

WRFPD Chief/Training/Admin Report October 2024

❖ Chief Activities

- Meetings
 - B.O.D. x3
 - Williams Firefighter Association
 - Support Team
 - Rogue Valley Fire Chief's Association
 - Coffee-with-the-Chief
 - Staff meeting
 - Listen to IVFD Board Meeting online
- Seasonal Upstaffing
 - Fire Season ended on October 27 and Seasonal Upstaffing wrapped up on October 31. The grant funds allowed us to increase staffing 7 days a week for 18 weeks with a minimal impact on the district budget. With the end of the grant period, we are back to 5-day staffing with 1-4 personnel.
- Regular activities that are worth noting and/or take time out of the day
 - Monthly report alarm data and report preparation
 - Financial discussions and acknowledgements
 - Discussions with staff and volunteers on various topics
 - Alarm responses and reports
 - District coverage while others are at meetings or trainings
 - Complete Certifications of Fire Protection for property developments
 - Duty Officer coverage
 - 12 weekdays & 3 weekend days
- Spent considerable time and energy adapting to the sudden loss of administrative support. This included multiple meetings with individual board members, Chris Wolford and Tallie Jackson as well as time spent identifying tasks left uncompleted and working to meet new administrative responsibilities.
- Coordinated updating contact information with Josephine County Dispatch.
- Participated in a promotional interview panel for Applegate Fire.
- Researched NFPA guidelines for exit doors in response to concerns raised by recent OSHA consultation.
- Dealt with an issue where Ledcor damaged the water main supplying our hydrants. Working with staff, coordinated necessary repairs.
- Updated peacock signs to reflect changes in, and the end of, Fire Season.

Nicco Holt, Interim Chief/Training Officer
November 7, 2024

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❖ Administrative Activities

- Provided general administrative support to staff and volunteers.
- Went through files to locate requested testing items for 2023-24 audit.
- Scanned and sent testing items to the accountant for 2023-24 audit.
- Prepared reports for the issuing of quarterly volunteer stipend payments.
- Processed incoming mail
- Took a deposit to Umpqua Bank before issues with online banking access were addressed.
- Prepared and submitted annual insurance renewal documents to Wilson Heirgood Associates.
- Researched and completed Best Practices Survey for Special Districts Association of Oregon.
 - The district qualified for the full 10% Best Practices Discount on our insurance premium.
- Set-up Zoom and camera system for board meetings
- Reviewed and updated personnel time records in preparation for payroll
- Worked on ongoing district credit card issues.
- Worked directly with Tallie on multiple financial and administrative details.
- Worked on website access and updates.

❖ Training Officer Activities

- Prepare and lead training drills
- Interact with new applicants and recruits in various stages of the onboarding process
- DPSST documentation
- Training records and task books
- Training House clean-up
- Accepted the donation of a conversion van for training purposes
- Coordinated Board Members completing training necessary for Best Practices discount.

❖ Weekly Training Drills

- Pumphouse #2 Operations
 - Operating the pump at 425 East Fork Road in the event we need to fill trucks from that location.
- Stabilization Struts
 - Use of our stabilization struts to stabilize an overturned vehicle.
- Initial Strategy and Tactics
 - Review concepts and practices for the first engine arriving on a scene.

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- Large handline fire attack
 - Deployment and use of 2.5" handline for large fires
- Flue Fires
 - Review concepts and practices for fighting flue fires.
- ❖ Other Training
 - National Emergency Response Information System (NERIS) webinar
 - Ongoing driver training/practice
 - Public Meetings Law online video
- ❖ District Alarm Activity
 - 21 alarms – 245 alarms so far this year. We documented 241 alarms during 2023.
 - 7 EMS
 - 2 Service call
 - 1 Downed tree
 - 4 Unauthorized Burning
 - 7 Cancelled/No Incident Found
 - One of the cancellations was an automatic aid request where responding would have left our district uncovered; Applegate had adequate resources responding so the decision was made to keep our resources available in our district.

