

WILLIAMS RURAL FIRE PROTECTION DISTRICT
REGULAR BOARD MEETING AGENDA

Tuesday, May 14, 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=BpCh4XB2s35RqJNV6w577XnSfMYgd5.1>

Meeting ID: 591 897 1593

Passcode: 8467644

1. Call to Order, Pledge, and Roll Call of Members
2. Announcements
3. Approval of Prior Board Meeting Minutes – previously distributed electronically
 - 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
 - April 22, 2024 Special Board Meeting Minutes
4. Reports
 - Fire Chief's Report (Given by Interim Fire Chief and Captain Nicco Holt)
 - Training Report
 - Operations Report
 - District Fire Marshal Report / Safety Committee Report
 - Community Resource Coordinator Report
 - Chair Report
 - Firefighter Input
5. Unfinished Business
 - Modular Home Update (given by Claudia Pratt) *Tabled Unfinished Business*
 - 5 Year Plan Update *- The Museum Building Update (Tabled)*
 - Board Policy Manual
 - Solar Panels (given by Brian Barton)
 - Lawn Mower and \$800 Reimbursement
6. New Business
 - Assessment vs Interview Process
 - IGA Approval
 - Interim Chief Agreement Approval
 - Duty Officer Pay (Presented by Nicco Holt)
 - Human Resource Manager / Admin to Board Annual Review
7. Clerk Treasurers Report – Financial Reports and Invoices
8. Announcement of the next regular scheduled board meeting – June 11, 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

WILLIAMS RURAL FIRE PROTECTION DISTRICT
Special Board Meeting Minutes
April 5, 2024

Called to order: 14:33pm

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

Lieutenant Oskar Sundell

District Fire Marshal Jon Scaroni

Firefighter Devin Brennan

Firefighter Liz Dunlap

Firefighter Charles HooperLee

Firefighter/CRC Ash Martell

Administrative Assistant – Jennifer Vetter

Williams Staff Present

Community Members Present:

Applegate Fire Chief Chris Wolfard

Wilma Hyde – Williams Community Resident

Allison Cleveland – Williams Community Resident

Zoom Attendees:

Illinois Valley Fire Chief John Holmes

Announcements:

Board Member Bill Ertel announced that he is involved in the Rotary Track Meet, has a flyer for the event, and invited people to volunteer.

Board Member Claudia Pratt received a phone call from the realtor regarding the property behind the fire station and the 2nd lien holder is a buyer but the realtor would like to offer the property to the Fire Department first with an owner carry. Price is \$307k. This will be discussed at the regular meeting.

SDAO Timeline and Scope

- A motion was made by Heather Glass to approve the timeline and scope for SDAO with a tentative schedule. The motion was seconded by Bill Ertel.

Discussion: Board Member Bill Ertel discussed that the Board would need to decide if there should be a public meet and greet. There would need some kind of mechanism to record public comment for the Board to review. If this is an option, the Board would need to have some public relations in place. Board

Member Bill Ertel also stated that the interview process may be done at an assessment center where an example may be that other fire chiefs do an assessment on their own and provide feedback to the Board. Board Member Bill Ertel asked the Board to consider to allow extra time (more than a day) between the assessment and the conditional job offer. Board Member Claudia Pratt noted that the timeline may need to be adjusted due to the Board needing to complete the Scope of Work and Timeline.

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

➤ Motion passes unanimously

Interim Support Agreement

Board Chair Heather Glass asserted that the Applegate Fire District is NOT understaffed and has 5 officers that can be utilized. This would be temporary until a permanent Fire Chief can be hired. Applegate Fire District will work with the Williams Fire District policies and procedures and there won't be any changes. Commitment of 10 hours per week which can change dependent on need, and this will make a stronger mutual aid between the two fire districts. \$2160 per month subject to change based on the hours.

Board Member Claudia Pratt asked if the person representing Applegate Fire will be on site or just available? Applegate Fire Chief Wolfard stated that the idea is for him to be able to attend/represent Williams Fire in meetings, work remotely (not preferred by Chief Wolfard), but mainly on-site.

Board Member Claudia Pratt inquired if the Applegate Fire District representation will be considered the Interim Fire Chief or will Williams Fire maintain Nicco Holt as Interim Fire Chief? Board Chair Heather Glass stated that Williams Fire wouldn't necessarily need to maintain an Interim Chief when the Fire District will be contracting with an executive management that will be utilized instead. She feels that the staff is very competent although needs guidance. Board Member Claudia Pratt stated that there are issues that the Fire Chief would handle regardless of competent staff. She states that without a person present on site that she is unsure that the processes needed to be handled such as complaints, paperwork issues, or a community member will be handled remotely. She also asked, "what if there is a heated issue between two people having a conflict?" Board Secretary David Applegate addressed the question stating that the Board really cannot answer that question because no one really knows what is going to happen and that his feeling is to go ahead and initiate the agreement and change if needed. Board Vice Chair Brian Barton commented that if we have a disaster, the Interim Chief and Captain Nicco Holt is only present at the station three days a week anyway. Board Member Claudia Pratt stated that the staff cannot take care of the Chief's duties. Board Vice Chair Brian Barton stated that presently one of the staff currently takes care of things or a phone call is made. Similarly, if a Chief is not on site, a phone call will be made to Applegate Fire to handle the situation. Board Member Bill Ertel envisions that Chief Wolfard has a couple of confident subordinates that will come by 2-3 days per week making a

physical presence, meeting with the staff, and creating a business relationship. Board Member Claudia Pratt stated that she has confidence in the staff but if paying \$54 per hour, she would like to see someone present with a higher rank at least 1-2 days per week. She asked what will Williams Fire be getting for the payment besides a competent answer over the phone. Jennifer Vetter stated that the Chief's job many years ago was divided into 2 positions (administration and operations) due to the inability to find an administrative side to a chief candidate. Jennifer Vetter provides the administrative side that supports the position of the Fire Chief which are the aspects of the monies, financials, human resources, and communications of supporting information for operations. Jennifer Vetter confirmed that she is confident she could assist in making sure Chief Wolfard is fully apprised of needed information. Board Member Claudia Pratt asked what if the fire station catches fire? She realizes that Williams Fire has staff and Applegate would respond as a second, however, she asked why are we contracting with someone competent that is far away and not on site... why do we need an interim chief?... Can we not handle this ourselves.

Applegate Fire Chief Chris Wolfard stated that the \$54 per hour, 10 hours per week, \$2160 per month... it is simply a starting point to get the paperwork started. He also stated that we really don't know how many hours it will take. The amounts and hours were a starting point and not a proposal on the part of Applegate Fire District. He states that Board Member Claudia Pratt has a valuable point that there really needs to be one person that is held accountable. Chief Wolfard stated that whether it is Nicco Holt (who works part time and lives outside the Williams Fire District) or Chief Wolfard (who works full time and lives outside the Williams Fire District), the Williams Board needs to pick one. Board Member Claudia Pratt stated that she doesn't mind having a call agreement. Interim Chief and Captain Nicco Holt has some authority, yet Chief Wolfard has more experience, Board Member Claudia Pratt stated. Board Chair Heather Glass interjected that Interim Chief and Captain Nicco Holt has made it clear that he does not want the job. Board Member Claudia Pratt stated, "Nicco has not made it clear and said he will fill in the job. He doesn't really want to but he would do that." Board Chair Heather Glass interjected, "Why are we asking him to do something he doesn't really want to do?"

- A motion was made by Heather Glass to enter into an administrative oversight agreement with Applegate Fire. The motion was seconded by Bill Ertel.

- ✚ Heather Glass – Aye
- ✚ Brian Barton – Aye
- ✚ Claudia Pratt – Nay (reason stated: no contract in hand)
- ✚ Bill Ertel – Aye
- ✚ David Applegate – Aye

- Motion passes 4 ayes, 1 nay

- A motion was made by Bill Ertel that Heather Glass is to contact legal counsel and draft a formal contract to employ the services of the Applegate Fire District. The motion was seconded by Claudia Pratt.

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

- Motion passed unanimously
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- A motion was made by Bill Ertel that Heather Glass be authorized to sign the legal contract once completed and finalized after the review and approval by the Williams Fire Board. The motion was seconded by David Applegate.

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

- Motion unanimously

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

The meeting was adjourned at 15:03pm

Respectfully,

Heather Glass, Board Chair

WILLIAMS RURAL FIRE PROTECTION DISTRICT
Regular Board Meeting Minutes
April 9, 2024

Call to Order: 10:01am

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

Firefighter – Charles HooperLee

Ash Martell – Community Relations Coordinator

Firefighter – Heather Sundell

Public Presence:

Applegate Fire Ops Chief – Cody Goodnough

Oregon State University Professor – Chris Adlem

Amber Guient – Williams Community Member & Librarian

Alan Brahn – Williams Community Member

Judy Grimsby – Williams Community Member

Karen Rogers – Williams Community Member & Williams Fire Support Team Secretary

Marni Brown – Williams Community Member

Zoom Attendees:

Fire Chief Chris Wolfard – Applegate Valley Rural Fire Protection District

Allison Cleveland – Williams Community Member

Maurice Strickland

Unknown Attendees: one un-named (aka Samsung Phone)

Announcements:

Board Chair Heather Glass stated public speaking is changing from 2 minutes to 5 minutes and wait to end of the meeting to provide input and it is still the policy to address questions at the next board meeting.

Board Introductions took place for new people in the audience.

Approval of Prior Board Meeting Minutes:

- March 12, 2024 Regular Board Meeting Minutes

Board Member Claudia Pratt discussed the regulations and rules to adopt regulations and stated that during the last meeting the Interim Chief had inquired if the old policy manual would be suspended and she stated that there was a policy that she would be bringing in and handed out a handout to address the Interim Chief's inquiry.

- A motion was made by Bill Ertel to approve the Regular Board Meeting Minutes of March 12, 2024 and it was seconded by Brian Barton.

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

Discussion: Board Member Claudia Pratt noted an action item that she completed within the board minutes

- The motion was approved unanimously

Per Board Chair Heather Glass that the meetings are open to the public and via zoom unless the meeting is an executive session.

- A motion was made by Heather Glass to add Ash Martell to New Business to talk about community events. The motion was seconded by Brian Barton.

- 👍 Heather Glass – Aye
- 👍 Brian Barton – Aye
- 👍 Claudia Pratt – Aye
- 👍 Bill Ertel – Aye
- 👎 David Applegate – No Answer (technical difficulties hearing)

- The motion was approved 4 ayes and 1 no answer
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- March 15, 2024 Board Workshop Meeting Minutes

- A motion was made by Heather Glass to approve the Board Workshop Meeting Minutes of March 15, 2024 and it was seconded by Bill Ertel.

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

Discussion: None.

- The motion was approved unanimously
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- March 29, 2024 Special Board Meeting Minutes

- A motion was made by Heather Glass to approve the Special Board Meeting Minutes of March 29, 2024 and it was seconded by Brian Barton.

- ✚ Heather Glass – Aye
- ✚ Brian Barton – Aye
- ✚ Claudia Pratt – Aye
- ✚ Bill Ertel – Aye
- ✚ David Applegate – No Answer (technical difficulties hearing)

Discussion: Board Member Claudia Pratt stated that she didn't know if a statement made by Board Chair Heather Glass in reference to Interim Chief and Captain Nicco Holt "didn't want the job" was an opinion or statement made during the meeting. There was some back and forth and Board Member Claudia Pratt insisted that Nicco Holt wanted the job. Board Chair Heather Glass agreed to disagree and she made her statement based off of the Interim Chief and Captain's uncertainty to the idea to being chief during fire season.

Board Member Claudia Pratt stated that if someone abstains that no reason needs to be given. Board Chair Heather Glass disagreed and stated that she can put that in writing.

- The motion was approved 4 ayes and 1 no answer

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

The report was given out electronically to the Board. Board Member Bill Ertel asked questions about bullet point items on the list of the chief's report and his questions were answered by Interim Chief and Captain Nicco Holt. Board Chair Heather Glass inquired if a stronger effort is being made at communicating. Interim Chief and Captain stated, 'yes'.

Operations Report – Lt. Sundell:

Lt. Sundell's report was provided electronically before the meeting. Board Member Claudia Pratt provided a thank you to Oskar for taking care of a leak in the old station building. Board Member Bill Ertel inquired about a hydrant at the school and who is responsible for it. The fire district is responsible for the hydrant. The hydrant will be replaced with a new one.

District Fire Marshal Report:

District Fire Marshal Jon Scaroni's report was provided electronically before the meeting. Board Member Bill Ertel inquired about items on the report such as the chipper program and Fire Marshal Jon Scaroni provided answers. He stated Applegate's side of the program is busier and the Williams one is getting a revamping with technical and email updates. Fire Marshal Jon Scaroni is using some of his budget on Pennington Creek to help clear an area for someone who cannot afford or qualify for a program to have such done that is one of the worse areas of the fire district for fire.

A scenario of what the Fire Marshal services looks for are how far brush is from the home, venting around the home, roof clearances, gutters, vegetation planting around the home, deck clearances, and moving past the 30ft mark discussion the trees and brush in that area. The Chipper Program and Dump Trailer Program are also available for chipping and transporting brush away.

Fire Marshal Jon Scaroni and Jennifer Vetter completed and received their Burn Manager Certificates.

Community Relations Coordinator Report:

Community Relations Coordinator Ash Martell's report was provided electronically before the meeting. Board Chair Heather Glass inquired about the Chili Cook Off. It will be held on May 4 at 1pm. Members of the fire district are invited to cook and the public is invited to attend for a small cost and it is National Firefighter Day and awards will be given out.

Team Teaching was discussed as Smokey coming to elementary schools and presentation for the children in both Josephine and Jackson counties.

The Applegate Fire/Williams Fire mailers for Williams will be mailed out soon. They did not get out due to a printing service mailing list mistake.

Chair's Report

Nothing to Report

Unfinished Business:

Modular Home Update: Board Member Claudia Pratt stated that modular home repairs are done and the tenant is disappointed that the repairs had some compromises made but are adequate.

- A motion was made by Claudia Pratt to allow Devin's mother to stay up to 15 days for business per visit until July 1, 2025. The motion was seconded by Heather Glass.

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

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.

- The motion was approved unanimously

Property Behind Fire Station: Board Member Claudia Pratt stated that the property is a total of 9.88 acres. The property will be auctioned in late August. There is a second on the home and the lender is wanting to sell the property to the fire station. The 2nd lenders are willing to do an owner-carry with \$150k-ish down that is flexible. Purchase price of \$370k with a chance of it

being different with an owner-carry. No interest rate or loan length negotiated at this time. The bank will not loan the fire district on the property behind the station due to legalities. All persons would be evicted.

- A motion was made by Claudia Pratt asking does the Board want to proceed with purchasing the property behind the fire station to include the discussion from Claudia Pratt and further investigate it without a commitment. The motion was seconded by David Applegate.

- 🗳 Heather Glass – No
- 🗳 Brian Barton – No
- 🗳 Claudia Pratt – No
- 🗳 Bill Ertel – No
- 🗳 David Applegate – No

Discussion: Board Vice Chair Brian Barton recalled the minutes from March 12th to abandon considering the property behind the fire station. Board Chair Heather Glass stated that after discussion with the staff that it was concluded that the department should utilize the property the district already has and she does not want to pursue the property. Board Member Bill Ertel is not interested in moving forward. Board Member Claudia Pratt is just being informative with the information.

- The motion was unanimously NO

5-Year Plan Update: Using IV Fires Strat Plan as a template and the goal is to get all the way through it as a draft before looking at it with the rest of the Board and community members. It is about 5% complete and a couple more months to go.

Board Policy Manual: Tabled

New Business:

Community Burn Liability: Jennifer Vetter introduced Professor Chris Adlam from Oregon State University. He spoke to the benefits and why burn plans are important. The statistics are backed by ODF and lots of research goes into community burn plans. Professor Adlam discussed prescribed burn associations and how many communities are moving towards learning and training and making connections with fire professionals and fire departments in order to use the tool appropriately and safely, including smoke management. He hopes that over time skeptics can understand the benefits and role of fire as a tool. There are requirements and responsibilities holding Certified Burn Managers to higher standards requiring a 'Burn Plan' and a burn manager is required to provide notifications to all neighbors. As an individual land owner, there are no requirements to notify or have any training when burning as opposed to certified burn managers with requirements to follow to be safe and promote safe outcomes. Professor Adlam referenced

an article near Greenville (the Dixie Fire) which burned the town. One property owner saved their home and property with the use of prescribed fire.

