authorized by the board president and/or the district manager. Any other communication with the media by board members shall be considered unauthorized and shall not represent the official position of the district.

7.2 Communication with Staff

The board will respect the separation between policymaking and administration (board and district manager functions respectively) as outlined in Section 5.1 (Delegation), by observing the following communication policies with respect to district staff:

- A. The board will work with the district staff as a team in the spirit of mutual respect and support.
- B. Outside of board meetings, board members will not attempt to influence a district employee or the district manager, or advocate for a certain outcome in regard to personnel matters, purchasing issues, the award of contracts or the selection of consultants. However, board members discussing these matters with staff outside of board meetings in a *non-coercive* manner is appropriate.
- C. Board members will, wherever possible, limit individual contact with district staff to the district manager, management staff, and designated staff for requests that concern the relevant matter or matters, so as not to influence staff decisions or recommendations, interfere with their work performance, undermine manager authority or prevent the board as a whole from receiving information. The district manager will determine the most effective way to respond to board requests.
- D. When expressing criticism to staff, either at a public meeting or through other communication, board members will be professional and mindful of the role and responsibility of staff members.
- E. Any written materials or information requested of staff by board members will be submitted to the entire board and include a notation stating who requested the information.
- F. The board president will refer comments or questions regarding district personnel or administration to the district manager. The chief may, at his or her discretion, reply to the inquiry directly or instruct the appropriate staff member to do so.

7.3 Confidentiality

- A. Board members will keep all written materials provided to them on matters of confidentiality under law in complete confidence to ensure that the district position is not compromised. No mention of the information read or heard should be made to anyone other than the board members, district manager, or legal counsel.

- B. All public statements, information or media releases relating to a confidential matter will be handled by the district manager, legal counsel, or designated board member.
- C. Unless required by law, no board member may make public the discussions or information obtained in executive session. The board may censure a board member who discloses confidential information or otherwise violates this policy.

SECTION 8: BUDGET

8.1 Governing Statutes and the Budget Process

The board will be responsible for reviewing and approving the annual budget. The process for preparing and approving the district's annual budget is more fully described in the Local Budget Laws for Oregon, ORS Chapter 294. Board members will familiarize themselves with these statutes and with Local Budgeting Manual published by the Oregon Department of Revenue. The Local Budgeting Manual will be the primary reference for all budgeting issues, but for purposes of this policy manual, the process is summarized as follows:

- A. Budget Process
 - 1. The board appoints a budget officer (ORS 294.331)
 - 2. The board appoints a budget committee consisting of all board members plus an equal number of electors of the district (ORS 294.414).
 - 3. Vacancies on the budget committee are filled by appointment of a majority of the board.
 - 4. The budget officer prepares (or supervises preparation of) a budget message, explaining the proposed budget and any significant changes to the district's fiscal policy or financial position, and a proposed budget to present to the budget committee.
 - 5. The budget officer gives public notice of the budget committee meeting as required by ORS 294.401.
 - 6. The budget committee meets, and the budget officer delivers the budget message. The committee will meet thereafter as needed to revise and complete the budget. At least one meeting must provide the opportunity for questions and comments from any interested person. (ORS 294.426)
 - 7. The budget committee considers the budget and any comments made by the public and makes any changes. Once satisfied the budget committee, by motion, second, and majority vote, approves the budget and the amount or rate of any relevant tax. The approval/results of the vote are recorded in the minutes of the meeting. (ORS 294.428)

8. The budget committee schedules a hearing, and the budget officer publishes a summary and Notice of Budget Hearing and Financial Summary 5 to 30 days before the scheduled hearing (ORS 294.448).
9. The board will hold one or more budget hearings on the date specified by notice, to listen to public testimony on the budget approved by the committee. (ORS 294.453).
10. The board adopts the budget, makes appropriations, imposes and categorizes taxes. The board may make changes to the approved budget before it is adopted. (ORS 294.456)
11. The board certifies taxes to the county assessor.

Upon submission of the budget to the board, the budget committee has completed its duties as required and no further meetings of the budget committee shall take place prior to the next budget cycle unless the board directs otherwise. It should be noted that budget committee members are public officials as defined in Oregon's Ethics Laws for Public Officials, and are subject to conflict of interest disclosure and other ethics requirements.

SECTION 9: BOARD MEMBER DEVELOPMENT AND TRAINING

9.1 General

Board members are encouraged to attend relevant educational and professional conferences and seminars as well as conferences and seminars that deal with issues relevant to or being faced by the district. Any proposed training or attendance at any conference or training event must be authorized by the board.

9.2 Minimum Requirements

All board members will be required to complete certain curricula as recommended by the Williams Rural Fire Protection District strategic plan. The curricula shall consist of the following minimum criteria, but the board may add additional board training requirements or recommendations as needed:

- A. Attend an SDAO Board Training once per year.
- B. Read and be familiar with Oregon Ethics Guide for Public Officials.
- C. Read and be familiar with the Local Budgeting Manual published by the Oregon Department of Revenue.
- D. Read and be familiar with all board policies and duties outlined herein.

*Updated on May 8th, 2024

Williams Rural Fire Protection District

BOARD POLICIES RECEIPT ACKNOWLEDGMENT FORM

I am a duly elected board member of the board of Williams Rural Fire Protection District, and hereby acknowledge that I have been provided a copy of the Board Duties and Responsibilities Manual, and that it contains important information regarding my role as a board member. I have read and understand the policies contained in the Manual and have asked the currently presiding board president or president tempore for clarification of any information that I did not understand or had further questions regarding.

By my signature below, I agree to observe and comply with all policies and guidelines contained in the manual.