WRFPD OPERATIONS REPORT SEPTEMBER 2024

- EVT Jeff Loogman Installed 1 mobile radio and 2 portable radios on 8742. New 2,5 inch supply hose tested and bedded for a total of 1150 feet. Also 150 feet of MDH attack line at the back of engine.
- Reimbursement from OSFM received for the battery diagnostic. It took some time but we got it figured out. The process should be smoother in the future.
- TH.
- Our watermain that was broken by Ledcorp has been repaired.
- Bulletproof Construction will be out midweek next week to start the job of raising the header in bay 7. Should take 1-2 days. They will also give a bid for the back stairs and potentially Devins house if they have enough time.
- I am having a hard time finding anyone west of the Rockies to come and do repairs on our drying cabinet. I am looking at more options and will continue to update as I move on.
- We have a price for rental of stump grinder, \$240 for a day. Devin and I will do the work. We are waiting for the sites where the stumps are to be located. We are on the schedule.
- With fire season coming to an end, the apparatus has been moved back to their out of fire season spots in the bay.
- DOT's and pump service to be scheduled. Jeff will let me know.
- I have requested a rough draft/blueprint for refabricating our underground daft tank. It is not practical as is. We where not able to finish pump testing in district for this year. Luckily Applegate was helpful as always. This is something that needs to be addressed soon. Price is anywhere from \$5,000-\$10,000.
- Quotes for uniform items coming in. Order to be made next week.
- All other tasks and duties.

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Monthly Report for October 2024

Written by Ash Martell on November 12 for the October, 2024 Regular Board Meeting
Community Relations Coordinator/Wildfire Resiliency Coordinator/Assist. to the Chief/HR

Community Relations Coordinator

Coffee with the Chief – “Fire Prevention Month” on Oct 10, 10am

- Discussions with Chief and Support Team regarding date and topic
- Creation of event flyer; printing/distribution to local businesses/community gathering locations
- Repeated posting of event flyer on social media; District Facebook page and 8(+) local groups
- Emailing the event flyer to Jo’s List in the weeks prior to the event
- Putting event info on pumphouse sign
- Set up Zoom meeting for event
- Communication with the Support Team for assistance at the event
- Day of the event: set up, attended, ran Zoom during event, clean up after event

Chief Holt and Fire Marshal Jon Scaroni gave presentations on fire safety and the dangers of electric batteries. The event was attended by approx. 15 community members who appeared to be engaged. An active Q/A session was held at the end.

Trunk or Treat / Fall Fest event on October 31, 2024

- Discussions with Chief, Support Team and Country Store regarding date and topic
- Creation of event flyer; printing/distribution to local businesses/community gathering locations
- Repeated posting of event flyer on social media; District Facebook page and 8(+) local groups
- Emailing the event flyer to Jo’s List in the weeks prior to the event
- Putting event info on pumphouse sign
- Communication with the Support Team for setup/tear down at event
- Communication with the Firefighters for crosswalk support for the event
- Communication with many community members via email and in person regarding event
- Coordinated with the school for parking for the event
- Coordinate with A Rae of Light Dance group to perform at the event
- Day of the event: set up, attended, clean up after event

This event was a highlight of the year for the Support Team! It was well attended despite the rain and everyone seemed to have a great time. The Country Store’s event, Fall Fest (in it’s first year), was also well attended. The WRFPD Support Team received \$68 in donations and prizes were given to the Trunk participants – with the community voting on their favorite trunk décor.

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

- Attended regular Board meeting
- Attended Support Team meeting
- Create Monthly CRC/WRRC/Asst. Report for Board
- Attended Williams First Monday Farmers Market with the Support Team

Wildfire Reduction/Resiliency Coordinator

Duties performed this month for this position (WRRC):

- Sharing social media posts regarding WRFPD's ongoing efforts to educate the public regarding programs offered, news and other relevant reduction and resiliency information
- Attended the Greater Applegate "Forest and Fire" monthly meeting via Zoom

Assistant to the Chief / HR

Ongoing Projects and Duties (Asst.):

- Staff/Volunteer Duty Shift whiteboard updating
- Gathering photos and discussing social media posts with Chief
- Monitoring the info@WRFPD.org email
- CRC/WRRC/AC file and email organization and maintenance

Fire Marshal's Report for October 2024
Williams RFPD
Jon Scaroni
November 10, 2024

Property Assessments: There were five property assessments completed in the Williams Fire District, with one leading to a chipper job.

Business Inspections: 1 inspection at Williams Elementary School.

Fire Investigations: 0

Meetings Attended: None.

Safety Officer Report:

October 22, 2024: SDAO OSHA class, held at the Grants Pass library. Discussion on what to expect from an OSHA visit, and what paperwork is required for inspectors.

November 5, 6, and 7th: I completed my ICS 300 class (FEMA leadership class). We learned procedures for completing FEMA forms. We also learned the expectations of working for a national incident management team on.

Chipper Program: We had one job that took five days to complete, Oct. 28th through Nov. 4th. It was a large multi-pile job. We have a waiting list of jobs to be scheduled soon.

Jon Scaroni
WRFPD District Fire Marshal

attachment: Email from Paul and Larken Safady