Chain of Command Clarification: Board Member Bill Ertel stated that there have been some misunderstandings within the department recently and an agreement will be finalized soon from Applegate Fire for oversight help. Board Member Bill Ertel stated he is unsure if the chain of command is being followed and in very short time Applegate will be in the chain of command and is unsure if the chain is broken. Board Chair Heather Glass rephrased Board Member Bill Ertel's question asking if "Nicco is still willing to be the chain of command until Applegate Fire comes on board?". Interim Chief and Captain Nicco Holt stated, 'yes'. And it was asked and answered to be understood by the staff that the staff does understand the chain of command.

Board Member Bill Ertel inquired if Fire Marshal Jon Scaroni and Firefighter Jennifer Vetter went through the Interim Chief for the class. Interim Chief and Captain Nicco Holt stated that he saw value to the district that they attend the class and that they would be reimbursed the \$60 for the class. Interim Chief and Captain Holt stated that he would have attended it himself if it wouldn't have fallen on a Wednesday (a training day). Interim Chief and Captain Holt stated that there was no problem that Jon Scaroni and Jennifer Vetter went to another training on the same day.

Board Member Bill Ertel wanted to make sure the staff is clear and Lt. Sundell stated that there was never a problem and they weren't confused at all. Board Member Bill Ertel inquired about the duty shifts and if they are being worked on and Lt. Sundell stated that yes they are being worked on and all shifts are always covered with 3 people. Board Member Claudia Pratt stated that it is good that members verify if they want to attend outside classes due to staffing. Interim Chief and Captain Holt stated that staffing is generally a daily talk.

Board Member Bill Ertel stated that he is uncomfortable with a community burn program and is concerned if damages occur that the fire department would be held liable. Professor Adlam addressed that if the fire department has a role to ensure that people are safe he posed the question, "Wouldn't it be beneficial to have the fire department there?" as it can be posed the other way as well if the fire department chose not to be there. Professor Adlam also stated there has never been a prescribed fire on private land escape in Oregon as it is difficult with 60 people and 4 engines on 10 acres for this to take place. Board Member Bill Ertel is concerned that if Jennifer Vetter and Jon Scaroni who have certificates attend a burn that their attendance will make the fire district liable. Interim Chief and Captain Holt stated that certificates make no one experts. Professor Adlam stated that class certificates are not certifications in burning. There is a process that Professor Adlam explained before certification books are issued and then a certification process takes place along with renewals every 5 years. Per Interim Chief and Captain Holt, the only district participation right now is there may be personnel working on certifications and he supports the public burn associations by gladly putting a wildland engine and personnel working to support safety on the burn effort in conjunction with opportunities to getting

experience and training. Board Vice Chair Brian Barton remembered that the local Prescribed Burn Association attended Coffee with the Chief and presented at the fire department in the recent past in which Board Member Bill Ertel attended.

Professor Adlam discussed negligence and some of the legalities around prescribed burns including who is subject or not subject to lawsuit. Board Member Bill Ertel stated his discomfort still.

Amber Guient, Chair of Williams Community Council – Emergency Preparedness Plan: Her and Alan (representing the Williams Grange) are actively working around the idea of emergency preparedness, evacuation, communication, and the possible need to shelter in place. Where is the evacuation center and where will animals go? A Greater Applegate had reached out to Amber with interest in who in Williams is interested in being a part of ‘Emergency Resilience Hubs’? There are grants for these hubs that A Greater Applegate will apply for and include Williams in. Amber would like to know if she can receive a letter of support from the Williams Fire Department. Grant application is due April 30. Lt. Oskar Sundell will write a letter of support.

Marni Brown stated that she works with livestock evacuations and stated that she can speak with Southern Oregon Emergency Aid to help with the grant as well.

- A motion was made by Heather Glass to write a letter of support for Emergency Resilience Hub with the signature from the Chief. The motion was seconded by Bill Ertel.

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

Discussion: Alan stated that the Grange is considered emergency shelter at this point but is not prepared. He wanted to open the discussion of what does the fire department think of the grange being the emergency shelter and Lt. Sundell said it makes sense.

- The motion passed unanimously

Safer Grant Application: Jennifer Vetter is 50% through the application. The grant is for hiring or keeping staff. It is a 3-year FEMA Grant. The window closes on April 12 and was open for 30 days.

HVHS Graduation Assistance Program Letter: A letter was received from Laura Saunders of Hidden Valley High School for a presentation. The letter will be posted on the web page.

Siren: Put in a future workshop or add to next agenda possibly.

Tone-Out System: The issues are ongoing and intermittent. It has been narrowed down to something at dispatch. Per Interim Chief and Captain, he is not sure what is going on. A radio repair person did come out and was unable to figure it out as of yet. The problem is significant but not interfering. Dispatches are happening, but the audible tones are not coming through.

Lawn Mower:

- A motion was made by Heather Glass for \$3500 for the Williams Fire Department to acquire a riding lawn mower. The motion was seconded by Brian Barton.

- ✚ Heather Glass – Aye
- ✚ Brian Barton – Aye
- ✚ Claudia Pratt – Aye
- ✚ Bill Ertel – Aye
- ✚ David Applegate – No Answer (technical difficulties hearing)

Discussion: Board Member Bill Ertel inquired if the amount motioned is enough. Interim Chief and Captain Nicco Holt stated some recommendations for a lawn mower with his experience of a 42inch blade/deck. Firefighter Devin Brennan stated that he will do some shopping around. Board Vice Chair Brian Barton is recommending that the purchase be local to the region in person. There were discussions of riding lawn mowers to zero turns.

- The motion passed with 4 ayes and 1 no answer

Community Events: Community Relations Coordinator Ash Martell would like to have a clear procedure or policy for use of public spaces and an understanding whether or not political events will take place. Claudia Pratt will look in the Policy and Procedure for information. Ash Martell is in the process of creating forms for use.

Marni Brown: She stated that she knows that the duty schedule has been fixed. Lt. Sundell attempted a rebuttal and Board Chair Heather Glass requested to let Marni speak. Marni Brown stated that she is told she doesn't get an answer for her statement until the next meeting and would like to speak. She stated that it sounds like this meeting things are attempting to be fixed

and her opinion is that there are a lot of problems at the Board level. She feels that waiting until the next month for a reply is too long and that meetings should be in the afternoon to increase attendance. She is hoping that public comment will be addressed after the public speaks instead of waiting until the next meeting. She also hopes that the public has a say in the hiring of a new chief.

Board Chair Heather Glass clarified the questions:

- ✦ Schedule
- ✦ Policy
- ✦ Addressing the board commenting back
- ✦ Afternoon meetings
- ✦ Community say in election of chief.

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 Claudia Pratt inquired why names are not attached to some of the PPE purchases. Firefighter Devin Brennan shared that items out of date needing replaced and the purchases were made up of a lot of small items into a large purchase.

Board Member Bill Ertel inquired about payroll and Valley Web Printing missing 1800 mail boxes that the printing company will supply another bill for. Other expenses were explained including the dispatch expense and volunteer stipends.

***David Applegate was muted due to excessive noise via his Zoom connection...

A resolution was presented for discussion and vote (Resolution 2023/2024-3). This resolution was for monies unanticipated to receive that were not accounted for in the budget.

- A motion was made by Heather Glass to sign and accept the Resolution 2023/2024-3. Therefore it is resolved by the Board of Directors of the Williams Rural Fire Protection District, to receive and allocate \$28,427.00 into the budget in the following line items for fiscal year 2023-2024. The motion was seconded by Bill Ertel.

- ✚ Heather Glass – Aye
- ✚ Brian Barton – Aye
- ✚ Claudia Pratt – Aye
- ✚ Bill Ertel – Aye
- ✚ David Applegate – No Answer (technical difficulties hearing)

Discussion: None.

- The motion passed with 4 ayes and 1 no answer

Next regular board meeting is May 14th at 10am.

Public Input (2 minutes) with a response at the next board meeting:

Answer Matt McLaughlin's Questions from March 12, 2024: Board Chair Heather Glass read the answer aloud (Mr. McLaughlin was not present).

A refence to the board going through 2 chiefs in five years. There has only been Chief Vetter in place even though the board has had a change of members. The Board takes their positions and responsibilities seriously and recommends that Mr. McLaughlin attend the meetings to see functions.

Remarks about embezzlement and racial remarks. If there are remarks made they are taken seriously and investigated. Based on investigation findings an appropriate action would be done to resolve the matter. No direct allegations have been heard to or from members of the department. There are strict checks and balances and internal controls that are utilized.

Board Member Claudia Pratt stated that she heard intent of Jennifer Vetter's intent to apply and would like to see the same limitations that the Interim Chief and Lieutenant applicable to Jennifer Vetter.

Community Member Karen Rogers stated that some of the online Facebook 'talk' goes around yet she hears good things about the department from the community as a whole.

Applegate Ops Chief Cody Goodnough thanked Williams Fire for their response to the 2-alarm fire in the Applegate Fire District.

Board Member Bill Ertel stated that at his church his Pastor acknowledged what was going on with Facebook.

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

Meeting Adjourned: 12:02pm

Respectfully,

Heather Glass, Board Chairperson

WILLIAMS RURAL FIRE PROTECTION DISTRICT
Board Workshop Meeting Minutes
April 9, 2024

Called to order: 09:06am

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 & Captain Nicco Holt
Administrative Assistant – Jennifer Vetter
District Fire Marshal Jon Scaroni
Ash Martell – Community Relations
Coordinator

Community Members Present:

Charles HooperLee – Community Member and Volunteer Firefighter
Tim Cedarwall – Community Member (arrived at 9:50am)
Al Cedarwall – Community Member (arrived at 9:50am)
Marni Brown – Community Member (arrived at 9:54am)

Zoom Participants:

Anonymous Participant – “J”

Announcements:

None.

Posting of Fire Chief Position:

Examples of description posting was discussed with polling of ideas for changes and additions. Board Member Claudia Pratt inquired if SDAO will be providing information and Board Chair Heather Glass stated that the Board is being requested to provide the needed information for the Job Description.

Board Chair Heather Glass provided her idea to change the work schedule so the Fire Chief is dedicating 40 hours per week with compensation between \$65k and \$80k per year with the addition of the benefits package worth about \$16,400 per year of medical and dental premium coverage. Board Member Bill Ertel compared this to Harbor Rural Fire Protection which was \$50k to \$70k. Presently, the part-time budgeted amount is \$44,500. Board Member Claudia Pratt inquired if the 30-40 hours per week minimum is negotiable. Board Chair Heather Glass stated

that she felt it isn't a good idea to put that the hours are up to negotiation on the job description. Board Member Bill Ertel inquired how many and what kind of candidates will be attracted? Compared to Illinois Valley Fire, Board Member Bill Ertel asked. Board Member Claudia Pratt and Interim Chief and Captain Nicco Holt stated that Illinois Valley Fire covers a much larger fire district. Board Member Bill Ertel provided the rationale that fire districts, no matter the size, have common duties. Last time the Board advertised for a Fire Chief, it was listed at \$64k to \$74k with an excellent benefits package. Board Member Bill Ertel also added that in most fire districts the fire chief would be responsible for what Jennifer Vetter does and currently she reports directly to the Board. Interim Chief and Captain Nicco Holt added that most other agencies have a person in the similar position to do what Jennifer Vetter does.

Principle Duties:

- Item 4 – Discussed what the Fire Chief oversees and delegates
- Item 17 - The Fire Chief will be required to attend Board Meetings as it is written
- Item 18 – Change the item to all mutual aid partners and cooperative agencies.

Recruiting Requirements:

- Discussion of the Fire Chief's Toolbox took place and Interim Chief and Captain Nicco Holt stated that he doesn't know if the Tool Box has gone away and would have to research if it is still a requirement. Board Chair Heather Glass stated this is not part of the description but to consider if it comes up later after hire.
- Item 4 – Add the word 'extensive' to read "extensive experience working with labor groups and volunteer personnel"
- Discussion of the addition of a degree to the position description
- Item 7 – Discussion of the addition of the word 'listen' to the staff
- Item 15 – Discussion of passing a background check and the topic being covered in the employment agreement and policy
- Item 16 – Health Care Provider CPR Certification will be deleted.

****Board Chair Heather Glass left the table to confirm attendees outside are aware they can attend the open meeting****

- Item 17 – Must live in the boundaries of the Fire District and any modifications of the residency requirement will be at the discretion of the Board.

Board Chair Heather Glass asked if all were okay with the 30 to 40 hour per week change and the \$65k to \$80k changes and it was asked by Board Member Claudia Pratt of Jennifer Vetter if the fire district could afford the salary range... Jennifer Vetter stated, 'yes'.

Board Member Claudia Pratt requested to proof read the updated position description before sending to SDAO. Board Chair Heather Glass stated that she is under strict direction to have no discussion via email so that the public can be apprised.

- A motion was made by Brian Barton to type up the Position Description and send to the SDAO. The motion was seconded by Heather Glass.

Discussion: Board Member Bill Ertel is in favor of moving forward and approves the motion. He adds that job descriptions can be modified and updated if a problem is found. This gets the recruiting process moved along. Board Member Claudia Pratt is not in favor of sending it directly to SDAO and claims that a shortcut will be taken in doing so. Board Chair Heather Glass is happy to send it to everyone the same time that the document is sent to SDAO.

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

➤ Motion passed 4 ayes to 1 nay

Motion to adjourn was made by Brian Barton and seconded by Bill Ertel and it passed unanimously.

The meeting was adjourned at 9:57am

Respectfully,

Heather Glass, Board Chair

WILLIAMS RURAL FIRE PROTECTION DISTRICT
Special Board Meeting Minutes
April 17, 2024

Called to order: 17:02pm

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

Administrative Assistant – Jennifer Vetter

Community Members Present:

None.

Zoom Attendees:

Illinois Valley Fire Chief John Holmes

Gordon Sletmoe – Senior Consultant, Special Districts Association of Oregon

Announcements:

Board Secretary David Applegate stated that via Zoom the participants in the room need to be loud when speaking to be heard by Zoom attendees.

Board Room Attendance Introductions.

Fire Chief Job Description

Everyone has a copy of the job description (official title is position description) to review. Gordon and the SDAO HR Director had reviewed the document and they added their input. Gordon stated that he felt he received a good outline from the WRFPD Board of Directors. The SDAO representatives added what is required legally. Tools and equipment used, physical demands, and work environment are sections that are roughly boiler plate and similar if not exact as to what is placed in other fire chief job descriptions.

The position description will be used throughout the course of the career person to make sure the position is continued to be fulfilled. It has the salary range, general duties, work schedule of 30-40 hours per week, essential functions and major assignments, specific knowledge, skills, and ability, and education experience/licensure (required and desired)... all that the Board has decided on.

Two changes per Gordon to consider in required education, experience, certification:

- Add NFPA Instructor 1
- Change minimum of 5 years of experience to 10 years of experience with at least 5 years in a supervisory capacity

Board Member Claudia Pratt expressed that the fire district may not get the applicants with the 10 and 5 requirements. Board Chair Heather Glass confirmed that Hazmat recommendations will be taken off and Gordon stated that it is pretty common that it is required.

Gordon stated that the phrase, “an equivalent combination of education, training, and experience sufficient to perform the essential duties of the job” allows the Board to retain the ability to hire someone that doesn’t have those certifications and the Board has the ability to make it part of a performance evaluation in a specified time.

Must Live in Boundaries of Fire District within 12 Months of Employment:

Per Gordon, residency requirements for districts such like Williams are very common. Does the board have flexibility with the residency requirement? Does the real estate market support the requirement? What if the perfect candidate lives nearby and not inclined to move? Board Member Bill Ertel stated that any modification will be at the discretion of the Board. Gordon asked if the board truly is willing to be flexible... Board Chair Heather Glass, Board Member Claudia Pratt both say yes. Board Member Bill Ertel stated that it could be a yes for him but it would depend on the candidate and how far away the person resided. Board Member Bill Ertel stated that a previous candidate lived in Grants Pass and worked for Applegate Fire and it was difficult for him to be successful.