Board Member's Name (Print)

Board Member's Signature

Date

RESOURCES
General Fund

Williams Rural Fire Protection District

Line Item	Historical Data			Adopted Budget This Year Year 2023-24	RESOURCE DESCRIPTION	Budget for Next Year 2024-2025		
	Actual		Proposed By Budget Officer			Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 2021-22	First Preceding Year 2022-23						
1	348,635	291,624	220,000	778,600	778,600			
2								
3	357,137	376,971	358,860	396,300	396,300			
4	1,665	6,682	1,700	10,000	10,000			
5								
6								
7	53,623	201,567	1,000,000	100,000	100,000			
8	0	22,133	20,000	22,000	22,000			
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								
21								
22								
23								
24								
25								
26								
27								
28								
29	761,060	898,977	1,600,560	1,306,900	1,306,900		0	
30								
31								
32	761,060	898,977	1,600,560	1,306,900	1,306,900		0	

*The balance of cash, cash equivalents and investments in the fund at the beginning of the budget year

REQUIREMENTS SUMMARY
NOT ALLOCATED TO AN ORGANIZATIONAL UNIT OR PROGRAM
 General Fund

FORM
LB-30

Williams Rural Fire Protection District

Line Item	Historical Data			Requirements Description	Budget For Next Year 2024-25		
	Actual	Adopted Budget			Proposed By	Approved By	Adopted By
	Second Preceding Year 2021-22	First Preceding Year 2022-23	This Year 2023-24		Budget Officer	Budget Committee	Governing Body
1				PERSONNEL SERVICES NOT ALLOCATED			
2							
3							
4	236,822	319,041	550,000	TOTAL PERSONNEL SERVICES	665,000	665,000	0
5				Total Full-Time Equivalent (FTE) 6.25			
6				MATERIALS AND SERVICES NOT ALLOCATED			
7							
8							
9	137,383	157,958	362,000	TOTAL MATERIALS AND SERVICES	293,000	293,000	0
10				CAPITAL OUTLAY NOT ALLOCATED			
11							
12							
13	50,631	167,023	238,500	TOTAL CAPITAL OUTLAY	125,000	125,000	0
14				DEBT SERVICE			
15							
16							
17	0	0	0	TOTAL DEBT SERVICE	0	0	0
18				SPECIAL PAYMENTS			
19							
20							
21	0	0	0	TOTAL SPECIAL PAYMENTS	0	0	0
22				INTERFUND TRANSFERS			
23							
24							
25							
26							
27							
28	0	0	0	TOTAL INTERFUND TRANSFERS	0	0	0
29			179,700	OPERATING CONTINGENCY	83,900	83,900	
30				RESERVED FOR FUTURE EXPENDITURE			
31			270,360	UNAPPROPRIATED ENDING BALANCE	140,000	140,000	
32	419,836	644,022	1,600,560	Total Requirements NOT ALLOCATED	1,306,900	1,306,900	0
33				Total Requirements for ALL Org-Units/Programs within fund	0		
34	341,224	254,955		Ending balance (prior years)			
35	761,060	898,977	1,600,560	TOTAL REQUIREMENTS	1,306,900	1,306,900	0

Detailed Requirements

Williams Rural Fire Protection District

(Fund)

1	Historical data			Requirements for William RFPD (Name of program or organizational unit)	Budget for next year 2024-25					
	Actual		Adopted budget this year 2023-24		Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body			
	Second preceding year 2021-22	First preceding year 2022-23								
1				1						
2	15,947	23,473	20,000	2	30,000	30,000				
3	6,181	4,118	7,500	3	8,000	8,000				
4	10,060	8,428	9,000	4	10,000	10,000				
5	3,443	5,747	5,500	5	6,000	6,000				
6	1,767	0	2,000	6	2,000	2,000				
7	1,417	10,062	3,000	7	3,000	3,000				
8	10,380	10,768	101,000	8	45,000	45,000				
9	280	1,232	31,000	9	16,000	16,000				
10	13,254	15,130	17,000	10	20,000	20,000				
11	13,934	15,656	20,000	11	25,000	25,000				
12	6,000	6,600	8,000	12	17,000	17,000				
13	3,647	500	4,000	13	4,000	4,000				
14	7,567	4,912	17,000	14	10,000	10,000				
15	5,148	1,939	5,000	15	6,000	6,000				
16	11,121	24,201	24,000	16	24,000	24,000				
17	3,471	6,702	3,000	17	7,000	7,000				
18	8,450	3,623	65,000	18	38,000	38,000				
19	0	747	2,000	19	2,000	2,000				
20	1,115	3,496	2,000	20	2,000	2,000				
21	9,201	10,624	16,000	21	18,000	18,000				
22	132,383	157,958	362,000	22	293,000	293,000				
23				23						
24				24						
25				25						
26				26						
27				27						
28				28						
29				29						
30				30						
31				31						
32				32						
33				33						

*When budgeting for personnel services expenditures, include number of related FTE positions.

Detailed Requirements

Williams Rural Fire Protection District
(Fund)

Line Item	Historical data		Adopted budget this year 2023-24	Requirements for William RFPD (Name of program or organizational unit) Personal Services	Budget for next year 2024-25		
	Actual				Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
	Second preceding year 2021-22	First preceding year 2022-23					
1	42,000	44,500	45,000	1 Fire Chief	80,000	80,000	1 FTE
2	25,083	35,000	37,000	2 HR Manager - Board Admin Asst	45,000	45,000	1 FTE
3	1,833	1,881	800	3 SAFER Grant Administrator	0	0	0
4	0	3,500	23,800	4 OSFM Grant Administrator	18,500	18,500	18,500
5	0	0	0	5 Community Relations - Admin Aide	18,000	18,000	5 FTE
6	12,953	15,950	27,000	6 Training Officer	53,000	53,000	.75 FTE
7	37,734	41,442	42,500	7 Operations Officer	47,000	47,000	1 FTE
8	32,645	33,706	16,000	8 SAFER Recruitment & Retention Officer	0	0	0
9	4,700	10,000	10,400	9 Duty Officer Stipend	26,000	26,000	26,000
10	0	0	29,000	10 OSFM Fire Prevention - Fire Marshal	40,000	40,000	1 FTE
11	0	0	27,000	11 OSFM Fire Prevention Firefighter	40,000	40,000	1 FTE
12	0	0	44,000	12 CWPP Chipper Personnel	36,000	36,000	36,000
13	0	31,500	31,500	13 OSFM Upstaffing	31,500	31,500	31,500
14	0	12,437	20,000	14 Seasonal Hires	18,000	18,000	18,000
15	4,989	9,008	10,000	15 Volunteer Nominal Quarterly Points	12,000	12,000	12,000
16	46,228	48,161	85,000	16 Insurance Package	85,000	85,000	85,000
17	11,676	17,425	40,000	17 Payroll Liabilities	65,000	65,000	65,000
18	3,173	5,604	20,000	18 Workers's Compensation	21,000	21,000	21,000
19	3,111	3,746	6,000	19 Accidental Death and Dismemberment	4,000	4,000	4,000
20	10,697	1,159	15,000	20 Bonus Pay	10,000	10,000	10,000
21	0	4,022	20,000	21 Conflag/Deployment/Associated Personnel	15,000	15,000	15,000
22	236,822	319,041	550,000	22 Total Personnel Services	665,000	665,000	665,000
23				23 Capital Outlay			
24	29,589	128,100	163,500	24 Apparatus & Equipment	75,000	75,000	75,000
25	12,271	29,478	50,000	25 Building Improvements	30,000	30,000	30,000
26	8,771	9,445	25,000	26 Capital Outlay - Other	20,000	20,000	20,000
27	50,631	167,023	238,500	27 Total Capital Outlay	125,000	125,000	125,000
28				28 Contingency	83,900	83,900	83,900
29	64,600	15,000	179,700	29 Total full time equivalent (FTE)*			6.25
30				30 Ending balance (prior years)			
31	276,624	239,955	270,360	31 Unappropriated ending fund balance	140,000	140,000	140,000
32				32 Total requirements	1,306,900	1,306,900	1,306,900
33	761,060	898,977	1,600,560	33			

