

WILLIAMS RURAL FIRE PROTECTION DISTRICT
REGULAR BOARD MEETING AGENDA

Tuesday, December 10, 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/5918971593?pwd=vlfa5CsLauwJNjAcwG3SyWZjFgTYS.1&omn=81639685833>

Meeting ID: 591 897 1593

Passcode: 8467644

1. Call to Order, Pledge, and Roll Call of Members
2. Announcements
3. Audit- Richard Brewster
4. Approval of Prior Board Meeting Minutes – previously distributed electronically
 - November 12, 2024, Special Meeting Minutes
 - November 12, 2024, Regular Meeting Minutes
 - November 22, 2024, Special Meeting Minutes

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 (Nothing to Report)
- Community Relations Coordinator Report
- Chair Report
- WFA Report

5. Unfinished Business

- 5 Year Plan Update
- Chief Position
- Modular Home

Tabled Unfinished Business

- The Museum Building Update (Tabled)
- Employee Code of Conduct (Tabled)
- Modular Home Update (Tabled)
- Solar Panels (Tabled)

6. New Business

- Christmas Bonus
- Resolution for money moved
- Consulting Budget

7. Clerk Treasurers Report – Financial Reports and Invoices -

8. Announcement of the next regular scheduled board meeting – January 14, 2025 at 10:00am

9. Public Input/Volunteer – two minutes at end of meeting

10. Public Questions – can be submitted in writing to PO Box 81, Williams, Oregon 97544

11. Motion to adjourn

Posted in accordance with ORS 192.640 - Heather Glass, Board Chair, Williams Rural Fire Protection District
Board of Directors

- ❖ **Employment of Personnel - ORS 192.660(2)(a).** To consider the employment of a public officer, employee, staff member or individual agent.
- ❖ **Discipline of Public Officers and Employees - ORS 192.660(2)(b).** To consider the dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent who does not request an open hearing.
- ❖ **Consultation with Labor Negotiator – ORS 192.660(2)(d).** To conduct deliberations with persons designated by the governing body to carry on labor negotiations.
- ❖ **Real Property Transactions - ORS 192.660(2)(e).** To conduct deliberations with persons designated by the governing body to negotiate real property transactions.
- ❖ **Exempt Records - ORS 192.660(2)(f).** To consider information or records that are exempt by law from public inspection.
- ❖ **Trade or Commerce - ORS 192.660(2)(g).** To consider preliminary negotiations involving matters of trade or commerce in which the governing body is in competition with governing bodies in other states or nations.
- ❖ **Litigation/Consultation with Legal Counsel - ORS 192.660(2)(h).** To consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed.
- ❖ **Performance Evaluations - ORS 192.660(2)(i).** To review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee or staff member who does not request an open hearing.
- ❖ **Labor Negotiations - ORS 192.660(3).** Labor negotiations shall be conducted in open meetings unless both sides of the negotiators request that negotiations be conducted in executive session. Labor negotiations conducted in executive session are not subject to the notification requirements of ORS 192.640.
- ❖ **Media Attendance – ORS 192.660(4).** Representatives of the news media shall be allowed to attend executive sessions other than those held under subsection (2)(d) of this section relating to labor negotiations but the governing body may require that specified information be undisclosed.

WILLIAMS RURAL FIRE PROTECTION DISTRICT
Regular Board Meeting Minutes
December 10, 2024

Call to Order: 10:04am

Roll Call:

Board Members Present

Position 1 – Heather Glass

Position 2 – Brian Barton

Position 3 – Claudia Pratt

Position 4 – Bill Ertel -zoom

Position 5 – David Applegate

Williams Staff Present

Interim Fire Chief – Nicco Holt

Fire Marshall- Jon Scaroni

FF – Devin Brennen

Lieutenant- Oskar Sundell

Community Coordinator- Ash Martell

Public Presence:

Deputy Chief David Blakely

Finance- Tallie Jackson

Zoom Attendees:

IV Chief- John Holmes

Support Group- Allison Cleveland

CPA- Richard Brewster

Applegate Chief Chis Wolfard

Announcements:

SDAO conference is coming up in Bend. If anyone is interested, they can sign up and Tallie would help.

Audit with Richard Brewster

Brewster went through his reports and explained how we operated and how we received a clean bill of health. All questions were answered regarding controls, response times, and moving of money.

Approval of Prior Board Meeting Minutes:

- A motion was made by Brian Baton to approve November 12, 2024, Special and Regular Board Meeting Minutes with corrections, and November 22nd Special meeting. The motion was seconded by David Applegate. (40 minutes)

Discussion

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

- The motion was approved 5 ayes.
-

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

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

- A motion was made by Bill Ertel to change internet providers with approval from the board. There was not a second. (51 minutes)

 - The motion died
-

District Fire Marshal Report:

The report was given out at the meeting for review. Members asked questions and received input on the topics of the report. All employees wear protective gear when working with the chipper.