The discussion ensued about real estate cost. Board Member Bill Ertel suggested perhaps raising the wage to accommodate the ability to live inside the fire district. Board Member Bill Ertel stated the original intent of the modular home the fire district is renting right now was to have it as a living arrangement when it was purchased during his tenure on the Board. Board Member Claudia Pratt stated that she has understood it to be a training house and Board Member Bill Ertel disagreed to her understanding of the intent of the modular home purchase.

Gordon stated that it may read “The Board may grant an exception, or time extension, to the [residential] requirement.”

Board Member Claudia Pratt had questions:

- Normal work schedule is 30-40 hours per week – she is requesting that fire season be added

Gordon asked if there will be flexibility for the Chief hours later and that any applicant in Oregon, Washington, and California should know fire season well. In agreement with Board Member Bill Ertel, it would be beneficial for an applicant to research the area before applying. Fire season will be covered in the interview process or placed in the position documentation.

- Coordinates and Directs Operations of the Volunteers:

Williams Fire has 4 permanent employees, 2 grant paid employees, and 1 on contract. Per Gordon this bullet is redundant and can be removed.

- Will be required to drive district vehicle as a regular function of the job

Per Gordon, if the district requires a driver's license and insurance, then the district has to show that it is an essential part of the job to drive for a living. From a technical standpoint, that as the need arises, the chief will drive any and everything in the fleet.

- Extensive knowledge of... "modern emergency services" will be changed for modern to be replaced by "current" along with miscellaneous edits made to the bullet point to smooth the sentence out
- 'Must haves' are job requirements
- Subordinate, per Board Member Claudia Pratt, feels the word is condescending. Board Member Bill Ertel agrees with the word. Gordon states that the sentence shows that the fire chief is the boss and the boss is directing everyone below and the term subordinate indicates everyone who is not the boss... it is everyone directed below the chief.
- An out of state candidate may not have an OR Driver's License
- Tools and Equipment: for personal computers, the word 'personal' will be removed
- Physical demands: the list is not in any specific order and may happen at any point of the position of the job. Occasional moving of over 165lbs: the fire chief may need to rapidly move another person. Candidate must have the ability to meet health and physical qualifications and carry out firefighting abilities.
- Work environment: Fire Chief is exposed to hearing alarms. Per Gordon any and all of the bullets of the work environment can occur in the course of the career.
- Signature area will have printed names and signatures

Fire Instructor 1 or equivalent and 10 years of experience will be added to the position description.

Board Secretary David Applegate stated that the position description is well done and the Board should go with it.

Gordon will word the additions to say: "Minimum of 10 years of experience in public fire service with documented progression in responsibility and rank with a 5 years of company officer and above."

Page numbers and Date at the bottom of the document will be added.

- A motion was made by David Applegate to approve the position description as edited for the Williams Rural Fire Protection District. The motion was seconded by Heather Glass.

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

- Motion passes unanimously

Job Announcement

Does the content and the format meet the needs of the fire district? Changes to the job announcement will be made to match the job description.

Board Member Claudia Pratt had inquiries:

- Position Details: The position will be listed as 30-40 hours per week. Gordon states it is a 30+ hours position per week, including weekend duty officer shifts. The conversation of PERS can be had at a later date.
 - No current policy for vacation and sick leave.
 - Economic Base: "Primary timber" is no longer applicable. Remove the word primary and the area consists of agriculture, residential real estate, sales, and businesses, etc., etc.
 - Weather: Any additions regarding the seasons such as winter? Not every year does the area receive snow. Compared to various regions, the area can vary. It can vary to say what is wanted. Per Gordon, "Lead with the good stuff."
 - District Main Fire Station: there is only one fire station and the intersection is Williams Hwy and not Water Gap as listed in the discussed document.
 - Miscellaneous edits were made to correct grammar and spelling
 - Discussions of population/census and how many structures. Gordon states that this is a recruiting document and average candidates really need a close estimate and not exact
 - Addition of ethics and integrity discussion
- A motion was made by Bill Ertel to approve the revised position description as previously edited with the added "Integrity, Innovation, and Foresight" bullet point. The motion was seconded by Claudia Pratt.

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

- Motion passes unanimously

Board Member Claudia Pratt had a question on the Job Announcement under "Ideal Candidate" and inquired about ability to speak and ability to plan. Gordon feels they are separated enough to leave alone.

Board Member Bill Ertel inquired where to send he resumes to and how the district is referred to by name. Submissions will go to Shanta of SDAO and the name will be Williams RFPD.

- A motion was made by Claudia Pratt to approve the Job Posting/Announcement. The motion was seconded by David Applegate.

- Heather Glass – Aye
- Brian Barton – Aye
- Claudia Pratt – Nay (reason stated: no contract in hand)
- Bill Ertel – Aye
- David Applegate – Aye

- Motion passed unanimously

Board Member Claudia Pratt inquired about the \$500 reimbursement. Gordon stated that the reimbursement will be only for invited candidates for verified costs up to the maximum \$500 if the Board so chooses.

- A motion was made by Heather Glass to reimburse travel expenses of up to \$500 to invited candidates for onsite assessments. The motion was seconded by Brian Barton.

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

- Motion passed unanimously

Board Member Claudia Pratt inquired about handicapped candidates. Gordon stated that the candidates must meet the qualifications.

Gordon discussed the tentative timeline and stated that there are two decisions to make:

- Community Meet and Greet
 - Wanted by all
- What process will be used to assess the candidates
 - What is the perceived format and purpose
 - Board Member Claudia Pratt stated that community members that get on Facebook are not always positive and that a meet and greet will help with the 'public online talk' and all candidates will get equal talk and meet time.
 - Gordon stated that the format is pretty common and set to happen in June with the night before the process the candidates come into the station and mingle... Gordon asks the Board, "What happens with that experience?" They are difficult to score and the risk is run that someone is not that type of personality who may be a good candidate who doesn't show well or there is a gregarious person that may not be the fit for the District. Who will run the assessment and what objective criteria will be applied? Perhaps people can leave an anonymous note. This would give the community an opportunity to meet candidates. Board Secretary David Applegate stated that he doesn't see a need for this as it will only be for a few minutes. Board Chair Heather Glass stated that it would be telling to see how a candidate handles even just a few minutes. Board Member Claudia Pratt stated that the community will have a voice. Board Member Bill Ertel and Chair Heather Glass agree that a complaint of the community is that the community wants to participate. A meet and greet will take place.
 - During this public meeting the decisions will allow for an executive session
 - Does the Board wish for interviews only or an assessment/scenario-based evaluation? Gordon stated that stake holder interviews are typically 5 to 12ish stakeholders (people from the district, fire chiefs, sheriff's office, etc.) to make interview panels. Each panel will interview each candidate with a scoring matrix and this is common. Another option is skills-based that could have 5 components. One component is written and scored on several items such as grammar, spelling, ability to put thoughts on paper. Another component is... Can the candidate operate a power point, are they motivational or compelling? Another is a personnel scenario where the candidate has a difficult situation to work through. Another is operational decision-making, testing skills in incident command and knowledge in firefighting. Interview process takes between 5 and 12 outside people and the assessment takes a minimum of 12-15 people. Either do the 5-component system or the interview system. The hybrid option is fire command control and interviews. Gordon will send assessment and interview concepts to the Board.
- Where to Advertise:
 - Board Member Bill Ertel stated that he would like it advertised on all industry publications.
 - It will be on the SDAO website, LinkedIn.com, District Website, District SocialMedia, Rogue Valley Fire Chief's Association, Daily Dispatch, local newspaper, FireCareers.com.
 - National listing on Daily Dispatch is \$575 for 4 week listing period

Meet and Greet and interview/assessment may take place during two dates in June...possibly a Friday evening and Saturday daytime.

- A motion was made by Heather Glass to spend \$575 to advertise on Daily Dispatch for four weeks. The motion was seconded by Brian Barton.

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

- Motion passed unanimously

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

The meeting was adjourned at 19:27pm

Respectfully,

Heather Glass, Board Chair



WILLIAMS RURAL FIRE PROTECTION DISTRICT
Special Board Meeting Minutes
April 22, 2024

Called to order: 14:03pm

Roll Call:

Board Members Present

Position 1 – Heather Glass

Position 2 – Brian Barton

Position 3 – Claudia Pratt - Absent

Position 4 – Bill Ertel

Position 5 – David Applegate

Williams Staff Present

Interim Chief Nicco Holt

District Fire Marshal Jon Scaroni

Firefighter Devin Brennan

Firefighter Jasmine Williams

Community Members Present:

Applegate Fire Chief Chris Wolfard

Dan Defenbaugh – Community Resident

Zoom Attendees:

Illinois Valley Fire Chief John Holmes

Announcements:

Board Secretary David Applegate gave praise to Chief Wolfard for the newsletter. Board Member Bill Ertel spoke of the Safer Josephine County Banquet and stated it was nice and that the department was well represented.

Chief Wolfard Assessment

Everyone received a copy of the assessment. Board Member Bill Ertel discussed the recommendations and asked of Interim Chief and Captain Nicco Holt if the department has weekly standard meeting with staff and volunteers. Interim Chief and Captain Nicco Holt stated that those meetings are the weekly drills and that there are no set formal staff meetings at this time.

Board Member Bill Ertel asked about Chief Wolfard's recommendation of Interim Chief and Captain Nicco Holt working 40 hours per week. Chief Wolfard stated that there are full-time and part-time employees that there is a need for a full-time chief. The fire district runs over 200 calls per year, 240 last 2023 year. Board Member Bill Ertel stated that some supervised staff are from grants and is unsure if the need for a full time will still be there later after the grants end. There are currently 4 full time staff, a part-time Captain and part-time coordinator. The fire district operates 24hours. Per Interim Chief and

Captain Nicco Holt, if the grant positions no longer on staff, the current positions would likely still need to be working and likely working more.

Board Member Bill Ertel stated that it makes sense to move the Administrative Assistant under the Fire Chief. Because Jennifer Vetter assists the Board, if the position were to be moved, does the Board look to the Fire Chief to make the performed tasks for the Board happen? Chief Wolfard stated that the Fire Chief could delegate or the job description could be written that an estimated number of hours could be delegated to the position for job duties and the x number of hours per month taking minutes, agendas, etc.

Board Member Bill Ertel inquired about the attached memo example for agenda items. Chief Wolfard stated that it will provide detail information about what is on the agenda at the upcoming meeting so that the Board can prepare and think about questions and it is more transparent to the public about what the agenda item means.

Board Member Bill Ertel inquired about a volunteer firefighter association. Chief Wolfard stated it is a time for them to come together and communicate with staff. If they want to fund-raise the association can get a non-profit status. Chief Wolfard stated that if the Board does afford the opportunity for firefighters to have a standing report in the board meetings that it isn't used as a complaint process around the chain of command. Board Chair Heather Glass stated that she will open a spot for firefighters to speak at meetings.

Board Member Bill Ertel inquired about board meeting structure to allow public comment. Chief Wolfard stated that receiving public comment before voting would be appropriate as opposed to waiting after the board votes on a matter. Board Secretary David Applegate inquired about the current reply process in place now of waiting for the next meeting to hear a board response to public comment. Board Chair Heather Glass stated that a workshop can be held to discuss this and see how the Board would like to change this. Chief Wolfard doesn't feel it is harmful for individual board members to provide personal answers to the public at meetings although there is a risk of back-and-forth interactions.

Chief Wolfard feels comfortable with Williams Fire entering into an Inter-Government Agency (IGA) with Applegate Fire.

Board Member Bill Ertel stated that the line personnel are the best. With the larger staff comes more challenge.

Board Chair Heather Glass stated that Board Member Claudia Pratt would like conveyed in her absence that if there is a motion to accept the letter the only thing she would be recommending is excluding the statement about billing. Board Chair Heather Glass stated that this won't be voted on today.

Interim Chief and Captain Nicco Holt will get back to the Board on his compensation. He thanks Chief Wolfard for the support and he states that communication will be worked on.

- A motion was made by Bill Ertel to accept the assessment provided by Chief Wolfard from the Applegate Valley Fire District. The motion was seconded by David Applegate.

Discussion: None.

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

- Motion passes with 4 ayes and 1 absent

Chief Wolfard provided a thank you to the Williams Board and his recommendations are what he would be doing and stated that the bullet points can be done without him being Interim Chief and solely recommended.

Community Member Dan Defenbaugh provided a comment that he feels he understands some of the discussion. He discussed a meeting he attended in Applegate regarding a levy and the public was able to hear how the board members felt individually.

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

The meeting was adjourned at 14:31pm

Respectfully,

Heather Glass, Board Chair



WRFPD Chief/Training Report – April 2024

❖ Chief Activities

- Meetings
 - B.O.D.
 - Rogue Valley Fire Chiefs
 - District Strategic Plan
 - Support Group
 - Interim Chief discussions
 - Resilience Grant
- Financial discussions and acknowledgements
- Final coordination with Brian M. (Applegate) on Title II grant application
 - Jenny submitted grant application on April 2
- Alarm responses
- In-District coverage while others out for meetings and trainings
- Research training manikin purchase (Donation funds)
- Work on compensation plans
- Duty Officer coverage – 1 weekend, 6 weekdays.
- Coordinate lawnmower purchase with Devin
- Coordinate repair of antenna – replace missing radials
- Alarm statistics report for SAFER grant application
- Prepare Josephine County grant request
 - Short notice from Commissioner West about available funds. Requested funding for fire and EMS equipment.
- Contact Budget Committee members re: Budget Meeting scheduled
- Update Duty Schedule
- Attend show-and-tell event at Pacifica School
- Attend Wildfire Preparedness Workshop at Applegate HQ

❖ 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

❖ District Alarm Activity

- 20 alarms
 - 10 EMS

- 1 Building Fire (Mutual aid to Applegate)
- 1 Flue Fire
- 1 Grass Fire
- 1 Unauthorized Burning
- 1 Breakdown of Light Ballast
- 2 Assists
- 3 Dispatched and cancelled
- ❖ Weekly Training Drills
 - Wildland Terms
 - Wheel-of-Fortune game emphasizing wildland fire terms and topics
 - Wildland Hose Packs
 - Wildland hose deployment, plot sizes and incident size-up
 - Wildland Apparatus
 - Apparatus inventory, pump operations, wet line with booster reel, filling tanks
 - EMS skills and equipment
 - EMR level skills, EMS equipment review
- ❖ Other Training
 - Wildland Driving Practice – manual transmission
 - JoCo EMS Webinar – stroke emergencies
 - Apparatus checks

WRFPD Operations Report April 2023

- FF Brennan facilitated the purchase of a commercial grade Zero-Turn lawn mover. Thank you, Claudia Pratt for the generous gift.
- FF Brennan, Engineer Vetter and myself attended a Mobile Water supply class in Applegate on Friday. Focus was on Tender operations, so essentially moving large amounts of water to be used for fire suppression either pumping thru multiple engines, transporting water, or drafting.
- Pump testing date set for 5/29. We will also be conducting our annual hose testing on the same day. Some planning and coordination required and we will see how much we get done in one day.
- I was asked to author a letter of support from the department for the Resilience Hubs grant put forth by A Greater Applegate. It promotes a more prepared community should disaster strike. This project connects major and minor stake holders to pool resources and infrastructure when needed. I am excited to see what this can do for the community as we, as a smaller department lack the funds and resources to successfully implement a disaster plan. There is a Stipend/Grant within the grant for a coordinator role. I recommended FF/CRC Martell for the position as she is already performing in that capacity and doing an excellent job at it. This will ensure a robust voice for the district on this project. I will also assist Ash and the project in any way needed.
- Seasonal apparatus shuffle in the bay to facilitate faster wildland response in effect. With warmer weather our focus has shifted towards Wildfires in both training and operations.
- Two county daily briefing thru the wildfire season. This will be my responsibility, or possibly the DO if I am not available. This may or may not replace the current daily briefing for all fire agencies including AMR in Josephine County. The idea is to connect the two counties as far as staffing, response readiness and apparatus status.
- All other duties and assignments.