150-504-031 (Rev. 11-16)

*When budgeting for personnel services expenditures, include number of related FTE positions.

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

Cash Basis

Date	Name	Memo	Paid Amo...	Balance
	Chief Business Visa - 9509			1,603.59
05/02/2024	Williams Country Store	Coffee Creamer	8.75	1,612.34
05/03/2024	Intuit	Quickbooks Enterprise Desktop Gold w/Payroll	1,922.00	3,534.34
05/03/2024	Big 5	Camping Cot x2 w/Blankets	135.96	3,670.30
05/21/2024	Grants Pass Equipment Rentals	Auger Rental for Peacock Sign Installation	90.00	3,760.30
05/28/2024	Microsoft	Office Subscription	6.00	3,766.30
05/28/2024	Cardmember Service Umpqua Credit C...	May Statement	-3,386.30	380.00
05/30/2024	Oregon Health Authority	JScaroni EMR Renewal	23.00	403.00
	Total Chief Business Visa - 9509		-1,200.59	403.00
	TOTAL		-1,200.59	403.00

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

Cash Basis

Date	Name	Memo	Paid Amount	Balance
	Admin Business Visa - 7440			482.12
05/01/2024	Intuit	Employee Payroll Costs per Month	96.00	578.12
05/01/2024	Southern Oregon Sanitation	Monthly Garbage Bill	63.94	642.06
05/03/2024	Amazon.com	Business Card Stock, Key Tags, ...	91.79	733.85
05/03/2024	Amazon.com	Dry Erase Markers	6.39	740.24
05/03/2024	Amazon.com	4" Binders for Grants	18.31	758.55
05/04/2024	Intuit	Prorated Refund after Upgrade	-365.16	393.39
05/06/2024	uAttend Time Clock	Monthly Time Clock Subscription	25.00	418.39
05/12/2024	Zoom Video Communications	Monthly Subscription	15.99	434.38
05/13/2024	eBay	8750 Staff Vehicle Windshield Leak	157.99	592.37
05/13/2024	Staples	Box of Paper	44.99	637.36
05/15/2024	Amazon.com	Office Supplies	57.48	694.84
05/15/2024	Amazon.com	Toilet Paper	46.19	741.03
05/15/2024	Instalnk	Operations Office Ink	11.99	753.02
05/15/2024	Instalnk	Admin Printer Ink	24.99	778.01
05/17/2024	Amazon.com	Prime Membership	139.00	917.01
05/20/2024	Amazon.com	Grant Admin Expenses - Stationary	104.65	1,021.66
05/20/2024	Mt. Shasta Spring Water	Water Subscription	50.98	1,072.64
05/28/2024	Cardmember Service Umpqua...	May Statement	-753.08	319.56
05/30/2024	Harry & David	Chipper Rental Gift Basket	89.98	409.54
	Total Admin Business Visa - 7440		-72.58	409.54
	TOTAL		-72.58	409.54

