

**WILLIAMS RURAL FIRE PROTECTION DISTRICT**  
**Regular Board Meeting Minutes**  
**August 13, 2024**

Call to Order: 10:01am

**Roll Call:**

**Board Members Present**

Position 1 – Heather Glass  
Position 2 – Brian Barton (Late 10:15am)  
Position 3 – Claudia Pratt  
Position 4 – Bill Ertel  
Position 5 – David Applegate

**Williams Staff Present**

Interim Chief & Captain Nicco Holt  
Lieutenant Oskar Sundell  
Firefighter Jasmine Williams  
Firefighter Devin Brennan  
Ash Martell – Community Relations  
Coordinator

**Public Presence:**

Karen Rogers – Williams Community Member  
Wilma Hyde – Williams Community Member

**Zoom Attendees:**

Illinois Valley Fire Chief, John Holmes  
Applegate Valley Fire Chief, Chris Wolfard  
Applegate Valley Ops Chief, Cody Goodnough  
Allison Cleveland – Williams Community Member

**Announcements:**

Board Member Claudia Pratt has hearing challenges and was referred by Community Member Wilma Hyde to bring her own recorder or use her phone if she wants recordings. Interim Chief Nicco Holt will record the meeting for Board Member Claudia Pratt.

Board Chair Heather Glass thanked all that participated in the Chief Hiring Process Interviews.

The OSFM Tactical Tender is ready for pick up and there will be a push in ceremony

Before the next Regular Board Meeting will be a Board Workshop on Meetings

**Approval of Prior Board Meeting Minutes:**

- A motion was made by Brian Barton to approve the June 11, 2024 Regular Board Meeting Minutes with corrections. The motion was seconded by Heather Glass.

Discussion: Board Member Claudia Pratt will not give a vote until she reviews the minutes.

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

- The motion was approved 4 ayes, 1 abstain
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- A motion was made by Brian Barton to approve the July 2, 2024 Special Board Meeting Minutes, July 9, 2024 Regular Board Meeting Minutes, July 31, Special Board Meeting Minutes, July 31, 2024 Executive Board Meeting Minutes. The motion was seconded by Heather Glass.

Discussion: Board Member Claudia Pratt stated she has issues with all the minutes.

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

- The motion was approved 4 ayes, 1 abstain

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

The report was given out electronically to the Board for review before the meeting. Board Members asked questions and received input on the topics of the report.

**Operations Report – Lt. Sundell:**

Lt. Sundell's report was provided electronically to the Board for review before the meeting.

**District Fire Marshal Report:**

The report was given out electronically to the Board for review before the meeting. Comments and questions were discussed about the back stairs, hand rails, and fire evacuations from the building.

**Community Relations Coordinator Report:**

The report was given out electronically to the Board for review before the meeting.

**Chair's Report**

Nothing to Report

**Firefighter Input**

Firefighter Devin Brennan conveyed information about the new officers elected to the Williams Firefighter Association and conversation was held over "Firefighter Input" to "WFA (Williams Firefighter Association Input)". President: Devin Brennan; VP: Heather Sundell; Secretary: Jasmine Williams; Member at Large: Ash Martell.

**Unfinished Business:**

Five Year Plan: Board Member Bill Ertel stated that progress was made, however, awaiting a new Fire Chief to continue forward.

Mobile Home: Carpet is in the process

**New Business:**

Employee Code of Conduct: Per Board Chair Heather Glass is looking for accountability from the Board down. Comments welcome and no decision per se today. Chief Holmes attests that an employee code of conduct has been a great asset for his fire district and successful with forward movement and positive as an SOG.

**Safe Deposit Box:**

Board Member Claudia Pratt and Board Secretary David Applegate worked on developing a detailed list and at times Board Member Bill Ertel was involved. Board Member Claudia Pratt had some complaints to express and it was concluded that Board Secretary David Applegate would take the lead on this project.

**Fire Chief Update:**

The Fire Chief Position has been offered to Cody Goodnough

**Treasurer's Report:**

Clerk/Treasurer reports for July 2024 were reviewed by the board members. Any questions about revenue and expenses for the previous month's expenses previously distributed electronically were discussed. Items of review in the financial reports included spending on district credit cards, payroll, regular monthly bills, employee benefits package, station maintenance/repairs items, donations, grants, and reimbursements.

Each of the reports reviewed included:

- District credit cards
- The Umpqua Bank Account
- Profit and Loss Statements
- LGIP Account
- Modular and RV Report
- OSFM Upstaffing Report

**Discussion:** There were inquiries about transactions, reports, and discussions. Interim Chief and Captain Holt was able to provide answers.

**Public Input:**


Wilma asks, "I want to know since Jenny took a job out there when is she doing all her stuff here?"

Board Chair Heather Glass stated that this will be addressed at another time.

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

Meeting Adjourned: 10:57am

Respectfully,

A handwritten signature in blue ink, appearing to read "Heather Glass", is written over a horizontal line.

Heather Glass, Board Chairperson