Fire Marshal's Report
Williams RFPD
Jon Scaroni
May 10, 2024

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

Business Inspections: 0

Fire Investigations: 1

Meetings Attended: April 25, 2004 Co-op meeting

Meeting Summary: The Co-op meeting was attended online (with in-person held at Fire District #5) During the co-op meeting, we discussed yard waste collection. Each fire district plans to have a Greener Day in which the public can bring their yard debris to a dump point which will then be turned into biowaste or compost. We discussed the chipper programs and how they are doing, and also the fire marshal program with the \$250 incentive gift cards, for the most part not available in the larger Williams area.

April Fuel Reduction Work Schedule Summary: We did a total of five chipper program projects because the chipper was down. It has been repaired and is now up and running.

The 2-acre thinning project on Pennington Creek will be finishing by May 23rd as we were awaiting Pacific Power to complete tree falling. With the work done on Pennington Creek, we have scheduled more chipping projects with their surrounding neighbors.

Jon Scaroni
WRFPD District Fire Marshall



Monthly Report for April 2024

Written by Ash Martell on May 9, 2024 for the May 14, 2024 Regular Board Meeting
Community Relations Coordinator/Wildfire Resiliency Coordinator/Assist. to the Chief

Community Relations Coordinator

Coffee with the Chief – April 4, 2024 Guest: Cancelled

- Reported about this event during the previous board meeting

Coffee with the Chief – May 4, 2024 Guest: Three Rivers School District Administrators

- Discussions with Guest, Chief and Support Team regarding date and topic
- Creation of flyer; printing and distribution to local businesses/community gathering locations
- Repeated posting of flyer on social media; District Facebook page and 8(+) local groups
- Emailing the 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 and slide show during event, clean up after event

WRFPD Chili Cookoff (May 4th, 2024)

- Met with Support Team members on April 1 to continue planning from March
- Numerous texts/phone calls/emails with Support Team members regarding planning
- Creation of flyer; printing and distribution to local businesses/community gathering locations
- Repeated posting of flyer on social media; District Facebook page and 8(+) local groups
- Emailing the flyer to Jo's List in the weeks prior to the event
- Putting event info on pumphouse sign
- Met with Support Team members on April 15 to finalize planning
- Coordinated with Grange member to put event info on large sign at park
- Put together a slide show for event
- Day of event: help set up event, attended event, helped clean up after event
- Gathered photos of the event from others and created a social media post about the event, sharing it on the District Facebook page and 8(+) local groups

Other duties performed this month for this position:

- Attend Special Board meeting and Regular Board meeting on April 9
- Attend Special Board meeting on April 5
- Attend Special Board meeting and facilitate Zoom for meeting on April 22
- Create Monthly Report for Board
- Attend Support Team meeting
- Ensured (with Chief Wolfard – AGFD) the additional distribution of the Fireside Newsletter Spring edition to all local Williams addresses
- Met with ApplegateFD to begin planning of Autumn 2024 Fireside Newsletter

Wildfire Reduction/Resiliency Coordinator

- Attended a meeting of the Brushriders Club to discuss fire resiliency

Team Teaching (Smokey the Bear at local Elementary Schools)

- Coordinate with Williams Elementary school and Team regarding scheduling (emails/in person)
- Coordinate with staff/volunteers to attend the event (including myself)

- Took photographs at event and created a social media post about the event, sharing it on the District Facebook page and 8(+) local Facebook groups

Assistant to the Chief

Dispatch Appreciation Week Basket

- Chief asked me to coordinate getting a gift basket together to be delivered to Josephine County Dispatch for their annual Dispatch Appreciation Week Raffle
- Numerous phone calls to get donations from local area businesses for the basket
- Multiple trips to participating businesses to collect donations
- Put basket together and delivered it to Dispatch and took photos
- Created a social media post about the event, sharing it on the District Facebook page and 8(+) local Facebook groups

WRFPD Volunteer to help at Williams Elementary ‘Bubble Run’

- Coordinate with Williams Elementary staff about volunteering for event
- Coordinate with staff/volunteers to ensure attendance at event
- Attended event and took photos
- Created a social media post about the event, sharing it on the District Facebook page and 8(+) local groups

Resiliency Hub with A Greater Applegate (potential community preparedness grant opportunities)

- Met with Chief and AGA reps via Zoom on April 17 to discuss possibilities

Pacifica Adventure Learning Schools visit

- Coordinated with staff/volunteers to visit PALS at Pacifica on April 29
- Put together 25 packets of information/stickers etc. to be given to the students and teachers
- Day of event: 6 firefighters brought 3 apparatuses and spent the afternoon showing the students (from both Josephine and Jackson counties) the tools and uniforms, 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

Ongoing Projects and Duties:

- Staff/Volunteer shift whiteboard updating
- Discussions with Chief regarding ongoing projects and calendar events
- Con’t discussion of an Awards Ceremony to be held for recruits at a later date
- Misc: Numerous discussions with Chief, Board members and community members regarding another organization’s event that was scheduled to be held at the Fire Station, but that no one at the District knew about; resulting in the relocation of the event; helping to distribute flyers and posts on social media alerting public to the relocation

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. Sharing event flyers with HR to be posted on District website.

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

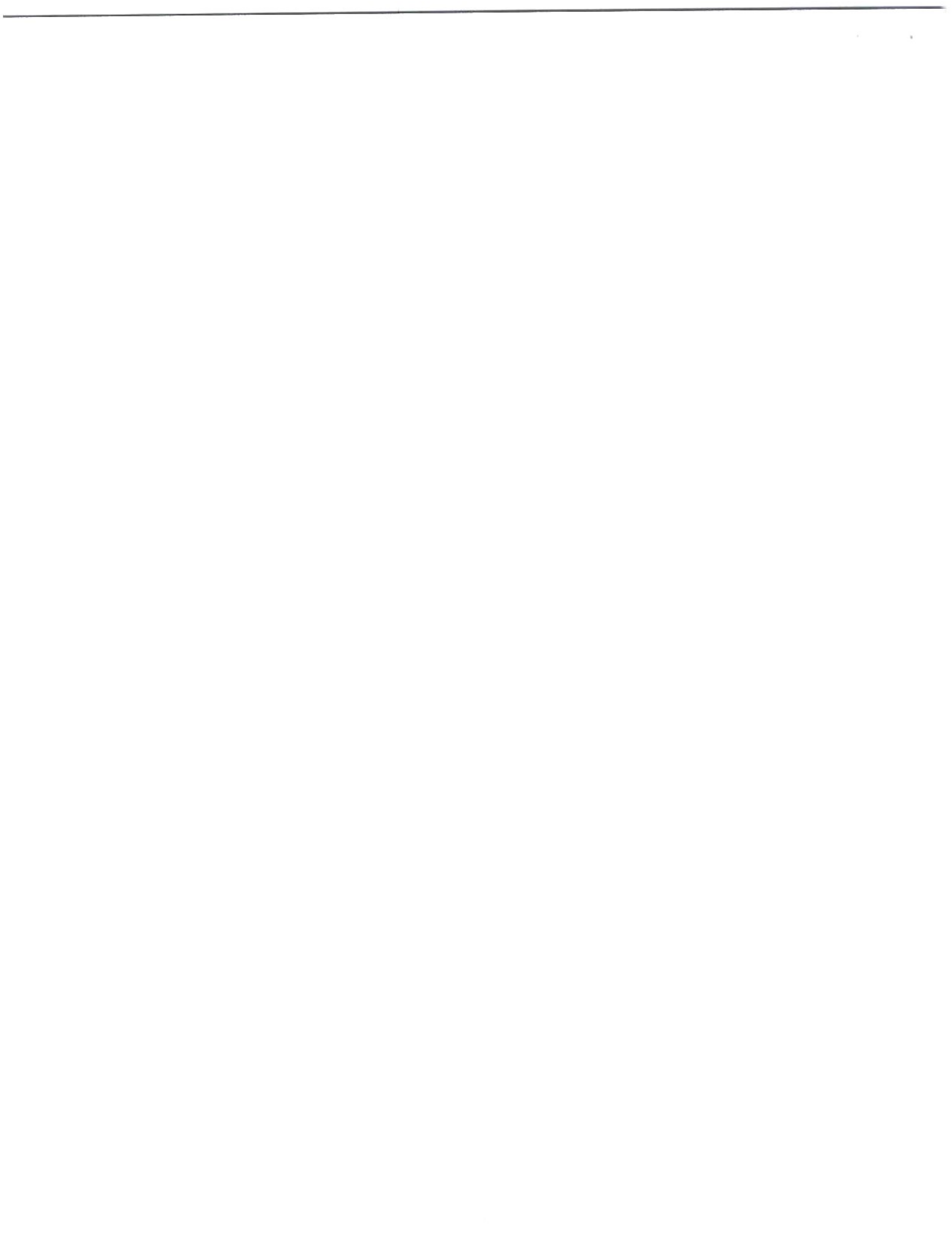
Before assuming office, each board member shall take an oath of office. The oath should be administered before a judge, notary, or other official authorized by Oregon law to hear oaths. Language of the oath shall substantially similar to the following:

"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.



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



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



Williams Fire Rescue
Board of Directors Agenda Item Explanatory Statement

Date: April 29, 2024

To: Board of Directors

From: Heather Glass

Agenda Subject: Interview vs Assessment

Overview of Agenda Subject

Board needs to decide which type of process to follow for selecting new chief.

Agenda Subject Brief Background:

There is an assessment or an interview only process.

Recommendation- (What is the recommended outcome of the Agenda Subject)

BOD decided which to use to select new chief.

Attachment:

Assessment and Interview options breakdown.



Williams Fire District Fire Chief Recruitment and Hiring Process

March 22, 2024	Informational meeting with Board Members and Fire Chief
March 29, 2024*	Board approval of Special Districts Association of Oregon (SDAO) fee agreement, scope of work, and draft timeline
April 19, 2024*	Board approval of job description, salary and benefits, position announcement, and advertising sites
April 26, 2024	Recruitment Period Opens, SDAO posts job description, position announcement and application on SDAO classifieds and other advertising sites as approved by Board
May 24, 2024	Recruitment Period Closes
May 28, 2024*	SDAO to prescreen applicants and facilitate the Board of Directors selection process
June 9, 2024	Candidate Meet-and-Greet
June 10, 2024*	Assessment Center or Interview process (including Board interviews)
June 11, 2024**	Conditional job offer; criminal history, reference, and background checks (actual date of conditional offer based on Board decision)
July 9, 2024**	Final job offer presented (actual date of final offer based on Board decision)
August 1, 2024	Fire Chief start date

*Special Board Meeting

**Regularly scheduled Board of Directors meeting



Williams Fire District Fire Chief Assessment Center and Board of Directors Interview
 (12 to 20 Evaluators needed)

Component	Evaluation Criteria	Description	Evaluation Group Examples	Percentage of Total Score
Supplemental Questions	<ul style="list-style-type: none"> • Grammar and spelling • Clarity of communication • Do the responses answer the questions? • Do the answers make sense in the "real world"? 	Candidate submits written responses to supplemental questions.	Administrative assistants, community members with writing skills (i.e., newspaper, school district, outside fire departments, etc.)	15%
Presentation	<ul style="list-style-type: none"> • Oral communication skills • Technology/presentation skills • Persuasion • Does the presentation make sense in the "real world"? 	Utilizing one or more of the supplemental questions, candidate prepares and delivers a presentation to a panel (with follow up questions by the panel).	Community members, volunteer firefighters, partner organizations (i.e., police, neighboring fire departments, etc.)	20%
Personnel Exercise	<ul style="list-style-type: none"> • Grasp of relevant personnel issues, remedies, and laws • Clarity of communication • Problem solving technique 	Scenario based personnel exercise (with follow up questions by the panel).	Human resources or managerial specialists (i.e., HR managers, fire or police chiefs, personnel supervisors, etc.)	20%

	<ul style="list-style-type: none"> Compassion, empathy, and judgement 			
Fire Operations	<ul style="list-style-type: none"> Command, control, and operational expertise Performance under pressure Critical decision-making skills 	Operational scenarios applicable to the Fire Chief position	Fire Chiefs, qualified outside fire department command staff members	20%
Stake Holder interview	<ul style="list-style-type: none"> Grasp of current issues Vision for position, for District, for community Vision for the future Clarity of communication Projection of leadership 	Panel interview with prepared questions	District members and partner agencies	25%
Total				100%

Procedure

- Candidates are emailed a list of relevant questions with instructions to submit written responses prior to the assessment center (they are generally given approximately 2 weeks to complete this assignment). The candidate responses are scored by evaluators prior to the assessment center.
- Candidates are emailed a presentation topic with instructions to create a presentation to be given to a "community" group the day of the assessment center (they are generally given approximately 2 weeks to prepare this assignment).
- On the day of the assessment center all candidates rotate through Presentation, Personnel, Operations, and Stakeholder evaluations.
- Candidates score is tallied using percentages above to generate their assessment center score (veteran's preference points are also applied at this point)
- After the assessment center, all evaluators meet with the entire Board to discuss the candidates in detail (generally over a lunch break)
- The Board decides which candidates to move on to final Board interviews based on the candidate's assessment center scores and input from evaluators.
- Candidates are notified whether they are moving on to Board interviews and if so what time their interview is.

Board of Directors Interview

- Top scoring candidates from assessment center advance to interview with Board of Directors
- Assessment center scores do not carry over to Board interview
- Board interview consists of:
 - Panel interview with prepared questions
 - Follow-up questions to candidates' responses to supplemental questions
- Board scores candidates on:
 - Grasp of current issues
 - Vision for position, for District, for community
 - Vision for the future
 - Clarity of communication
 - Projection of leadership
- Board scoring equals 1% to 100% scale plus applicable veteran's preference points

Sample Schedule

**Williams Fire District Fire Chief Assessment Center
June 10, 2024**

	Panel Interview	Operations Exercise	Presentation	Personnel Scenario
8:30 AM	Candidate 1	Candidate 2	Candidate 3	Candidate 4
9:20 AM	Candidate 2	Candidate 3	Candidate 4	Candidate 1
10:10 AM	Candidate 3	Candidate 4	Candidate 1	Candidate 2
11:00 AM	Candidate 4	Candidate 1	Candidate 2	Candidate 3
12:00 PM	Lunch and Debrief (Board and Panelists)			
	Board Interview			
2:00 PM	Candidate XX			
2:45 PM	Candidate XX			
3:30 PM	Candidate XX			

Williams Fire District Fire Chief Stakeholder Interviews and Board of Directors Interview

(5 to 12 Stakeholders needed for interview panels)

Procedure

- On the day of the interview process all candidates rotate through stakeholder interview panels (1 panel minimum, 3 panels maximum)
- Candidates score is tallied by total from each stakeholder panel (veteran's preference points are also applied at this point)
- After all stakeholder interviews are complete, all panelists meet with the entire Board to discuss the candidates in detail (generally over a lunch break)
- The Board decides which candidates to move on to final Board interviews based on the candidate's interview scores and input from evaluators.
- Candidates are notified whether they are moving on to Board interviews and if so what time their interview is.

Board of Directors Interview

- Top scoring candidates from stakeholder interviews advance to interview with Board of Directors
- Assessment center scores do not carry over to Board interview
- Board interview consists of:
 - Panel interview with prepared questions
 - Follow-up questions to candidates' responses to supplemental questions
- Board scores candidates on:
 - Grasp of current issues
 - Vision for position, for District, for community
 - Vision for the future
 - Clarity of communication
 - Projection of leadership
- Board scoring equals 1% to 100% scale plus applicable veteran's preference points.