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

Cash Basis

Date	Num	Name	Memo	Paid Amo...
05/01/2024		General Fund / Umpqua Bank Ckng		
05/01/2024		Ash Martell	Direct Deposit	-980.00
05/01/2024	DDApril	*Jennifer M. Vetter {HR Manager}	April 2024 \$2955.98	0.00
05/01/2024	DDApril	*Nicolas G Holt {Training Officer}	April 2024 \$1959.27	0.00
05/01/2024	DDApril	*Oskar D. Sundell {Lieutenant}	April 2024 \$3002.31	0.00
05/01/2024	DDApril	*Devin N Brennan {Capacity FF}	April Capacity FF \$1724.56	0.00
05/01/2024	DDApril	*Jon Scaroni {Fire Prevention}	April Capacity Prevention \$2160.53	0.00
05/01/2024		QuickBooks Payroll Service	Adjusted for voided paycheck(s)	-2,200.30
05/01/2024		QuickBooks Payroll Service	Created by Payroll Service on 04/29/2024	-1,321.97
05/01/2024	EFT	Oregon Saves	01863569-3	0.00
05/02/2024	DDApril	Alexander S McGlasson {Chipp...	VOID: CWRR Chipper Payroll - Missed O/T Payrol...	0.00
05/02/2024	12924	Elizabeth Dunlap {Volunteer}	VOID: CWRR Chipper Payroll - Missed O/T	-171.98
05/02/2024	12925	Jasmine Williams {Volunteer}	CWRR Chipper Payroll	-242.28
05/02/2024	12926	Nicholas C Merrill {Chipper}	CWRR Chipper Payroll	5,960.49
05/02/2024	AprGra...		Recategorized - Allocated to Capacity Grant	699.30
05/02/2024	AprGra...		Recategorized - Allocated to Capacity Grant	1,150.00
05/02/2024	AprGra...		Recategorize - Allocate to Grant	500.00
05/02/2024	AprGra...		Recategorize - Allocated to CWRR Grant	5,619.50
05/02/2024	AprGra...		Recategorize - Allocated to CWRR Grant	610.66
05/02/2024	12927	Elizabeth Dunlap {Volunteer}	CWRR Chipper Payroll	-1,869.04
05/02/2024	DDApril	Alexander S McGlasson {Chipp...	CWRR Chipper Payroll \$2200.30	0.00
05/02/2024	EFT	Department of Justice	930700111	-498.00
05/03/2024	12929	City of Grants Pass	Dispatch Monthly 911 Bill	-496.17
05/03/2024	12930	Daily Courier	Budget Committee Notice #1	-71.80
05/07/2024	EFT	Pacific Power	Electric Service Items	-756.48
05/07/2024	EFT	US Cellular	Cell and Data Expense	-195.49
05/07/2024			May RV Space Rent Income	300.00
05/07/2024	12931	Fields Home Imprvmt Cntr	Tractor Sheer Beds	-11.20
05/07/2024	12932	Napa Auto Parts	8750 Maintenance Repairs	-114.77
05/07/2024	12933	Williams Country Store	April Statement	-243.27
05/07/2024	12934	Special Districts Assoc. of Ore...	2024-2025 EAP Enrollment	-318.60
05/09/2024	12935	Cascade Fire Equipment	Wildland Pants and Gloves	-644.70
05/10/2024			Funds Transfer	20,000.00
05/10/2024	12936	Cascade Fire Equipment	VFA Purchase	-4,232.00
05/10/2024	12937	Cascade Fire Equipment	Hose Purchase	-6,338.00
05/10/2024	12938	Cascade Fire Equipment	Draeger 4-Gas Monitor and Wildland Pants	-1,485.00
05/13/2024			May Rent Modular Home	1,400.00
05/13/2024			159 E. Fork Electric Reimbursement	127.92
05/14/2024	Oregon...	Oregon Department of Revenue	01863569-3	-2,406.23
05/14/2024	12939	Oregon Department of Revenue	DebtorID 07666-53696	-56.25
05/15/2024	EFT	Special Districts Insurance Ser...	Employee Benefits Package	-7,758.20
05/15/2024	EFTPS	Umpqua Bank	93-0700111	-4,858.88
05/15/2024	Donation	Bill Ertel	Monthly Board of Director Associated Costs	-45.00
05/15/2024	Donation	Brian Barton	Monthly Board of Director Associated Costs	-45.00
05/15/2024	Donation	David Applegate	Monthly Board of Director Associated Costs	-45.00
05/15/2024	Donation	Heather Glass	Monthly Board of Director Associated Costs	-45.00
05/15/2024	Donation		Board Member Donations to Support Group	180.00
05/15/2024	Ins Ca...		Recategorized - Allocated to Capacity Grant	2,355.55
05/16/2024	CWRR...		Re-allocate to Grant	41.00
05/16/2024	CWRR...		Reallocate to Grant	50.50
05/17/2024	12940	Century Link	503-T22-8658-337B - Special Circuit	-21.38
05/17/2024	12941	Oregon Secretary Of State	2024 Annual Report - Domestic Nonprofit Corporat...	-50.00
05/17/2024	12942	Williams Fire Department Supp...	Donated Board Member Compensation	-180.00
05/20/2024	12943	*Nicolas G Holt {Training Officer}	Interim Chief Pay Backdated to Feb 2024	-3,964.54
05/21/2024		QuickBooks Payroll Service	Created by Direct Deposit Service on 05/17/2024	-1.75
05/21/2024		QuickBooks Payroll Service	Created by Payroll Service on 05/17/2024	-657.19
05/22/2024		Claudia Pratt	Monthly Board of Director Associated Costs	-45.00
05/22/2024	DDApril	*Jennifer M. Vetter {HR Manager}	Duty Officer Pay April 2024 \$165.78	0.00
05/22/2024	DDApril	*Nicolas G Holt {Training Officer}	Duty Office Pay April 2024 \$190.24	0.00
05/22/2024	DDApril	*Oskar D. Sundell {Lieutenant}	Duty Officer Pay April 2024 \$301.17	0.00
05/22/2024	12944	Local Government Law Group, ...	IGA Drafts/Services	-1,492.50
05/22/2024			Funds Transfer	20,000.00
05/24/2024	12945	Cascade Fire Equipment	Large Fire Shelter X2	-1,186.32
05/24/2024	12946	Fields Home Imprvmt Cntr	Mower Parts, Fire Danger Signs	-121.43
05/24/2024	12947	Hays Oil Co.	Gas Tank Fill	-1,614.33
05/24/2024	12948	Rescue Tech 1	Krois Donation - Mankins	-5,023.25
05/28/2024	EFT	Cardmember Service Umpqua ...	May Statement	-4,139.38

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

Cash Basis

Date	Num	Name	Memo	Paid Amo...
05/28/2024	12949	Charles HooperLee	Reimbursement for EMR License Renewal	-23.00
05/28/2024			OSFM Upstaffing Grant Money	35,000.00
05/30/2024		QuickBooks Payroll Service	Created by Direct Deposit Service on 05/20/2024	-1.75
05/30/2024		QuickBooks Payroll Service	Created by Payroll Service on 05/28/2024	-10,691.80
05/30/2024			Funds Transfer	20,000.00
05/30/2024		QuickBooks Payroll Service	Created by Payroll Service on 05/28/2024	-4,341.97
05/30/2024	CWRR		Reallocate to Grant	89.98
05/31/2024	DDMay	Ash Martell	Chief Assitant and Community Relations	-980.00
05/31/2024	12950	Ash Martell	3 hours of work Weed Eating	-45.00
05/31/2024	EFT	Zipty Fiber	Monthly Phone & Internet	-456.64
05/31/2024			Interest	5.09
Total General Fund / Umpqua Bank Ckng				41,602.15
TOTAL				41,602.15

WILLIAMS R F P D
Profit & Loss Budget vs. Actual FY 23-24
 July 2023 through June 2024

