

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

Call to Order: 10:08am

**Roll Call:**

**Board Members Present**

Position 1 – Heather Glass

Position 2 – Brian Barton

Position 3 – Claudia Pratt

Position 4 – Bill Ertel

Position 5 – David Applegate

**Williams Staff Present**

Ash Martell – Community Relations  
Coordinator

**Public Presence:**

Wilma Hyde – Williams Community Member

**Zoom Attendees:**

None.

**Announcements:**

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

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

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

### Approval of Prior Board Meeting Minutes:

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

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

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

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

- The motion was approved unanimously

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

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

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

**Operations Report – Lt. Sundell:**

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

**District Fire Marshal Report:**

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

**Community Relations Coordinator Report:**

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

## **Firefighter Input**

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

## **Chair's Report**

Nothing to Report

## **Unfinished Business:**

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

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

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

Solar Panels: Tabled.

## **New Business:**

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

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

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

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

- The motion passed unanimously

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

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

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

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

**Treasurer’s Report:**

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

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

Each of the reports reviewed included:

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

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

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

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

Discussion: None.

- The motion passed unanimously

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

**Public Input:**

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

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

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

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

Meeting Adjourned: 11:04am

Respectfully,

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Heather Glass, Board Chairperson