Sample Schedule

**Williams Fire District Fire Chief Interview Process
June 10, 2024**

	Stakeholder Panel A	Stakeholder Panel B
8:30 AM	Candidate 1	Candidate 2
9:15 AM	Candidate 2	Candidate 1
10:00 AM	Candidate 3	Candidate 4
10:45 AM	Candidate 4	Candidate 3
12:00 PM	Lunch and Debrief with Board of Directors	
	Board Interview	
2:00 PM	Candidate XX	
2:45 PM	Candidate XX	
3:30 PM	Candidate XX	



INTERGOVERNMENTAL AGREEMENT FOR SERVICES

This Agreement, by and between Applegate Valley Fire District, hereinafter referred to as Applegate, and Williams Rural Fire Protection District, hereinafter referred to as Williams, is entered into for the purpose of exchanging administrative services between the Parties.

RECITALS

WHEREAS Oregon Revised Statutes (ORS) Chapter 190 authorizes units of local government to enter into written agreements with other units of local government for any or all of the functions and activities of a party to the agreement; and

WHEREAS, both Parties are a duly organized rural fire protection districts established under ORS Chapter 478 and the Parties have a long history of working collaboratively; and

WHEREAS, Williams employs an interim Fire Chief but is currently without a permanent Fire Chief and will be starting the process to recruit and hire for the position, but in the meantime, the Williams interim Fire Chief requires experienced leadership support that can be provided by the existing Applegate Fire Chief and other Applegate senior staff; and

WHEREAS, the purpose of this Agreement is to improve operational efficiency and service levels of both Parties;

NOW, THEREFORE, in consideration of each Party's performance of the covenants, terms and conditions herein and the benefits the Parties receive, the Parties mutually agree as follows:

AGREEMENT

SECTION 1 – PURPOSE

- 1.1 The purpose of this Agreement is for Applegate to provide certain administrative services to Williams on a temporary, short-term, and on-call basis. Initially, the services are as set out below, but both parties anticipate that the services will be adjusted over time as both parties may agree.
- 1.2 Recognizing the purpose and the spirit with which this Agreement is entered into, both Parties agree to cooperate, consult, meet, and work together in resolving, to the mutual satisfaction of both Parties, any question or problem which may hereafter arise in connection with the performance of this Agreement prior to seeking any administrative, mediated, or judicial resolutions.

SECTION 2 – TERM; TERMINATION

- 2.1 This Agreement shall begin on the day after it is fully executed and approved by each respective Board of Directors ("Effective Date"). This Agreement shall continue in effect until December 31, 2024, unless terminated earlier as provided below. The parties may also agree to extend this Agreement upon mutual written agreement.
- 2.2 To unilaterally terminate this Agreement, the terminating party must provide at least twenty-one (21) calendar days prior written notice to the other party, stating the date of

the termination. If notice is provided under this provision, the parties will continue to operate under the Agreement until the effective date of the termination.

- 2.3 If Williams fails to pay the compensation as detailed in Section 5 below, Applegate may terminate this Agreement subject to the good faith communication and reconciliation requirements in Section 1.2, and subject to Applegate providing Williams written notice of the breach and thereafter such notice providing Williams at least ten (10) calendar days to cure the breach.
- 2.4 If Applegate fails to provide the services as detailed in Section 4 below, Williams may terminate this Agreement, subject to the good faith communication and reconciliation requirements in Section 1.2 and subject to Williams providing Applegate written notice of the breach and thereafter such notice providing at least ten (10) calendar days for Applegate to cure the breach. Any termination hereunder is without prejudice to any obligation or liability of either Party already accrued prior to such termination.

SECTION 3 - EMPLOYMENT STATUS

The Applegate employees providing services under this Agreement are and will remain solely employees of Applegate. Applegate shall be solely responsible for payment of all wages, insurance, PERS, benefits, employment taxes, workers' compensation insurance, and any other applicable employment-based benefits. The Parties agree and understand that at no time will any Applegate employee who provides services under this Agreement be considered an employee of Williams for any purpose. The Applegate employees providing services under this Agreement shall be governed by the rules, policies, employment contracts (if applicable), performance standards, and regulations of Applegate. At no time will Applegate employees providing services to Williams be subject to any Williams disciplinary policies or procedures.

SECTION 4 - SERVICES TO BE PROVIDED BY APPLGATE ("Services")

- 4.1 Applegate will provide to Williams administrative leadership services, to include Applegate senior officers acting as senior officer staff for Williams. Services that may be requested by Williams include general senior officer services, training officer services, and general consulting administrative services.
- 4.2 All requests for Services from Williams to Applegate will come from the Williams Interim Fire Chief and be directed to the Applegate Fire Chief. Applegate will acknowledge each request for Services, and the Williams Interim Fire Chief and Applegate Fire Chief (or their designees) will then mutually agree on the scope of Services for each request. Upon reaching agreement on the scope of Services for a particular request, Applegate senior officers will then act upon the request on a project-by-project, on-request basis. While providing Services to Williams, Applegate senior officers will operate under the direction, or chain-of-command, of the Williams Interim Fire Chief.
- 4.3 Unless amended by later action of the Parties, the Parties contemplate that responsibility for fire service operations and call responses will continue to be handled by each Party within its own respective territory. The Parties are mutual aid partners, and that relationship will continue in terms of responding to calls for service and overall fire service operations.



- 4.4 The Services to be provided by Applegate are in the nature of administrative supervision services, with Williams reserving to itself all policy functions – functions under the authority of the Williams Board of Directors. As a result, Applegate shall have no authority for the provision of Services without the proper budgetary appropriations, delegation of authority, or other policy-level authorization from the Williams Board of Directors or the Williams Interim Fire Chief.

SECTION 5 - COSTS

In consideration of the Services provided to Williams by Applegate under this Agreement, Williams will pay to Applegate \$54 per hour. Applegate will invoice Williams monthly for the actual hours expended providing the Services. Payment from Williams to Applegate will be made within thirty (30) calendar days of the Applegate invoice.

SECTION 6 - REVIEW, EVALUATION, AND QUALITY ASSURANCE

Both Parties shall notify the other as soon as possible of incidents that affect the quality of service delivery under this Agreement in their respective Parties. Both Parties agree to work diligently towards resolving any issues that may arise.

SECTION 7 - LIABILITY/INDEMNITY

- 7.1 As governed by the Oregon Tort Claims Act and to the extent permitted by the Oregon Constitution, each Party will defend, indemnify, and hold harmless the other Party, and the other Party's elected officials, officers, agents, and employees, from and against any and all losses, claims, torts, actions, costs, judgments, damages or other expenses resulting from injury to any person (including injury resulting in death) or damage to property (including loss or destruction), of whatever nature, arising out of or related to the performance of this Agreement by the indemnifying Party, including, but not limited to, any tort, act, or omission of the indemnifying Party's officers, employees, agents, volunteers, and others, if any, designated by the indemnifying Party to perform services under this Agreement, as long as such act or omission occurred within the officer's, employee's, agent's, volunteer's, or other's proper scope of authority.

Notwithstanding the above, the indemnifying Party will not be held responsible for any losses, claims, actions, costs, judgments, damages, or other expenses solely and proximately or directly caused by the negligence or intentional acts of the other Party or the other Party's officers, employees, agents, or volunteers.

- 7.2 This Section does not confer any right to indemnity on any person or entity other than the Parties. It specifically does not waive either Party's reliance upon the limitations of the Oregon Tort Claims Act, the Oregon Constitution or other statutes relating to governmental immunity.
- 7.3 The obligations of the Parties under this section will survive expiration or termination of this Agreement.

SECTION 8 - NOTICE

Any notice required by this Agreement shall be given by hand delivery or by placing said notice in the United States Mail, first class postage pre-paid, and addressed as follows:

To Applegate: Board President
Applegate Valley Fire District
1095 Upper Applegate Road
Jacksonville, OR 97530

To Williams: Board President
Williams Rural Fire Protection District
211 East Fork Road
Williams, OR 97544

Notice shall be deemed to be received when hand delivered or, if mailed, three (3) days after said mailing. If the mailing address of either Party changes, notice of the change of address shall be given to the other Party in writing.

SECTION 9 - ENTIRE AGREEMENT; AMENDMENT

This written Agreement represent the entire agreement of the Parties regarding the subject matter of this Agreement and contains all of the terms and conditions of the Agreement between the Parties. All prior agreements, understandings or the like, whether written or verbal, are superseded by this Agreement and shall be of no force or effect. Any amendment to this Agreement shall be in writing and signed by the representatives of the Parties as duly authorized by the governing body of each Party.

SECTION 10 - EXECUTION

The execution of this Agreement by each of the undersigned is done pursuant to the authorization of the governing body of each Party, voted upon in an open meeting in accordance with Oregon law, and each person executing this Agreement hereby certifies that they are authorized to execute this Agreement. In witness whereof, the Parties, through their duly authorized representatives, have executed this Agreement on the date or dates set forth below.

APPLEGATE VALLEY FIRE DISTRICT

By: _____ Date: _____
Name: Rob Underwood
Title: Board President

WILLIAMS RURAL FIRE PROTECTION DISTRICT

By: _____ Date: _____
Name: Heather Glass
Title: Board President



- 5) Ability to train and develop employees and volunteers.
 - 6) Directs and/or delegates the administration of fire prevention, maintenance, communication, emergency medical services, fire suppression and training activities for the district. The activity shall be commensurate with the policies of the Board of Directors, available resources, existing laws, and government regulations.
 - 7) Directs and assists with command of major fires and investigation of fires of suspicious origin.
 - 8) Develops short term goals to ensure adequate, effective, and efficient service to the district.
 - 9) Supervises district personnel, paid and volunteer with the exception of the Human Resource/Admin assistant position; the chief shall have the authority to discipline all personnel if necessary; subject to confirmation of the action by the Board of Directors. Salary administration subject to review and confirmation by the board of directors if amount exceeds the budget.
 - 10) As budget and chief fiscal officer, prepares district budget for submission to the board of directors and properly administers same.
 - 11) Attends or delegates administrative and management level conferences, schools, classes, and various meetings to keep abreast of new techniques, developments, laws, and regulations to properly, effectively and efficiently direct overall district operations.
 - 12) Maintain an effective liaison with state and county departments and agencies, community businesses and the district at large.
 - 13) Represent fire district at the local, state, and national levels.
 - 14) Good work habits as an example to employees
 - 15) Bi-weekly staff meetings to keep all informed.
 - 16) Full and efficient utilization of all facilities and services.
 - 17) Management skills necessary to maximize the fire and ambulance services made available to the patrons and minimize the cost to the taxpayers; and
 - 18) Follow internal policy regarding fiscal controls and approval.
 - 19) Advise board of directors on grant applications to include advantages and disadvantages of the grant.
- D. **Types of Discipline.** The district's general disciplinary policies do not apply to Nicco Holt. In the event the district deems it necessary to issue discipline to Nicco Holt, that discipline may include performance improvement and/or corrective action plans, reprimands, suspensions (only in conformance with the Fair Labor Standards Act relating to an exempt position), prospective reduction in pay, demotion, or termination, depending on the severity of the offense or actions involved. All discipline processes will be conducted in accordance with the Oregon Open Meetings Law as applicable.



E. **Grounds and Process for Termination.** During the length of this agreement, Nicco Holt employment may be terminated "at will". As the Chief Executive Officer, Nicco Holt is in the highest operational and administrative position in the organization and is, therefore, held to higher standards of performance and attitude than other employees. If it is determined that termination is needed a majority vote of the Board is required to act on the termination. In most cases of misconduct committed by an employee at this level, either counseling or discharge would be warranted, but intermediate levels of disciplinary actions would be rare. "Cause" for discipline or termination includes, but is not limited to:

1. Intentional or repeated failure to comply with legal requirements or with District's policies or directives.
2. Commission of any act of fraud, dishonesty, misappropriation of funds, embezzlement, breach of confidence, immoral conduct, or other misconduct in the rendering of services on behalf of the district.
3. Current illegal use of drugs, substance abuse, or being under the influence of alcohol while on duty.
4. Repeated discourteous treatment of employees, subordinates, volunteers, or the public.
5. Failure or refusal to perform faithfully, diligently and effectively any of the provisions of this Agreement; or
6. Conviction of a felony crime.

3. RESIGNATION.

In the event Nicco Holt wishes to voluntarily resign his/her position during the term of this Agreement, Nicco Holt shall be required to give the Board not less than thirty (30) days written notice of such intention, unless such notice is waived by the Board. Nicco Holt will cooperate in every way with the smooth and normal transition.

4. COMPENSATION

- A. **Salary.** The district agrees to pay Nicco Holt \$5665.000 per month. Nicco Holt will be paid in the normal process as other employees of the district.
- B. **Health, Welfare, Retirement.** None unless the District has a current practice or policy.
- C. **Dues, Subscriptions and Professional Development.** District agrees to budget and pay for the professional dues and subscriptions of Nicco Holt necessary for the continuation and full

Date: _____

Heather Glass, Board Chair

Date: _____

XXX, Interim Fire Chief



Williams Fire Rescue
Board of Directors Agenda Item Explanatory Statement

Date: April 29, 2024

To: Board of Directors

From: Nicco Holt

Agenda Subject: Duty Pay

Overview of Agenda Subject

Increase of duty officer rate to \$40.00 per day for weekday shift for all duty officers.

Agenda Subject Brief Background:

Duty officers are not paid for their weekday shifts. This will cost the district \$867 per month and will be split between duty officers. With 3 duty officers, each will cover 6-9 weekday evenings each month depending on how the schedule falls. This will increase the budget from 15.6K to 26.5K per year.

Recommendation- (What is the recommended outcome of the Agenda Subject)

BOD agree to increased duty officer pay for weekdays retroactive to April 1, 2023



Williams Fire Rescue
Board of Directors Agenda Item Explanatory Statement

Date: April 29, 2024

To: Board of Directors

From: Heather Glass

Agenda Subject: Jennifer Vetter Review

Overview of Agenda Subject

Review of Jenny Vetter

Agenda Subject Brief Background:

Annual Review of HR/Admin position

Recommendation- (What is the recommended outcome of the Agenda Subject)

Input and acceptance of review. Increase salary to 43,500 based on work performed and extra work added from more personnel and paperwork management.

For reference:

Office admin average salary is 40K a year in Oregon. Payroll tax accountant average salary is 82K per year. We need to try and catch up on the pay this position deserves. Take the name off and look at the position itself. This position is the heart of the finances in the organization.

Attachment:

Review.



Human Resource Manager

Human Resources plans, coordinates, and directs the administrative functions of an organization. The Human Resource Manager oversees the recruiting, interviewing, and hiring of new staff, consultants, and confers with management on strategic planning. Human Resources serves as a link between the organization's management and its employees. Human Resources Management is an exempt status and encompasses the below functions in this organization:

- **Personnel Management and Administration: To Include and Not Limited To:**
 - Manage and Oversee District Death and Dismemberment Policy
 - Manage and Oversee District Benefits Package
 - Manage and Oversee Compensation Packages
 - Manage Employee & Volunteer Files
 - Manage Employee & Volunteer Health Records
 - Onboarding & Outboarding of District Employees and Volunteers
 - Onboarding & Outboarding of District Board Members
 - Create and Implement Personnel Internal Controls
 - Manage & Administer Worker's Comp Policy
 - Facilitate Workers' Comp Claims
 - Report and File Workers' Comp Audit Reports
 - Establish, Implement, and Manage Accounting Policies

- **Payroll Management and Administration: To Include and Not Limited To:**
 - Monthly Payroll taxes, Documentation, Consolidations, Review
 - Administration and Execution of Board Compensation
 - Annual Review and Filings for Board Compensation Expenses
 - Quarterly Nominal Administration, Consolidations, and Review for Volunteers
 - Quarterly Payroll Tax Filings, Consolidations, and Review for All Employees & Volunteers
 - Yearly Payroll Tax Filings, Consolidations, Recordings, and Review for Employees & Volunteers
 - Administration of State Enacted Procedures & Withholdings
 - Administrations of Federal Enacted Procedures & Withholdings
 - Administration of State & Federal Garnishments
 - Recordkeeping Pertinent to Payroll Management Filings
 - Execution of Independent Contractor Expenses
 - Management of Independent Contractor Files and Tax Filings
 - Management of Entity Filing with State and Federal Entity
 - Management of Direct Deposit Records
 - Execution of Direct Deposit Transactions
 - Reconciliation of Direct Deposit Transactions



- **Financial Management and Administration: To Include and Not Limited To:**
 - Manage Bank Deposits Accounts
 - Manage and Oversee County Property Tax Receipts
 - Manage and Oversee Bank Safe Deposit Box
 - Manage District Credit Cards
 - Prepare Monthly, Quarterly, and Year-End Financial Statements
 - Prepare Budget Filing Documents
 - Process and Submit Budget Preparation Documents
 - Prepare the Annual Budget
 - Enact, Manage, Maintain, and Close the Budget
 - Administration of Payables & Receivables
 - Vendor Records and File Upkeep
 - Manage District Relationships with Vendors
 - Manage County, State, and Federal Business Filings
 - Manage and Oversee Annual Business Filings, Reviews, and Audit
 - Manage and Oversee Grant Expense Management and Reporting

- **District Business Management and Administration: To Include and Not Limited To:**
 - Manage and Oversee District Liability Insurance
 - Manage and Oversee Public Entity Records and Filings
 - Manage, Build, and Oversee District Website and Social Media Outlets
 - Manage, Issue, and Maintain District Emails
 - Manage and Oversee District Accounting Functions, Procedures, and Policies
 - Manage, Oversee, and Upkeep FEMA and other Federal Entities to Ensure Grant Qualifications
 - Write and Submit Grant Applications
 - Oversee Grant Awards & Management
 - Perform Clerical and Executive Office Functions
 - Manage and Maintain Controls for District Fidelity
 - Monitor and Manage the Ordering of Office Supplies
 - Receive and Distribute Incoming Mail

- **Administrative Assistant to the Board of Directors:**
 - Prepare and Distribute Board Packets
 - Create and Manage Board Meeting Minutes
 - Advertise Board Meetings
 - Provide Pertinent Information and Actions for Board Success



Training and Experience Requirements:

Bachelor's degree in accounting, finance, or related field and three years of financial experience; or an equivalent combination of education and experience which provides professional knowledge, skills, and abilities sufficient to successfully perform the essential duties of the job. Necessary experience in QuickBooks and website building. Grant writing experience preferred.