Cash Basis

	Jul '23 - Jun 24	Budget	\$ Over Budget	% of Budget
Income				
General Fund				
Mobile Home Income	17,111.53	20,000.00	-2,888.47	85.6%
Current Year Tax				
Interest Income	11,445.72	6,000.00	5,445.72	190.8%
Prior Year Tax	4,481.39	1,700.00	2,781.39	263.6%
Current Year Tax - Other	231,122.90	223,232.00	7,890.90	103.5%
Total Current Year Tax	247,050.01	230,932.00	16,118.01	107.0%
Grant Income				
OSFM Capacity Grant	537,955.00	537,955.00	0.00	100.0%
OSFM CWPP Grant	197,500.00	197,500.00	0.00	100.0%
OSFM Seasonal Grant	70,000.00	70,000.00	0.00	100.0%
SAFER Reimbursed Funds	47,226.55	18,800.00	28,426.55	251.2%
Total Grant Income	872,906.55	824,255.00	48,651.55	105.9%
Grants	0.00	210,745.00	-210,745.00	0.0%
Local Option Tax Fund				
Current Year Tax	143,520.09	129,628.00	13,892.09	110.7%
Prior Year Tax	2,508.17	0.00	2,508.17	100.0%
Total Local Option Tax Fund	146,028.26	129,628.00	16,400.26	112.7%
Misc. Donations	14,665.96	0.00	14,665.96	100.0%
General Fund - Other	0.00	220,000.00	-220,000.00	0.0%
Total General Fund	1,299,362.31	1,635,560.00	-336,197.69	79.4%
Total Income	1,299,362.31	1,635,560.00	-336,197.69	79.4%
Gross Profit	1,299,362.31	1,635,560.00	-336,197.69	79.4%
Expense				
General Fund Expenditures				
Capital Outlay				
Apparatus and Fire Equipment	60,243.49	163,500.00	-103,256.51	36.8%
Building Improvements	7,730.86	50,000.00	-42,269.14	15.5%
Capital Outlay - Other	12,138.03	25,000.00	-12,861.97	48.6%
Fire Equipment	7,588.00	0.00	7,588.00	100.0%
Total Capital Outlay	87,700.38	238,500.00	-150,799.62	36.8%
General Operating Contingency	0.00	179,700.00	-179,700.00	0.0%
Materials and Services				
0100 Apparatus Maintenance				
8701 - Fire Engine	2,855.46	0.00	2,855.46	100.0%
8711 - Rescue	1,336.71	0.00	1,336.71	100.0%
8741 - Tender	3,108.55	0.00	3,108.55	100.0%
8750 - Staff Vehicle	2,429.30	0.00	2,429.30	100.0%
8761 - Wildland Rig	899.46	0.00	899.46	100.0%
8762 - Brush Rig	2,880.00	0.00	2,880.00	100.0%
8763 - 8763 Type 3 Wildland Engine	247.96	0.00	247.96	100.0%
8765 - 8765 - 2020 Chev PU	339.44	0.00	339.44	100.0%
0100 Apparatus Maintenance - Other	2,545.23	20,000.00	-17,454.77	12.7%
Total 0100 Apparatus Maintenance	16,750.09	20,000.00	-3,249.91	83.8%
0200 Building Maintenance	7,085.19	7,500.00	-414.81	94.5%
0300 Communications				
Dispatch	6,264.87	0.00	6,264.87	100.0%
Special Circuit	987.86	0.00	987.86	100.0%
Vehicle	1,090.05	0.00	1,090.05	100.0%
0300 Communications - Other	496.17	9,000.00	-8,503.83	5.5%
Total 0300 Communications	8,838.95	9,000.00	-161.05	98.2%

WILLIAMS R F P D
Profit & Loss Budget vs. Actual FY 23-24
 July 2023 through June 2024

Cash Basis

	<u>Jul '23 - Jun 24</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
0400 Dues & Fees				
Payroll Subscription	3,359.08	0.00	3,359.08	100.0%
Post Office Box	84.00	0.00	84.00	100.0%
0400 Dues & Fees - Other	3,353.01	5,500.00	-2,146.99	61.0%
Total 0400 Dues & Fees	7,818.29	5,500.00	2,318.29	142.2%
0500 Elections	1,063.40	2,000.00	-936.60	53.2%
0600 EMS Supplies	3,025.44	3,000.00	25.44	100.8%
0700 Small Equip. Maintenance	5,612.24	3,000.00	2,612.24	187.1%
0900 Fire Equipment/Supplies	14,100.50	101,000.00	-86,899.50	14.0%
1000 Fire Prevention	62.54	1,000.00	-937.46	6.3%
1100 Miscellaneous				
Kitchen	3,494.33	0.00	3,494.33	100.0%
1100 Miscellaneous - Other	2,147.06	17,000.00	-14,852.94	12.6%
Total 1100 Miscellaneous	5,641.39	17,000.00	-11,358.61	33.2%
1200 Fuel				
Diesel	3,838.67	0.00	3,838.67	100.0%
Gas	8,713.98	0.00	8,713.98	100.0%
Propane	1,918.88	0.00	1,918.88	100.0%
1200 Fuel - Other	0.00	17,000.00	-17,000.00	0.0%
Total 1200 Fuel	14,471.53	17,000.00	-2,528.47	85.1%
1300 Insurance	21,028.47	20,000.00	1,028.47	105.1%
1400 Accountant's Annual Review	14,000.00	8,000.00	6,000.00	175.0%
1500 Office Supplies				
Ink	489.78	0.00	489.78	100.0%
Software	563.97	0.00	563.97	100.0%
Stationary Supplies	1,585.27	0.00	1,585.27	100.0%
1500 Office Supplies - Other	1,037.14	5,000.00	-3,962.86	20.7%
Total 1500 Office Supplies	4,699.16	5,000.00	-300.84	94.0%
1600 Personal Prtctve Equipmnt	42,106.43	24,000.00	18,106.43	175.4%
1800 Training				
Academy	937.69	0.00	937.69	100.0%
Books	293.68	0.00	293.68	100.0%
Classes	1,186.84	0.00	1,186.84	100.0%
Medical	2,810.00	0.00	2,810.00	100.0%
1800 Training - Other	3,198.18	65,000.00	-61,801.82	4.9%
Total 1800 Training	8,426.39	65,000.00	-56,573.61	13.0%
1900 Utilities				
Electricity Expense	8,205.99	0.00	8,205.99	100.0%
Garbage Expense	703.34	0.00	703.34	100.0%
Internet Expense	1,177.30	0.00	1,177.30	100.0%
Telephone Expense				
Department Cell Phone	1,513.94	0.00	1,513.94	100.0%
Telephone Expense - Other	2,378.77	0.00	2,378.77	100.0%
Total Telephone Expense	3,892.71	0.00	3,892.71	100.0%
1900 Utilities - Other	0.00	16,000.00	-16,000.00	0.0%
Total 1900 Utilities	13,979.34	16,000.00	-2,020.66	87.4%
2300 Uniforms	1,486.95	2,000.00	-513.05	74.3%
2400 Travel Expenses	1,185.06	2,000.00	-814.94	59.3%
Advertising and Promotions	12,040.28	30,000.00	-17,959.72	40.1%
Postage and Delivery Charges	120.79	0.00	120.79	100.0%
Service Charges	338.52	0.00	338.52	100.0%
1450 - Professional Fees/Consultants				
Consultant Fees	3,247.30	0.00	3,247.30	100.0%
1450 - Professional Fees/Consultants - Ot...	0.00	4,000.00	-4,000.00	0.0%