Community Relations Coordinator Report:

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

Reminding everyone to come to the Christmas party.

Chair’s Report

Nothing to Report

Firefighter Input

Nothing to report

Unfinished Business:

Five Year Plan: Still working on this. We will have a workshop at 9am on the 14th to discuss.

Fire Chief Update:

Launching on 16th of December

Modular Home

Still working to get someone to come in and fix.

Solar Panels

Just on hold for now.

Bonuses:

- A motion was made by Claudia Pratt to approve the bonuses as written. The motion was seconded by David Applegate.

Discussion: none

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

- The motion was not approved with 5 Ayes. (Time 1-hour 11min)
-

- A motion was made by Claudia Pratt to approve the resolution for moving money to accommodate our consulting budget. The motion was seconded by Brian Barton.

Discussion: none

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

- The motion was approved 5 ayes. (1-hour 13min)
-

Treasurer's Report:

Treasurer reports 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. Nicco and Tallie were able to provide answers.

Public/Volunteer Input

Ash stated community says the fire department seems to be getting back in order. Nicco brought up the blood drive and come and give blood on January 7th at 10am to 3pm.

Meeting Adjourned: 11:27am

Respectfully,

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

Heather Glass, Board Chairperson

WILLIAMS RURAL FIRE PROTECTION DISTRICT
Special Board Meeting Minutes
November 12, 2024

Call to Order: 9:03am

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

Interim Fire Chief – Nicco Holt

Fire Marshall- Jon Scaroni

FF – Devin Brennen

Lieutenant- Oskar Sundell

Community Coordinator- Ash Martell

FF- Jesse Johnstone

Public Presence:

Chief Woldard Applegate

Duputy Chief David

Finance- Tallie Jackson

Zoom Attendees:

IV Chief- John Holmes

Support Group- Allison Cleveland

Announcements:

None

Chief Hiring Process

7 options were presented for the next steps on the chief hiring process. The majority of people liked option 1 which was going back out for a chief. Number 7 360, a plan to review the department's needs was also discussed on the benefit of helping us find a chief. The staff talked about being overloaded and treading water. The staff majority would like us to go out for a chief.

Some discussion of having a 360 after we hire a chief was brought up as an option. Allison spoke from zoom that she agreed the 360 would be essential for a 5 year plan. Chief Holmes indicated we could get together and come up with a plan outside of hiring SDAO for a 360. Chief Wolfard and Blakley also said it would be good to go out again for a new chief. It was discussed we could bring in a chief from outside to help alleviate the workload stress. It was decided this would not be as beneficial as getting a new chief.

Meeting Adjourned: 9:59am

Respectfully,

A handwritten signature in cursive script, appearing to read "Heather Glass", written over a solid horizontal line.

Heather Glass, Board Chairperson

WILLIAMS RURAL FIRE PROTECTION DISTRICT
Regular Board Meeting Minutes
November 12, 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

Williams Staff Present

Interim Fire Chief – Nicco Holt

Fire Marshall- Jon Scaroni

FF – Devin Brennen

Lieutenant- Oskar Sundell

Community Coordinator- Ash Martell

FF- Jesse Johnstone

Public Presence:

Chief Wolfard Applegate

Deputy Chief David M

Finance- Tallie Jackson

Zoom Attendees:

IV Chief- John Holmes

Support Group- Allison Cleveland

Announcements:

Fundraiser for Mark Fitzpatrick.

Approval of Prior Board Meeting Minutes:

- A motion was made by Heather Glass to approve August 13, 2024, Regular Board Meeting Minutes with corrections, striking on page 4 fist sentence under public input, and replace with Wilma Hydes statement. The motion was seconded by

Claudia Pratt.

Discussion: Claudia Pratt stated this process has taken too long. If there is an issue it should be attended to right away within a month. The person doing the investigation should sign and date that they conducted the investigation. The person who is doing the investigation should let the person know that it has been completed.

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

➤ The motion was approved 5 ayes.

➤ A motion was made by Bill Ertel to approve the October 23rd, 2024 Special Board Meeting Minutes. The motion was seconded by David Applegate

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

➤ The motion was approved 5 ayes.

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

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

Claudia asked if we could hire someone to help Nicco with the board portion of his multiple hats he is wearing. It was discussed and decided that wasn't necessary at this time.

Operations Report – Lt. Sundell:

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

Members asked questions and received input on the topics of the report.

District Fire Marshal Report:

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

Community Relations Coordinator Report:

The report was handed out at the meeting for review.

Chair's Report

Nothing to Report

Firefighter Input

Devin stated they did get a bank account opened up.

Unfinished Business:

Five Year Plan: Still working on this.

Fire Chief Update:

- A motion was made by Bill Ertel to move forward with a 360-analysis plan. The motion was seconded by Heather Glass.