Licensing Requirements

Valid state of Oregon Driver's License

Physical Requirements

Must be able to travel

Must be able to lift 20 pounds





WILLIAMS
Rural Fire Protection District
P.O. Box 81, Williams, OR 97544
Business Phone (541) 846-7644
www.wrfpd.org
EMERGENCY DIAL 9-1-1



Performance Review & Development Plan Non-Management

EMPLOYEE INFORMATION

Name: Jenny Vetter	Review Date:
Position: HR/Admin	Manager:
Department:	Review Period: 2023

COMPETENCY EVALUATION

Competency: <u>Quality</u> <i>Contributes to organizational objectives by consistently focusing on achieving high standards in both work product and service through attention to detail; demonstrates commitment to exceeding internal and external customer/constituent expectations.</i>		
DOES NOT MEET EXPECTATIONS (1) <input type="checkbox"/>	MEETS EXPECTATIONS (2) <input type="checkbox"/>	EXCEEDS EXPECTATIONS (3) <input checked="" type="checkbox"/>
STRENGTHS: High quality. Thorough. Always seems to have the answers. Does the right thing.	OPPORTUNITIES:	

Competency: <u>Teamwork</u> <i>Develops positive and productive relationships within and across teams to facilitate the accomplishment of work goals; aids in the fulfillment of departmental goals; considers the perspectives of others in working towards common goals and group consensus; communicates respectfully; supports, advises and gives credit to others.</i>		
DOES NOT MEET EXPECTATIONS (1) <input type="checkbox"/>	MEETS EXPECTATIONS (2) <input checked="" type="checkbox"/>	EXCEEDS EXPECTATIONS (3) <input type="checkbox"/>
STRENGTHS: Works across teams	OPPORTUNITIES: Fine tune questionnaires. Keep growing to help team grow. Work to build relationship and trust with staff.	



COMPETENCY EVALUATION

Competency: Results-Oriented

Focuses on desired outcomes and how best to achieve them; gets job done and delivers consistent results; assumes responsibility and accountability for successfully completing assignments or tasks; effectively acquires the resources and skills needed to fulfill job duties and meet objectives.

DOES NOT MEET EXPECTATIONS (1) <input type="checkbox"/>	MEETS EXPECTATIONS (2) <input type="checkbox"/>	EXCEEDS EXPECTATIONS (3) <input checked="" type="checkbox"/>
STRENGTHS: Results oriented. Board packets are thorough and have a lot of data. Grant management and reporting are excellent. Overachiever.	OPPORTUNITIES:	

Competency: Job Knowledge & Technical Skills

Demonstrates a solid understanding of the skills, procedures and equipment needed to accomplish job duties and responsibilities; follows procedures to complete work; seeks out opportunities to further job knowledge and skills.

DOES NOT MEET EXPECTATIONS (1) <input type="checkbox"/>	MEETS EXPECTATIONS (2) <input type="checkbox"/>	EXCEEDS EXPECTATIONS (3) <input checked="" type="checkbox"/>
STRENGTHS: Excellent accounting knowledge. Payroll tax skills.	OPPORTUNITIES:	

Competency: Communication

Communicates with others in a helpful manner while simultaneously building credibility and rapport. Relates well to all kinds of people, inside and outside the organization; builds constructive and effective relationships; uses diplomacy and tact; identifies best style and approach given the audience and circumstance.

DOES NOT MEET EXPECTATIONS (1) <input type="checkbox"/>	MEETS EXPECTATIONS (2) <input checked="" type="checkbox"/>	EXCEEDS EXPECTATIONS (3) <input type="checkbox"/>
STRENGTHS: Diplomatic and professional.	OPPORTUNITIES: Check on policy. Adjust for new policies on human resources.	



Competency: Organization & Time Management

Uses time effectively and efficiently; spends time and the time of others on what's important to the organization; adept at figuring out the processes necessary to get things done; accurately scopes out length and difficulty of tasks and projects; sets objectives and goals; breaks down work into the process steps; concentrates efforts on the more important priorities; able to anticipate problems and adjust to them.

DOES NOT MEET EXPECTATIONS (1) <input type="checkbox"/>	MEETS EXPECTATIONS (2) <input checked="" type="checkbox"/>	EXCEEDS EXPECTATIONS (3) <input type="checkbox"/>
STRENGTHS: Rarely late on board packets. Manages desk efficiently. Bills and people are paid. Continues training to be better.		OPPORTUNITIES: Seminars and books for better understanding of efficiency.

Competency (Skip for Admin positions): Safety

Makes a positive contribution to a safe work environment; assists others in working safely; recognizes and reports real or possible safety hazards; follows safety policies and procedures; no safety violations.

DOES NOT MEET EXPECTATIONS (1) <input type="checkbox"/>	MEETS EXPECTATIONS (2) <input type="checkbox"/>	EXCEEDS EXPECTATIONS (3) <input type="checkbox"/>
STRENGTHS:		OPPORTUNITIES:

RATING OF CORE COMPETENCIES

Admin: Add all ratings and write total here: <u>15</u> ÷ 6 = <u>2.50</u>		
Non-Admin: Add all ratings and write total here: _____ ÷ 7 = _____		
DOES NOT MEET EXPECTATIONS (1.00-1.66) <input type="checkbox"/>	MEETS EXPECTATIONS (1.67-2.33) <input type="checkbox"/>	EXCEEDS EXPECTATIONS (2.34-3.00) <input checked="" type="checkbox"/>



PERFORMANCE GOALS & ACTION PLAN

The performance evaluation is based on the principle that each individual should have the opportunity to receive feedback about their performance and guidance on how to improve and develop for their future.

Prepare your development recommendations based on the employee's opportunities for improving or enhancing performance.

1. Indicate specific performance that requires improvement.

Works too much sometimes and can get in the way of self improvement.

2. Include any specific job activities or training that you believe would be relevant and helpful.

Arranging time to step away for various things. Give your brain a break.
Know and utilize your peak hours.

3. Together, set agreed upon goals with completion dates.

PERSONAL DEVELOPMENT PLAN

Goal / Desired Result: Becoming more innovative and help with retention.	Stated Key Actions: Take classes to gain knowledge in areas of interest. Know you have board support
Date Set:	Individual Activities:



CAREER OBJECTIVES

In this section, you have an opportunity to discuss employee aspirations and how those fit into the larger organizational plan. Based on their interests and the organization's needs, make suggestions for ways in which your employees may develop experience and new skills for the future.

	Development Objective (skills, knowledge, competency)	Target Completion Date
#1	Development Action (circle item in list & explain below) (targeted assignment, self-directed, reading, coaching/mentoring, workshop/seminar, other)	
	Development Objective (skills, knowledge, competency)	Target Completion Date
#2	Development Action (circle item in list & explain below) (targeted assignment, self-directed, reading, coaching/mentoring, workshop/seminar, other)	

EMPLOYEE COMMENTS

VERIFICATION OF REVIEW

By signing this form, you confirm that you have discussed this review in detail with your manager. Signing this form does not necessarily indicate that you agree with this evaluation but that you have reviewed it.

SIGNATURES	PRINTED NAME	DATE
EMPLOYEE:		
SUPERVISOR:		
DEPT. HEAD:		
HUMAN RESOURCE MANAGER:		

Performance Review & Development Plan Non-Management

EMPLOYEE INFORMATION

Name: Jenny Vetter	Review Date: 4/11/23
Position: Deputy Clerk	Manager: WRFPD Board of directors
Department: WRFPD	Review Period: 2022

COMPETENCY EVALUATION

Competency: <u>Quality</u> <i>Contributes to organizational objectives by consistently focusing on achieving high standards in both work product and service through attention to detail; demonstrates commitment to exceeding internal and external customer expectations.</i>		
DOES NOT MEET EXPECTATIONS (1) <input type="checkbox"/>	MEETS EXPECTATIONS (2) <input checked="" type="checkbox"/>	EXCEEDS EXPECTATIONS (3) <input type="checkbox"/>
STRENGTHS: Does the right thing. Creates a successful work environment. Generates good financial reports. Good grasp of QuickBooks Knows payroll taxes which is rare.	OPPORTUNITIES:	

Competency: <u>Teamwork</u> <i>Develops positive and productive relationships within and across teams to facilitate the accomplishment of work goals; aids in the fulfillment of departmental goals; considers the perspectives of others in working towards common goals and group consensus; communicates respectfully; supports, advises and gives credit to others.</i>		
DOES NOT MEET EXPECTATIONS (1) <input type="checkbox"/>	MEETS EXPECTATIONS (2) <input checked="" type="checkbox"/>	EXCEEDS EXPECTATIONS (3) <input type="checkbox"/>
STRENGTHS: Motivates Promotes the best of people Works well with board Works well with WRFPD team	OPPORTUNITIES:	



Competency: Results-Oriented

Focuses on desired outcomes and how best to achieve them; gets job done and delivers consistent results; assumes responsibility and accountability for successfully completing assignments or tasks; effectively acquires the resources and skills needed to fulfill job duties and meet objectives.

DOES NOT MEET EXPECTATIONS (1) <input type="checkbox"/>	MEETS EXPECTATIONS (2) <input type="checkbox"/>	EXCEEDS EXPECTATIONS (3) <input checked="" type="checkbox"/>
STRENGTHS: Gets answers needed Gets results to finish job Provides a well done comprehensive board packet	OPPORTUNITIES: Have room ready for board meetings with any necessary paperwork an hour before meeting	

Competency: Job Knowledge & Technical Skills

Demonstrates a solid understanding of the skills, procedures and equipment needed to accomplish job duties and responsibilities; follows procedures to complete work; seeks out opportunities to further job knowledge and skills.

DOES NOT MEET EXPECTATIONS (1) <input type="checkbox"/>	MEETS EXPECTATIONS (2) <input checked="" type="checkbox"/>	EXCEEDS EXPECTATIONS (3) <input type="checkbox"/>
STRENGTHS: Above and beyond normal accounting expectations. Knows how to do payroll taxes. Consuls with others in similar fields to gain knowlege	OPPORTUNITIES: Have a back up plan	

Competency: Communication

Communicates with others in a helpful manner while simultaneously building credibility and rapport. Relates well to all kinds of people, inside and outside the organization; builds constructive and effective relationships; uses diplomacy and tact; identifies best style and approach given the audience and circumstance.

DOES NOT MEET EXPECTATIONS (1) <input type="checkbox"/>	MEETS EXPECTATIONS (2) <input checked="" type="checkbox"/>	EXCEEDS EXPECTATIONS (3) <input type="checkbox"/>
STRENGTHS: Responds diplomatically Professional style is used when communicating for the district.	OPPORTUNITIES: Disengage- don't get caught up in office "stuff" Ask for help- consult with board on CPA assignments. Talk with board about changes to job	



Performance Review & Development Plan Non-Management

Competency: <u>Organization & Time Management</u> <i>Uses time effectively and efficiently; spends time and the time of others on what's important to the organization; adept at figuring out the processes necessary to get things done; accurately scopes out length and difficulty of tasks and projects; sets objectives and goals; breaks down work into the process steps; concentrates efforts on the more important priorities; able to anticipate problems and adjust to them.</i>		
DOES NOT MEET EXPECTATIONS (1) <input type="checkbox"/>	MEETS EXPECTATIONS (2) <input checked="" type="checkbox"/>	EXCEEDS EXPECTATIONS (3) <input type="checkbox"/>
STRENGTHS: Holds herself and others accountable Sets realistic priorities	OPPORTUNITIES: Establish normal work hours if haven't already done so,	

Competency (<i>Slip for Admin positions</i>): <u>Safety</u> <i>Makes a positive contribution to a safe work environment; assists others in working safely; recognizes and reports real or possible safety hazards; follows safety policies and procedures; no safety violations.</i>		
DOES NOT MEET EXPECTATIONS (1) <input type="checkbox"/>	MEETS EXPECTATIONS (2) <input type="checkbox"/>	EXCEEDS EXPECTATIONS (3) <input type="checkbox"/>
STRENGTHS:	OPPORTUNITIES:	

RATING OF CORE COMPETENCIES

Admin: Add all ratings and write total here: <u>14</u> ÷ 6 = <u>2.33</u>		
Non-Admin: Add all ratings and write total here: _____ ÷ 7 = _____		
DOES NOT MEET EXPECTATIONS (1.00-1.66) <input type="checkbox"/>	MEETS EXPECTATIONS (1.67-2.33) <input checked="" type="checkbox"/>	EXCEEDS EXPECTATIONS (2.34-3.00) <input type="checkbox"/>



The performance evaluation is based on the principle that each individual should have the opportunity to receive feedback about their performance and guidance on how to improve and develop for their future.

Prepare your development recommendations based on the employee's opportunities for improving or enhancing performance.

1. Indicate specific performance that requires improvement.

2. Include any specific job activities or training that you believe would be relevant and helpful.

Accounting classes at college if needed.

Fire officer 1

Instructor 2

3. Together, set agreed upon goals with completion dates.

PERSONAL DEVELOPMENT PLAN

Goal / Desired Result: Transition for improvement to potentially move into other job opportunities.	Stated Key Actions: Take classes to gain knowledge in areas of interest Know you have board support.
Date Set: 4/11/23	Individual Activities:



Performance Review & Development Plan Non-Management

CAREER OBJECTIVES

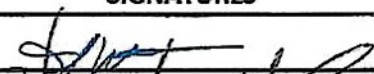

In this section, you have an opportunity to discuss employee aspirations and how those fit into the larger organizational plan. Based on their interests and the organization's needs, make suggestions for ways in which your employees may develop experience and new skills for the future.

	Development Objective (skills, knowledge, competency)	Target Completion Date
#1	Development Action (circle item in list & explain below) (targeted assignment, self-directed, reading, coaching/mentoring, workshop/seminar, other)	
	Development Objective (skills, knowledge, competency)	Target Completion Date
#2	Development Action (circle item in list & explain below) (targeted assignment, self-directed, reading, coaching/mentoring, workshop/seminar, other)	

EMPLOYEE COMMENTS

VERIFICATION OF REVIEW

By signing this form, you confirm that you have discussed this review in detail with your manager. Signing this form does not necessarily indicate that you agree with this evaluation but that you have reviewed it.