WILLIAMS R F P D
Profit & Loss Budget vs. Actual FY 23-24
 July 2023 through June 2024

Cash Basis

	Jul '23 - Jun 24	Budget	\$ Over Budget	% of Budget
Total 1450 · Professional Fees/Consultants	3,247.30	4,000.00	-752.70	81.2%
Materials and Services - Other	0.00	20,508.00	-20,508.00	0.0%
Total Materials and Services	207,974.55	382,508.00	-174,533.45	54.4%
Personnel Services				
Accidental Death & Dismember CWRR Grant	2,706.00	6,000.00	-3,294.00	45.1%
OSFM CWRR Grant Administration	2,782.22	23,800.00	-21,017.78	11.7%
CWRR Grant - Other	349.90	44,000.00	-43,650.10	0.8%
Total CWRR Grant	27,067.87	67,800.00	-40,732.13	39.9%
Insurance Benefits	67,810.91	85,000.00	-17,189.09	79.8%
Non-Regular Payroll	6,574.10	15,000.00	-8,425.90	43.8%
OSFM Capacity Grant Personnel				
OSFM Fire Prevention Officer	24,773.53	29,000.00	-4,226.47	85.4%
OSFM Firefighter	25,163.34	27,000.00	-1,836.66	93.2%
Total OSFM Capacity Grant Personnel	49,936.87	56,000.00	-6,063.13	89.2%
Social Security/Medicare	23,040.11	40,000.00	-16,959.89	57.6%
Workman's Compensation	4,874.84	20,000.00	-15,125.16	24.4%
4000 · Associated Personnel Costs	5,134.94	20,000.00	-14,865.06	25.7%
4100 · Volunteer Compensation	9,994.02	10,000.00	-5.98	99.9%
4300 · Seasonal Hires-Misc Work				
OSFM Seasonal Grant	36,241.08	66,500.00	-30,258.92	54.5%
4300 · Seasonal Hires-Misc Work - Other	3,540.00	20,000.00	-16,460.00	17.7%
Total 4300 · Seasonal Hires-Misc Work	39,781.08	86,500.00	-46,718.92	46.0%
5100 · Fire Chief	30,536.23	45,000.00	-14,463.77	67.9%
5200 · Human Resource Manager				
SAFER Grant Administration	1,113.70	800.00	313.70	139.2%
5200 · Human Resource Manager - Other	36,291.68	37,000.00	-708.32	98.1%
Total 5200 · Human Resource Manager	37,405.38	37,800.00	-394.62	99.0%
5300 · SAFER Recruitmnt Retentn Officr	18,022.80	16,000.00	2,022.80	112.6%
5400 · Lieutenant of Operations	41,785.63	42,500.00	-714.37	98.3%
5500 · SAFER Duty Officer	14,750.00	10,400.00	4,350.00	141.8%
5600 · Training Officer	34,954.93	27,000.00	7,954.93	129.5%
Personnel Services - Other	0.00	7,919.00	-7,919.00	0.0%
Total Personnel Services	422,164.78	592,919.00	-170,754.22	71.2%
Total General Fund Expenditures	717,839.71	1,393,627.00	-675,787.29	51.5%
Total Expense	733,488.18	1,393,627.00	-660,138.82	52.6%
Net Income	565,874.13	241,933.00	323,941.13	233.9%

WILLIAMS R F P D
Profit & Loss
 July 2023 through May 2024

Cash Basis

	Jul '23 - May 24
Income	
General Fund	
RV Space Income	
Rent	1,200.00
Deposit	100.00
Total RV Space Income	1,300.00
Mobile Home Income	
Reimburse Electric Expense	1,711.53
Rent	15,400.00
Total Mobile Home Income	17,111.53
Current Year Tax	
Interest Income	11,445.72
Prior Year Tax	4,481.39
Current Year Tax - Other	231,122.90
Total Current Year Tax	247,050.01
Grant Income	
JCYF Grants	7,000.00
OSFM Capacity Grant	537,955.00
OSFM CWPP Grant	197,500.00
OSFM Seasonal Grant	70,000.00
SAFER Reimbursed Funds	47,226.55
Total Grant Income	859,681.55
Local Option Tax Fund	
Current Year Tax	143,520.09
Prior Year Tax	2,508.17
Total Local Option Tax Fund	146,028.26
Misc. Donations	14,165.96
Total General Fund	1,285,337.31
Total Income	1,285,337.31
Gross Profit	1,285,337.31
Expense	
General Fund Expenditures	
Capital Outlay	
Apparatus and Fire Equipment	60,243.49
Building Improvements	7,730.86
Capital Outlay - Other	12,138.03
Fire Equipment	7,588.00
Total Capital Outlay	87,700.38
Materials and Services	
0100 Apparatus Maintenance	
Dump Trailers	107.98
8701 - Fire Engine	2,855.46
8711 - Rescue	1,336.71
8741 - Tender	3,108.55
8750 - Staff Vehicle	2,429.30
8761 - Wildland Rig	899.46
8762 - Brush Rig	2,880.00
8763 - 8763 Type 3 Wildland Engine	247.96
8765 - 8765 - 2020 Chev PU	339.44
0100 Apparatus Maintenance - Other	2,545.23
Total 0100 Apparatus Maintenance	16,750.09
0200 Building Maintenance	
RV Space	34.60

