

# **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,

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Heather Glass, Board Chair