SIGNATURES	PRINTED NAME	DATE
EMPLOYEE: 	Jennifer Vetter	7-18-23
SUPERVISOR: 	HEATHER QUAST	7-18-23
DEPT. HEAD:		

Williams Rural Fire District

211 E. Fork Rd

Williams, OR 97544

March 7th, 2022

Evaluation of Jenny Vetter . Administration Assistance, Deputy Clerk, RR

Year: January 2021 – January 2022

All feedback given from the Admin Assistance and board members to help complete this evaluation

Job Knowledge- The Admin Assistant has an excellent understanding of policies and procedures of the department. She continues to grow in key areas by continuing to take classes and training. She is very involved in updates that are provided on line. She has a strong understanding of Policy and Procedures for all aspects of the fire department.

Quality of Work- She exceeds in this area. Very organized. Performs work in a timely manner and meets deadlines.

Quantity of Work- Very dedicated. Puts in a lot more time than paid for. If any errors are made she corrects them in a timely manner and accepts responsibly for the error.

Reliable- She is very dedicated to her job and set high standard for what her job entails. She meets the standards she sets for herself 90% of the time. There is always room for improvement.

Initiative and Creativity- She has lots of initiative and very creative ideas. Almost to a fault.

Judgment- She has sound judgment. Judges people on performance, not on a personal level.

Cooperation- Self-motivated, always willing to help in any situation. She accepts guidance without remorse. She is a great team player.

Attendance- There is no lack of attendance at the station any time of day.

Time management/Planning- Plans and prioritize her workload for the day, week, and month. Has great *time management* skills.

Decision Making- She has the ability to make the right decision at the appropriate time and place. When asked why she made that decision, her reasoning is very sound.

Noteworthy accomplishments: Update and maintain Facebook web page, District website, and District Emails. Works on grants with rest of staff. Performs all her job description to high standards.

Areas to improve- Main concern is putting too much on her plate and pressure to maintain her high standards will decrease

Professional Development goals- Always looking for a way to improve self and career.

New Things ahead: Assisting Chief in Community Life support classes and Community CPR

Take away TIPS for improvement: Take the breaks needed during the day and week to keep what you have set for standards for yourself. ME TIME is an important thing to practice for mental health. The job will actually be done better with the proper breaks from the stress and workload.

Recommendation: Administration assistance to get raise in hours and pay as follow. She has been paid below BOLI standard (below minimum wage) for far too long of a period.

Recently Pacific place two part time job opportunities on Jolist . Instructor and rental coordinator at \$18 & \$17 per hour with advancement.

Pay raise to \$22/hour

Hour raises to 35/week

\$22 X 35 Hours = \$770/week X 52 Weeks = \$40,040 /year

This is comparable to similar positions at a starting wage.

\$35,000/yr @ 35 Shows/week

Approved by Board

Claudia Matt
Chair

3/18/2022

Retrospective
1/1/2022

WILLIAMS R F P D
Operations Visa
As of April 30, 2024

Cash Basis

Date	Name	Memo	Paid Amo...	Balance
	Chief Business Visa - 9509			407.73
04/09/2024	Takubeh	Frozen Fruit & Oatmeal	34.07	441.80
04/09/2024	Grocery Outlet	Kitchen Groceries	255.86	697.66
04/15/2024	American Cutting Edge	Vermeer Chipper Blades	194.50	892.16
04/15/2024	Whistling Duck	Dispatch Gift Basket	42.00	934.16
04/18/2024	IFSTA - Fire Protection Publications	Pumping and Aerial Apparatus Driver Operator Handbo...	190.00	1,124.16
04/25/2024	Cardmember Service Umpqua Credit C...	April Statement	-828.16	296.00
04/26/2024	Grainger	Tire Valve Caps	25.78	321.78
04/26/2024	Traffic Safety Store	Cheney Grant	1,186.13	1,507.91
	Total Chief Business Visa - 9509		1,100.18	1,507.91
	TOTAL		1,100.18	1,507.91



WILLIAMS R F P D
Admin Visa
As of April 30, 2024

Cash Basis

Date	Name	Memo	Paid Amount	Balance
	Admin Business Visa - 7440			273.60
04/01/2024	Intuit	Employee Payroll Costs per Mont...	54.00	327.60
04/01/2024	Southern Oregon Sanitation	Monthly Garbage Bill	63.94	391.54
04/01/2024	Intuit	Employee Payroll Costs per Mont...	30.00	421.54
04/06/2024	uAttend Time Clock	Monthly Time Clock Subscription	25.00	446.54
04/12/2024	Zoom Video Communications	Monthly Subscription	15.99	462.53
04/15/2024	InstaInk	Operations Office Ink	11.99	474.52
04/15/2024	InstaInk	Admin Printer Ink	24.99	499.51
04/19/2024	Amazon.com	Printer Ink for Cannon Printer	49.99	549.50
04/19/2024	Amazon.com	Conference Room Wall Clock	12.59	562.09
04/19/2024	Amazon.com	AMartell Storage/Plastic Box	34.25	596.34
04/19/2024	Mt. Shasta Spring Water	Water Subscription	58.73	655.07
04/24/2024	The Key Man Inc	Chipper Duplicate Keys	13.50	668.57
04/24/2024	US Postal Service	Roll of Stamps	68.00	736.57
04/24/2024	Harbor Freight	Chipper Torque Wrench	84.99	821.56
04/25/2024	Cardmember Service Umpqua...	April Statement	-477.14	344.42
04/25/2024	Amazon.com	HP200 Ink	46.78	391.20
	Total Admin Business Visa - 7440		117.60	391.20
	TOTAL		117.60	391.20



WILLIAMS R F P D
Umpqua Business Checking Account
As of April 30, 2024

Cash Basis

Date	Num	Name	Memo	Original Amount
General Fund / Umpqua Bank Ckng				
04/01/2024		Ash Martell	April CWRR/Capacity/Chief Assistant Expense	-980.00
04/01/2024	EFT	Ziply Fiber	Monthly Phone & Internet Bill	-457.69
04/01/2024	DDMarch	Jennifer M. Vetter {HR Manager}	March 2024 \$2504.03	0.00
04/01/2024	DDMarch	Nicolas G Holt {Training Officer}	March 2024 \$1906.37	0.00
04/01/2024	DDMarch	Oskar D. Sundell {Lieutenant}	March 2024 \$3763.23	0.00
04/01/2024	DDMarch	Devin N Brennan {Capacity FF}	March Capacity FF \$1482.12	0.00
04/01/2024	DDMarch	Jon Scaroni {Fire Prevention}	March Capacity Prevention \$2337.16	0.00
04/01/2024	12892	Oskar D. Sundell {Lieutenant}	Bonus for picking up Chief D/O Shifts	-870.04
04/01/2024	12893	City of Grants Pass	Dispatch Monthly 911 Bill	-496.17
04/01/2024	MarGrant PR		Recategorized - Allocated to Capacity Grant	6,764.21
04/01/2024	MarGrant PR		Recategorized - Allocated to Capacity Grant	797.43
04/01/2024	MarGrant PR		Recategorize - Allocate to Grant	1,206.42
04/01/2024	MarGrant PR		Recategorize - Allocate to Grant	500.00
04/01/2024	MarGrant PR		Recategorize - Allocated to CWRR Grant	266.47
04/01/2024	MarGrant PR		Recategorize - Allocated to CWRR Grant	28.86
04/01/2024	12894	Fields Home Imprvmt Cntr	Light Bar Contact Cleaner	-39.25
04/01/2024	12895	Oregon Department of Revenue	DebtorID 14593-35680 Final	-707.61
04/01/2024			Apr Rent Modular Home	1,400.00
04/01/2024			159 E. Fork Electric Reimbursement	193.81
04/01/2024			Apr RV Space Rent Income	300.00
04/04/2024		QuickBooks Payroll Service	Created by Payroll Service on 04/01/2024	-1,408.78
04/04/2024	12898	Cornerstone Construction & Tr...	Repairs to Modular Home Siding	-1,500.00
04/04/2024	12899	Jon M Scaroni	Burn Manager Course Reimbursement	-60.00
04/04/2024	12900	Jennifer M Vetter {Reimburse...	OSU Burn Manager Course Reimbursement	-60.00
04/05/2024	EFT	Pacific Power	Electric Service Items	-808.55
04/05/2024	DDMarch	Alexander S McGlasson {Chipp...	CWRR Chipper Payroll \$1408.78	0.00
04/05/2024	12896	Elizabeth Dunlap {Volunteer}	CWRR Chipper Payroll	-652.91
04/05/2024	12897	Jake Manning {Volunteer}	CWRR Chipper Payroll	-93.12
04/05/2024	MarGrant PR		Recategorize - Allocated to CWRR Grant	2,812.50
04/05/2024	MarGrant PR		Recategorize - Allocated to CWRR Grant	391.52
04/08/2024	EFT	US Cellular	Cell and Data Expense	-183.19
04/08/2024		Umpqua Bank	RV Space Rent Check Insufficient Funds	-300.00
04/09/2024	EFT	Umpqua Bank	Returned Check Fee	-15.00
04/10/2024			Krois Donation	10,000.00
04/10/2024	Donation	Bill Ertel	Monthly Board of Director Associated Costs	-45.00
04/10/2024	Donation	Brian Barton	Monthly Board of Director Associated Costs	-45.00
04/10/2024	Donation	David Applegate	Monthly Board of Director Associated Costs	-45.00
04/10/2024	Donation	Heather Glass	Monthly Board of Director Associated Costs	-45.00
04/11/2024	Donation		Board Member Donations to Support Group	180.00
04/12/2024	12901	Williams Fire Department Supp...	Donated Board Member Compensation	-180.00
04/14/2024	EFT	Oregon Saves	0504367-8	-1,392.76
04/14/2024	OregonEFT	Oregon Department of Revenue	01863569-3, 0504367-8	-2,763.83
04/14/2024	12902	Nicolas Holt	Eugene Power Tools Reimbursement	-140.00
04/15/2024	Ins Cap PR		Recategorized - Allocated to Capacity Grant	2,355.55
04/15/2024	EFT	Umpqua Bank	93-0700111	-4,543.56
04/15/2024	12903	Asante Physician Partners	LFerrell Rft Rev Questionnaire	-34.00
04/15/2024	12904	Bio-Med	LFerrell & ABarajas UA Collections	-36.00
04/15/2024	12905	Cascade Fire Equipment	1.5" Hose 50ft x4	-1,000.00
04/15/2024	12906	Southern Oregon Wireless Inc.	GP Dispatch Paging Problem x3	-300.00
04/15/2024	12907	W.H.A. Insurance Agency, Inc.	Policy #: PRCO93462OR10117	-2,706.00
04/15/2024	12908	Applegate Sign Company	CWRR Signage Expense	-973.57
04/15/2024	12909	Local Government Law Group, ...	Email Responses	-108.00
04/15/2024	12910	Southern Oregon Wireless Inc.	Tower Climb	-560.00
04/15/2024	12911	Williams Country Store	March Statement	-245.32
04/15/2024	EFT	Cardmember Service Umpqua ...	March Statement	-1,595.99
04/15/2024	MarGrant P		Recategorized - Allocated to Capacity Grant	973.57
04/16/2024		QuickBooks Payroll Service	Created by Direct Deposit Service on 04/14/2024	-1.75
04/17/2024	EFT	Department of Justice	930700111	-498.00
04/17/2024		Claudia Pratt	Monthly Board of Director Associated Costs	-45.00
04/19/2024	EFT	Special Districts Insurance Ser...	Employee Benefits Package	-7,758.20
04/19/2024	12913	Lewis Power Equipment	Kawasaki 48" Clear Cut Mower Purchase	-4,239.20
04/19/2024	12912	Century Link	503-T22-8658-337B - Special Circuit	-21.38
04/19/2024	12914	Fields Home Imprvmt Cntr	Maintenance Supplies	-246.08
04/19/2024	12915	Oregon Employment Department	Jason Stevens Unemployment Claim	-155.22
04/19/2024	12916	SeaWestern	Halmatro Hydraulic Tools Service	-750.00
04/19/2024	Grant Exp		Re-allocate to Grant	84.24
04/19/2024	Grant Exp		Re-allocate to Grant	194.50

WILLIAMS R F P D
Umpqua Business Checking Account
As of April 30, 2024

Cash Basis

Date	Num	Name	Memo	Original Amount
04/19/2024		Chuck Zamora	QuickBooks generated zero amount transaction fo...	0.00
04/19/2024	EFT	Umpqua Bank	Stop Payment Fee	-20.00
04/20/2024	Grant Exp		Re-allocate to Grant	34.00
04/22/2024	Grant Exp		Re-allocate to Grant	42.51
04/23/2024			Partial Grant for Bay Doors	7,000.00
04/23/2024	CWRR		Recategorized - Allocated to CWRR Grant	388.90
04/23/2024	CWRR		Re-Allocate Expenditure to CWRR Grant Funds	6,168.00
04/25/2024	12922	Applegate Valley Fire District	CWRR Personnel Wage & Purchase Reimburse...	-6,556.90
04/25/2024	12923	Elizabeth Dunlap	Check Re-Issue	-82.50
04/26/2024			Feb RV Space Rent Income w/Fee Reimbursement	315.00
04/26/2024	EFT	Cardmember Service Umpqua ...	Monthly Credit Card Statements	-1,305.30
04/29/2024		QuickBooks Payroll Service	Created by Payroll Service on 04/23/2024	-1,167.75
04/29/2024	12928	Valley Web Printing	Williams Newsletter Late Printing for Williams Resi...	-1,831.89
04/30/2024		QuickBooks Payroll Service	Created by Direct Deposit Service on 04/19/2024	-1.75
04/30/2024	Q1 2024 Nom	Ashley Martell {Volunteer - CRC}	Q1 2024 Nominal \$259.45	0.00
04/30/2024	12917	Benjamin Brian {Volunteer}	Q1 2024 Nominal	-151.44
04/30/2024	Q1 2024 Nom	Charles HooperLee {Volunteer}	Q1 2024 Nominal \$122.91	0.00
04/30/2024	12918	Elizabeth Dunlap {Volunteer}	Q1 2024 Nominal	-203.32
04/30/2024	Q1 2024 Nom	Heather M Sundell {Volunteer}	Q1 2024 Nominal \$94.78	0.00
04/30/2024	12919	Jacob Bivins {Volunteer/Chipp}	Q1 2024 Nominal	-94.79
04/30/2024	12920	Jake Manning {Volunteer}	Q1 2024 Nominal	-209.46
04/30/2024	12921	Jasmine Williams {Volunteer}	Q1 2024 Nominal	-167.94
04/30/2024	1st Q 2024	Jennifer M. Vetter {HR Manager}	Q1 2024 Nominal \$349.75	0.00
04/30/2024	Q1 2024 Nom	Jesse E Johnstone {Volunteer ...}	Q1 2024 Nominal \$133.30	0.00
04/30/2024	Q1 2024 Nom	Kenton C Welch {Volunteer}	Q1 2024 Nominal \$207.56	0.00
04/30/2024		QuickBooks Payroll Service	Created by Payroll Service on 04/26/2024	-7,917.56
04/30/2024		QuickBooks Payroll Service	Created by Payroll Service on 04/29/2024	-3,885.09
04/30/2024	EFT	ZiPLY Fiber	Monthly Internet & Phone Expense	-456.64
04/30/2024			Interest	5.18