WILLIAMS R F P D

Profit & Loss

July 2023 through May 2024

Cash Basis

	Jul '23 - May 24
159 Mobile Home Bldg Exp	4,588.76
0200 Building Maintenance - Other	2,461.83
Total 0200 Building Maintenance	7,085.19
0300 Communications	
Dispatch	6,264.87
Special Circuit	987.86
Vehicle	996.35
Total 0300 Communications	8,249.08
0400 Dues & Fees	
159 E. Fork Property Tax Exp	792.20
Payroll Subscription	3,359.08
Post Office Box	84.00
Training Seminar	230.00
0400 Dues & Fees - Other	3,353.01
Total 0400 Dues & Fees	7,818.29
0500 Elections	1,063.40
0600 EMS Supplies	3,014.44
0700 Small Equip. Maintenance	5,612.24
0900 Fire Equipment/Supplies	14,065.51
1000 Fire Prevention	62.54
1100 Miscellaneous	
Kitchen	3,494.33
1100 Miscellaneous - Other	2,147.06
Total 1100 Miscellaneous	5,641.39
1200 Fuel	
Diesel	3,838.67
Gas	8,608.56
Propane	1,918.88
Total 1200 Fuel	14,366.11
1300 Insurance	21,028.47
1400 Accountant's Annual Review	14,000.00
1500 Office Supplies	
Hardware	1,023.00
Ink	489.78
Software	563.97
Stationary Supplies	1,585.27
1500 Office Supplies - Other	1,037.14
Total 1500 Office Supplies	4,699.16
1600 Personal Prctve Equipmnt	41,133.03
1800 Training	
Academy	937.69
Books	293.68
Classes	1,186.84
Medical	2,810.00
Training Membership	0.00
1800 Training - Other	3,198.18
Total 1800 Training	8,426.39
1900 Utilities	
Electricity Expense	
159 - Mobile Home	1,718.99
Electricity Expense - Other	5,767.77
Total Electricity Expense	7,486.76
Garbage Expense	703.34
Internet Expense	1,177.30
Telephone Expense	
Department Cell Phone	1,430.39

WILLIAMS R F P D
Profit & Loss
 July 2023 through May 2024

Cash Basis

	Jul '23 - May 24
Telephone Expense - Other	2,378.77
Total Telephone Expense	3,809.16
Total 1900 Utilities	13,176.56
2300 Uniforms	1,486.95
2400 Travel Expenses	1,185.06
Advertising and Promotions	
Website Subscription	127.17
Advertising and Promotions - Other	11,913.11
Total Advertising and Promotions	12,040.28
Grounds Maintenance	675.60
Janitorial Expense	35.26
Meals and Entertainment	87.10
Postage and Delivery Charges	120.79
Service Charges	338.52
1450 - Professional Fees/Consultants	
Consultant Fees	3,247.30
Total 1450 - Professional Fees/Consultants	3,247.30
Total Materials and Services	205,408.75
Personnel Services	
Accidental Death & Dismember	2,706.00
CWRR Grant	
CWRR Personnel	18,901.75
OSFM CWRR Grant Administration	2,782.22
CWRR Grant - Other	349.90
Total CWRR Grant	22,033.87
Insurance Benefits	61,026.11
Non-Regular Payroll	
Bonus Pay	6,574.10
Total Non-Regular Payroll	6,574.10
OSFM Capacity Grant Administrat	7,789.07
OSFM Capacity Grant Personnel	
OSFM Fire Prevention Officer	21,496.24
OSFM Firefighter	22,005.21
Total OSFM Capacity Grant Personnel	43,501.45
Social Security/Medicare	21,025.53
Workman's Compensation	4,874.84
4000 - Associated Personnel Costs	5,134.94
4100 - Volunteer Compensation	9,994.02
4300 - Seasonal Hires-Misc Work	
OSFM Seasonal Grant	36,241.08
4300 - Seasonal Hires-Misc Work - Ot...	3,540.00
Total 4300 - Seasonal Hires-Misc Work	39,781.08
5100 - Fire Chief	30,536.23
5200 - Human Resource Manager	
SAFER Grant Administration	1,113.70
5200 - Human Resource Manager - Ot...	32,666.68
Total 5200 - Human Resource Manager	33,780.38
5300 - SAFER Recruitmnt Retentn Officr	18,022.80
5400 - Lieutenant of Operations	38,041.63
5500 - SAFER Duty Officer	12,630.00
5600 - Training Officer	32,122.43
Total Personnel Services	389,574.48

WILLIAMS R F P D
Profit & Loss
July 2023 through May 2024

Cash Basis

	<u>Jul '23 - May 24</u>
Total General Fund Expenditures	682,683.61
6560 - Payroll Expenses	<u>10,673.18</u>
Total Expense	<u>693,356.79</u>
Net Income	<u><u>591,980.52</u></u>

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

Cash Basis

Type	Date	Num	Name	Memo	Paid Amount	Balance
State Pool 5210						258,692.42
			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						48,447.34
Transfer	05/10/2024			Funds Transfer	-20,000.00	28,447.34
Deposit	05/14/2024			Deposit	2,959.06	31,406.40
Transfer	05/22/2024			Funds Transfer	-20,000.00	11,406.40
Transfer	05/30/2024			Funds Transfer	-20,000.00	-8,593.60
Deposit	05/31/2024			Interest	1,052.01	-7,541.59
Total State Pool 5210 - Other					-55,988.93	-7,541.59
Total State Pool 5210					-55,988.93	202,703.49
TOTAL					-55,988.93	202,703.49