Total General Fund / Umpqua Bank Ckng

TOTAL

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	15,583.61	20,000.00	-4,416.39	77.9%
Current Year Tax				
Interest Income	10,383.77	6,000.00	4,383.77	173.1%
Prior Year Tax	4,197.32	1,700.00	2,497.32	246.9%
Current Year Tax - Other	229,577.50	223,232.00	6,345.50	102.8%
Total Current Year Tax	244,158.59	230,932.00	13,226.59	105.7%
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	35,000.00	35,000.00	0.00	100.0%
SAFER Reimbursed Funds	47,226.55	18,800.00	28,426.55	251.2%
Total Grant Income	824,681.55	789,255.00	35,426.55	104.5%
Grants	0.00	210,745.00	-210,745.00	0.0%
Local Option Tax Fund				
Current Year Tax	142,568.11	129,628.00	12,940.11	110.0%
Prior Year Tax	2,335.41	0.00	2,335.41	100.0%
Total Local Option Tax Fund	144,903.52	129,628.00	15,275.52	111.8%
Misc. Donations	14,165.96	0.00	14,165.96	100.0%
General Fund - Other	0.00	220,000.00	-220,000.00	0.0%
Total General Fund	1,244,793.23	1,600,560.00	-355,766.77	77.8%
Total Income	1,244,793.23	1,600,560.00	-355,766.77	77.8%
Gross Profit	1,244,793.23	1,600,560.00	-355,766.77	77.8%
Expense				
General Fund Expenditures				
Capital Outlay				
Apparatus and Fire Equipment	57,735.49	163,500.00	-105,764.51	35.3%
Building Improvements	7,730.86	50,000.00	-42,269.14	15.5%
Capital Outlay - Other	4,239.20	25,000.00	-20,760.80	17.0%
Total Capital Outlay	69,705.55	238,500.00	-168,794.45	29.2%
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	2,271.31	0.00	2,271.31	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	2,533.55	20,000.00	-17,466.45	12.7%
Total 0100 Apparatus Maintenance	16,580.42	20,000.00	-3,419.58	82.9%
0200 Building Maintenance	7,085.19	7,500.00	-414.81	94.5%
0300 Communications				
Dispatch	1,303.17	0.00	1,303.17	100.0%
Special Circuit	905.47	0.00	905.47	100.0%
Vehicle	996.35	0.00	996.35	100.0%
0300 Communications - Other	4,961.70	9,000.00	-4,038.30	55.1%
Total 0300 Communications	8,166.69	9,000.00	-833.31	90.7%
0400 Dues & Fees				

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
Payroll Subscription	2,888.23	0.00	2,888.23	100.0%
Post Office Box	84.00	0.00	84.00	100.0%
0400 Dues & Fees - Other	3,164.01	5,500.00	-2,335.99	57.5%
Total 0400 Dues & Fees	7,158.44	5,500.00	1,658.44	130.2%
0500 Elections	1,063.40	2,000.00	-936.60	53.2%
0600 EMS Supplies	5,890.02	3,000.00	2,890.02	196.3%
0700 Small Equip. Maintenance	5,612.24	3,000.00	2,612.24	187.1%
0900 Fire Equipment/Supplies	16,467.11	101,000.00	-84,532.89	16.3%
1000 Fire Prevention	62.54	1,000.00	-937.46	6.3%
1100 Miscellaneous				
Kitchen	3,427.68	0.00	3,427.68	100.0%
1100 Miscellaneous - Other	2,057.08	17,000.00	-14,942.92	12.1%
Total 1100 Miscellaneous	5,484.76	17,000.00	-11,515.24	32.3%
1200 Fuel				
Diesel	3,838.67	0.00	3,838.67	100.0%
Gas	6,994.23	0.00	6,994.23	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	12,751.78	17,000.00	-4,248.22	75.0%
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	452.80	0.00	452.80	100.0%
Software	563.97	0.00	563.97	100.0%
Stationary Supplies	1,480.62	0.00	1,480.62	100.0%
1500 Office Supplies - Other	888.48	5,000.00	-4,111.52	17.8%
Total 1500 Office Supplies	4,408.87	5,000.00	-591.13	88.2%
1600 Personal Prtctve Equipmnt	34,835.01	24,000.00	10,835.01	145.1%
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	7,486.76	0.00	7,486.76	100.0%
Garbage Expense	703.34	0.00	703.34	100.0%
Internet Expense	990.31	0.00	990.31	100.0%
Telephone Expense				
Department Cell Phone	1,430.39	0.00	1,430.39	100.0%
Telephone Expense - Other	2,170.13	0.00	2,170.13	100.0%
Total Telephone Expense	3,600.52	0.00	3,600.52	100.0%
1900 Utilities - Other	0.00	16,000.00	-16,000.00	0.0%
Total 1900 Utilities	12,780.93	16,000.00	-3,219.07	79.9%
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	1,754.80	0.00	1,754.80	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	1,754.80	4,000.00	-2,245.20	43.9%
Materials and Services - Other	0.00	20,508.00	-20,508.00	0.0%
Total Materials and Services	199,337.59	382,508.00	-183,170.41	52.1%
Personnel Services				
Accidental Death & Dismember	2,706.00	6,000.00	-3,294.00	45.1%
CWRR Grant				
OSFM CWRR Grant Administration	2,532.22	23,800.00	-21,267.78	10.6%
CWRR Grant - Other	388.90	44,000.00	-43,611.10	0.9%
Total CWRR Grant	21,822.87	67,800.00	-45,977.13	32.2%
Insurance Benefits	61,026.11	85,000.00	-23,973.89	71.8%
Non-Regular Payroll	6,574.10	15,000.00	-8,425.90	43.8%
OSFM Capacity Grant Personnel				
OSFM Fire Prevention Officer	21,496.24	29,000.00	-7,503.76	74.1%
OSFM Firefighter	22,005.21	27,000.00	-4,994.79	81.5%
Total OSFM Capacity Grant Personnel	43,501.45	56,000.00	-12,498.55	77.7%
Social Security/Medicare	20,469.86	40,000.00	-19,530.14	51.2%
Workman's Compensation	4,874.84	20,000.00	-15,125.16	24.4%
4000 - Associated Personnel Costs	4,863.94	20,000.00	-15,136.06	24.3%
4100 - Volunteer Compensation	9,994.02	10,000.00	-5.98	99.9%
4300 - Seasonal Hires-Misc Work				
OSFM Seasonal Grant	36,241.08	31,500.00	4,741.08	115.1%
4300 - Seasonal Hires-Misc Work - Other	3,015.00	20,000.00	-16,985.00	15.1%
Total 4300 - Seasonal Hires-Misc Work	39,256.08	51,500.00	-12,243.92	76.2%
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	32,666.68	37,000.00	-4,333.32	88.3%
Total 5200 - Human Resource Manager	33,780.38	37,800.00	-4,019.62	89.4%
5300 - SAFER Recruitmnt Retentn Officr	18,022.80	16,000.00	2,022.80	112.6%
5400 - Lieutenant of Operations	38,041.63	42,500.00	-4,458.37	89.5%
5500 - SAFER Duty Officer	11,750.00	10,400.00	1,350.00	113.0%
5600 - Training Officer	25,738.67	27,000.00	-1,261.33	95.3%
Personnel Services - Other	0.00	7,919.00	-7,919.00	0.0%
Total Personnel Services	380,498.05	557,919.00	-177,420.95	68.2%
Total General Fund Expenditures	649,541.19	1,358,627.00	-709,085.81	47.8%
Total Expense	660,016.43	1,358,627.00	-698,610.57	48.6%
Net Income	584,776.80	241,933.00	342,843.80	241.7%



WILLIAMS RFPD
Profit & Loss
 July 2023 through April 2024

Cash Basis

	Jul '23 - Apr 24
Income	
General Fund	
RV Space Income	
Rent	900.00
Deposit	100.00
Total RV Space Income	1,000.00
Mobile Home Income	
Reimburse Electric Expense	1,583.61
Rent	14,000.00
Total Mobile Home Income	15,583.61
Current Year Tax	
Interest Income	10,383.77
Prior Year Tax	4,197.32
Current Year Tax - Other	229,577.50
Total Current Year Tax	244,158.59
Grant Income	
JCYF Grants	7,000.00
OSFM Capacity Grant	537,955.00
OSFM CWPP Grant	197,500.00
OSFM Seasonal Grant	35,000.00
SAFER Reimbursed Funds	47,226.55
Total Grant Income	824,681.55
Local Option Tax Fund	
Current Year Tax	142,568.11
Prior Year Tax	2,335.41
Total Local Option Tax Fund	144,903.52
Misc. Donations	14,165.96
Total General Fund	1,244,493.23
Total Income	1,244,493.23
Gross Profit	1,244,493.23
Expense	
General Fund Expenditures	
Capital Outlay	
Apparatus and Fire Equipment	57,735.49
Building Improvements	7,730.86
Capital Outlay - Other	4,239.20
Total Capital Outlay	69,705.55
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	2,156.54
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	2,533.55
Total 0100 Apparatus Maintenance	16,465.65
0200 Building Maintenance	
RV Space	34.60
159 Mobile Home Bldg Exp	4,588.76

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

Cash Basis

	Jul '23 - Apr 24
0200 Building Maintenance - Other	2,461.83
Total 0200 Building Maintenance	7,085.19
0300 Communications	
Dispatch	1,303.17
Special Circuit	905.47
Vehicle	902.65
0300 Communications - Other	4,465.53
Total 0300 Communications	7,576.82
0400 Dues & Fees	
159 E. Fork Property Tax Exp	792.20
Payroll Subscription	1,622.24
Post Office Box	84.00
Training Seminar	230.00
0400 Dues & Fees - Other	3,148.02
Total 0400 Dues & Fees	5,876.46
0500 Elections	1,063.40
0600 EMS Supplies	5,890.02
0700 Small Equip. Maintenance	5,612.24
0900 Fire Equipment/Supplies	16,455.91
1000 Fire Prevention	62.54
1100 Miscellaneous	
Kitchen	3,360.93
1100 Miscellaneous - Other	1,926.95
Total 1100 Miscellaneous	5,287.88
1200 Fuel	
Diesel	3,838.67
Gas	6,830.71
Propane	1,918.88
Total 1200 Fuel	12,588.26
1300 Insurance	21,028.47
1400 Accountant's Annual Review	14,000.00
1500 Office Supplies	
Hardware	1,023.00
Ink	452.80
Software	557.97
Stationary Supplies	1,364.13
1500 Office Supplies - Other	888.48
Total 1500 Office Supplies	4,286.38
1600 Personal Prtctve Equipmnt	34,835.01
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	1,476.23
Electricity Expense - Other	5,254.05
Total Electricity Expense	6,730.28
Garbage Expense	639.40
Internet Expense	990.31
Telephone Expense	
Department Cell Phone	1,328.60

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

Cash Basis

	Jul '23 - Apr 24
Telephone Expense - Other	2,170.13
Total Telephone Expense	3,498.73
Total 1900 Utilities	11,858.72
2300 Uniforms	1,486.95
2400 Travel Expenses	1,185.06
Advertising and Promotions	
Website Subscription	127.17
Advertising and Promotions - Other	11,841.31
Total Advertising and Promotions	11,968.48
Grounds Maintenance	473.57
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	1,754.80
Total 1450 - Professional Fees/Consultants	1,754.80
Total Materials and Services	195,849.87
Personnel Services	
Accidental Death & Dismember	2,706.00
CWRR Grant	
CWRR Personnel	13,413.75
OSFM CWRR Grant Administration	2,282.22
CWRR Grant - Other	388.90
Total CWRR Grant	16,084.87
Insurance Benefits	54,700.11
Non-Regular Payroll	
Bonus Pay	6,574.10
Total Non-Regular Payroll	6,574.10
OSFM Capacity Grant Administrat	7,289.07
OSFM Capacity Grant Personnel	
OSFM Fire Prevention Officer	18,482.42
OSFM Firefighter	19,058.54
Total OSFM Capacity Grant Personnel	37,540.96
Social Security/Medicare	18,714.87
Workman's Compensation	4,874.84
4000 - Associated Personnel Costs	4,409.38
4100 - Volunteer Compensation	9,994.02
4300 - Seasonal Hires-Misc Work	
OSFM Seasonal Grant	36,216.08
4300 - Seasonal Hires-Misc Work - Ot...	2,535.00
Total 4300 - Seasonal Hires-Misc Work	38,751.08
5100 - Fire Chief	30,536.23
5200 - Human Resource Manager	
SAFER Grant Administration	1,113.70
5200 - Human Resource Manager - Ot...	29,666.68
Total 5200 - Human Resource Manager	30,780.38
5300 - SAFER Recruitmnt Retentn Officr	18,022.80
5400 - Lieutenant of Operations	34,583.30
5500 - SAFER Duty Officer	10,550.00
5600 - Training Officer	22,201.59
Total Personnel Services	348,313.60

WILLIAMS R F P D

Profit & Loss

July 2023 through April 2024

Cash Basis

	Jul '23 - Apr 24
Total General Fund Expenditures	613,869.02
6560 - Payroll Expenses	8,207.59
Total Expense	622,076.61
Net Income	622,416.62

WILLIAMS R F P D
 State Pool Account
 As of April 30, 2024

Cash Basis

Type	Date	Num	Name	Memo	Paid Amount	Balance
State Pool 5210						255,281.37
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						45,036.29
Check	04/01/2024			Service Charge	-0.05	45,036.24
Deposit	04/15/2024			Deposit	2,315.78	47,352.02
Deposit	04/30/2024			Interest	1,095.32	48,447.34
Total State Pool 5210 - Other					3,411.05	48,447.34
Total State Pool 5210					3,411.05	258,692.42
TOTAL					3,411.05	258,692.42



Williams Fire District Association

1st Quarter FY 2024		Total Qrtly Award									
	3/31/2024	\$ 2,500.00	/ Total Pts.=	666		Pt. Value=	3.753754				
W.R.F.P.D.		INCIDENT¹	TRAINING²	SPECIAL³	TOTAL	ADJSTD	AWARD	SHOW UP			
VOLUNTEERS	Eligible	Attendance	Attendance	Attendance	PTS.	TOTAL PTS.	X VALUE=	TIMES			
										Pd-Act Amt	
16	Active Personnel Listed				1338	666	\$3.75		CK#	Inci/Train	
1	Bivens, Jacob	4	6		30	30	\$112.61	10	12919		
1	Brennan, Devin	n 33	30		189	0	\$0.00	63			
1	Brian, Ben	4	13		51	51	\$191.44	17	12917		
1	Dunlap, Elizabeth	5	17		66	66	\$247.75	22	12918		
1	Holt, Nicco	n 31	28		177	0	\$0.00	59			
1	HooperLee, Charles	6	7		39	39	\$146.40	13	DirDeposit		
1	Johnstone, Jesse	13	7		60	60	\$225.23	20	DirDeposit		
1	Manning, Jake	9	16		75	75	\$281.53	25	12920		
1	Martell, Ashley	9	16		75	75	\$281.53	25	DirDeposit		
1	Scaroni, Jon	n 32	14		138	0	\$0.00	46			
1	Sundell, Heather	2	8		30	30	\$112.61	10	DirDeposit		
1	Sundell, Oskar	n 31	16		141	0	\$0.00	47			
1	Vetter, Jennifer	24	15		117	117	\$439.19	39	DirDeposit		
1	Vetter, Richard	n 9			27	0	\$0.00	9			
1	Welch, Kenton	9	11		60	60	\$225.23	20	DirDeposit		
1	Williams, Jasmine	5	16		63	63	\$236.49	21	12921		
					0	0	\$0.00	0			
					0	0	\$0.00	0			
					0	0	\$0.00	0			
					0	0	\$0.00	0			
					0	0	\$0.00	0			
								TTL. SHOWS	446		
									AVG # PERSON PER EVENT	# EVENTS	
								SPCL	#REF!	0	
								Sum of Checks	\$2,500.00	TRAINING #DIV/0!	0
								INCIDENT	#DIV/0!	0	
								TTL. NUM. Activities		0	

1. Each "Incident" response worth three points.
2. Each "Training" worth three points.
3. 3 pt. for ea. "Special" / Maintenance



RESOLUTION 2023/2024- 4
RECEIPT OF OREGON STATE FIRE MARSHAL WILDFIRE SEASONAL
HIRE GRANT MONIES

WHEREAS, the Board of Directors of Williams Rural Fire Protection District will receive:

- \$35,000 from the Oregon State Fire Marshal for Seasonal Staffing Program

THEREFORE, IT IS HEREBY RESOLVED, by the Board of Directors of the Williams Rural Fire Protection District, to receive and allocate \$35,000 into the budget to Personal Services for fiscal year 2023-2024.

ADOPTED by the Board of Directors of the Williams Rural Fire Protection District on this 14th day of May, 2024.

Board President

Board Secretary

Ayes

Nays

Abstain/Absent