WILLIAMS R F P D
159 E. Fork Modular & RV Report
All Transactions

Cash Basis

Type	Date	Num	Name	Memo	Paid Amount
159 E. Fork					
RV Space					
Deposit	02/05/2024	105		Deposit on RV Space	100.00
Deposit	02/05/2024	101		February RV Space Rental Inco...	300.00
Check	03/06/2024	12873	Brian.Barton	Reimbursement for RV Electrica...	-34.60
Deposit	04/01/2024	104		Apr RV Space Rental Income	300.00
Check	04/08/2024		Umpqua Bank	**Bounced Check	-300.00
Deposit	04/26/2024	10700...		April RV Space Rental Income	300.00
Deposit	05/07/2024	103		May RV Space Rental Income	300.00
Deposit	06/06/2024	304		June RV Space Rental Income	300.00
Total RV Space					1,265.40
Property Tax Expense					
Bill	11/01/2022	R326...	Josephine County Tax Collector	159 E Fork Rd Parcel Usage for...	-303.77
Bill	11/01/2022	M241...	Josephine County Tax Collector	159 E. Fork Road Manuf.Structu...	-773.89
Bill	10/22/2023	M241...	Josephine County Tax Collector	159 E. Fork Road Manuf.Structu...	-792.20
Bill	10/22/2023	R326...	Josephine County Tax Collector	159 E Fork Rd Parcel Usage for...	-311.01
Total Property Tax Expense					-2,180.87
Maintenance					
Bill	10/11/2022	V522...	Rogue Valley Heating	Replace defective Condenser F...	-571.00
Bill	12/07/2022	35499	Quinn's Pump Service	Annual Maintenance Check for ...	-135.00
Bill	03/07/2023		Rainy Day Gutters	102ft of gutters installed	-714.00
Bill	03/29/2023	300061	Rogue Valley Pump Service	R&R Mobile Home UV Filter & B...	-369.86
Check	10/31/2023	12741	Claudia Pratt {Reimbursement}	Washer/Dryer Set 159 E. Fork Rd	-1,488.44
Bill	11/20/2023	808829	Fields Home Imprvmt Cntr	Hardi Trim x2	-40.00
Bill	11/20/2023	808774	Fields Home Imprvmt Cntr	Repair Filler for Door	-22.99
Bill	11/20/2023	808773	Fields Home Imprvmt Cntr	Plywood Remnants, Liquid Nail	-10.99
Bill	12/07/2023	244633	Red Truck Construction	Labor for 159 E. Fork Back Door	-945.00
Total Maintenance					-4,297.28
Deposit					
Deposit	07/06/2022	501		Move-In Deposit	1,000.00
Total Deposit					1,000.00
Rent					
Deposit	07/06/2022	502		May Rent 2022	1,400.00
Deposit	07/06/2022	503		June Rent 2022	1,400.00
Deposit	07/06/2022	10		July Rent 2022	1,400.00
Deposit	08/08/2022	102		August Rent 2022	1,400.00
Deposit	09/01/2022	108		September Rent 2022	1,400.00
Deposit	10/05/2022	109		October Rent 2022	1,400.00
Deposit	11/10/2022	111		November Rent 2022	1,400.00
Deposit	12/05/2022	113		December Rent 2022	1,400.00
Deposit	01/09/2023	115		January Rent 2023	1,400.00
Deposit	02/10/2023	117		February Rent 2023	1,400.00
Deposit	03/03/2023	120		March Rent 2023	1,400.00
Deposit	04/01/2023	123		April Rent 2023	1,400.00
Deposit	05/01/2023	124		May Rent 2023	1,400.00
Deposit	06/01/2023	128		June Rent 2023	1,400.00
Deposit	07/03/2023	130		July Rent 2023	1,400.00
Deposit	08/08/2023	221		August Rent 2023	1,400.00
Deposit	09/01/2023	223		September Rent 2023	1,400.00
Deposit	10/01/2023	230		October Rent 2023	1,400.00
Deposit	11/01/2023	231		November Rent 2023	1,400.00
Deposit	12/06/2023	233		December Rent 2023	1,400.00
Deposit	01/07/2024	235		January Rent 2024	1,400.00
Deposit	02/02/2024	225		February Rent	1,400.00
Deposit	03/01/2024	226		March Rent	1,400.00
Deposit	04/01/2024	238		Apr Rent	1,400.00
Deposit	05/13/2024	242		May Rent	1,400.00
Total Rent					35,000.00

WILLIAMS R F P D
 159 E. Fork Modular & RV Report
 All Transactions

Cash Basis

Type	Date	Num	Name	Memo	Paid Amount
Electric Bill					
Bill	06/22/2022		159 East Fork Road Rental	Electric Service Item 11	-69.22
Deposit	07/06/2022	11		PPL June 2022	69.22
Deposit	07/06/2022	504		PPL May 2022	36.16
Deposit	08/08/2022	103		PPL July 2022	115.37
Deposit	09/12/2022	107		PPL August 2022	126.45
Deposit	10/20/2022	110		PPL Sept 2022	102.83
Deposit	11/10/2022	112		PPL Oct 2022	65.69
Deposit	12/05/2022	114		PPL Nov 2022	98.72
Deposit	01/18/2023	116		PPL December 2022	190.21
Deposit	02/10/2023	118		PPL Januray 2023	155.88
Deposit	03/03/2023	121		PPL Feb 2022	177.09
Deposit	04/01/2023	122		PPL Mar 2023	165.64
Deposit	05/09/2023	126		PPL Apr 2023	123.43
Deposit	06/01/2023	129		PPL June 2023	106.38
Deposit	07/03/2023	131		PPL July 2023	124.37
Deposit	08/08/2023	222		PPL August 2023	155.55
Deposit	09/01/2023	223		PPL September 2023	155.15
Deposit	10/01/2023	229		PPL October 2023	129.80
Deposit	11/01/2023	232		PPL November 2023	100.99
Deposit	12/01/2023	234		PPL December 2023	132.48
Deposit	01/07/2024	236		PPL January 2024	207.67
Deposit	02/14/2024	237		PPL Jan 2024	190.10
Deposit	03/01/2024	227		PPL February 2024	193.69
Deposit	04/01/2024	239		PPL Mar 2024	193.81
Deposit	05/13/2024	243		PPL April 2024	127.92
Total Electric Bill					3,175.38
159 E. Fork - Other					
Bill	05/02/2022	767604	Fields Home Imprvmnt Cntr	Mobile Home Misc Move-In Items	-192.10
Bill	05/18/2022	768987	Fields Home Imprvmnt Cntr	Mobile Home electrical supplies	-107.25
Bill	05/18/2022	768988	Fields Home Imprvmnt Cntr	Mobile Home Flex Coupling	-3.20
Total 159 E. Fork - Other					-302.55
Total 159 E. Fork					33,660.08
TOTAL					33,660.08