Discussion: It was discussed we should go back out for a fire chief rather than doing a 360.

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

- The motion was not approved with 5 nays. (Time 1-hour 33min)
-

- A motion was made by Brian Baton to go out and look for another chief but also revisit job requirements in the description. The motion was seconded by David Applegate.

Discussion: none

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

- The motion was approved 5 ayes. (1-hour 35min)
-

Credit Cards:

First credit card came in with Claudia's name, but she handed all of it over to Nicco. Nicco stated that credit cards are locked up in the cabinet with a 500-dollar limit if something happens.

Internal Controls

Claudia would like to see the following changes:

- We need to agree on the title of Finance person
- Under security -One key is held by the board. She wants to know who on the board has a key. Bill has the key, Nicco has a key, there is a key in the box It should state who has the keys and the location.
- The finance person can take the computer/software home. Claudia wants the name changed from home to off premises.
- Under financial statements- it states that we should have the financial documents reviewed by the chair. It should be changed to treasure.

Bill is not in favor of having extra credit cards because of the danger of losing or spending that is fraudulent. Tallie spoke up in favor of staff having cards rather than issue reimbursements. This would track accountability.

We agreed to put the internal controls on the next meeting.

Motion and Vote

Claudia is expressing concern for when we motion and vote. Do we need to motion and vote for everything? Heather expressed concern that there wasn't a motion and vote to get a credit

card in someone's name. Brian is concerned that the bank allowed someone to get a credit card without minutes to issue a credit card.

Board Positions:

- A motion was made by Heather Glass to make Bill Ertel the treasurer. The motion was seconded by Brian Barton.

Discussion:

Heather Glass – Aye
Brian Barton – Aye
Claudia Pratt – Aye
Bill Ertel – Abstain –
won't vote for himself
David Applegate – Aye

The motion was approved 4 ayes and 1 abstain. (2-hour 13min)

- A motion was made by Bill Ertel to add the secretary position to Heather Glass along with the chair position. The motion was seconded by David Applegate.

Discussion: Claudia wanted to make everyone aware we can hire a clerk.

Heather Glass –
Abstain - won't vote
for herself.

Brian Barton – Aye
Claudia Pratt – Abstain –
She thinks this is
overtaxing
situation and
another board
member could do
it.

Bill Ertel – Aye

David Applegate – Aye
The motion was approved 3 ayes and 2 abstain. (2-hour 15min)

Treasurer's Report:

Treasurer reports 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

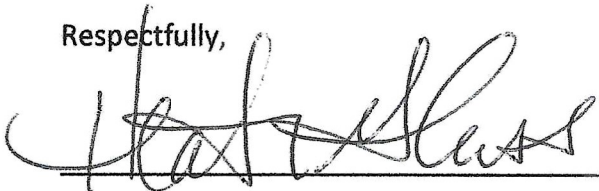
Discussion: There were inquiries about transactions, reports, and discussions. Nicco and Tallie were able to provide answers.

Public/Volunteer Input

Ash talked about the December 21st Christmas party. Santa is coming to the station on the 15th at 2:30pm. The coffee with the chief will be on hold until next year. Chief Wolfard introduced his new deputy chief

Meeting Adjourned: 11:36am

Respectfully,

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

Heather Glass, Board Chairperson

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

Call to Order: 1:32pm

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

IFire Chief – Nicco Holt

Fire Marshall- Jon Scaroni

FF – Devin Brennen

Lieutenant- Oskar Sundell

Community Coordinator- Ash Martell

FF- Jasmine Williams

Public Presence:

None

Zoom Attendees:

Chief Wolfard Applegate

Support Group- Alison Cleveland

Announcements:

None

Internal Controls

Nicco and Bill worked on the internal controls.

- A motion was made by Bill Ertel to approve the Internal Controls document as presented. The motion was seconded by Heather Glass.

Discussion: Claudia would like to see the following changes.

- Separation of Duties -should have treasurer and not chair for review of financials.
- Security- doesn't believe a board member needs a key to the office. If a board member has a key, it should be documented who has the key.
- Credit Cards-Should list the name of who has the credit cards
- Financial statements- should be reviewed by the treasurer not the chair
- Safe Deposit box- Needs an address attached to the Umpqua bank.

- ✚ Heather Glass -Aye
- ✚ Brian Barton – Aye
- ✚ Claudia Pratt –Abstain
due to issues she
wants put in.
- ✚ Bill Ertel – Aye
- ✚ David Applegate – Aye

- The motion was approved 4 ayes, 1 abstain (17 minutes)
-

Fire Chief Hiring Process:

Discussion regarding salary and hours was had and debated. It was decided to leave the hours and salary the same. We agreed to change the wording on the residency to live within 30 minutes' drive time of the station. We decided to eliminate the EFO under desired. Change to Oregon license for EMT and paramedic instead of National

- A motion was made by Heather to approve the position description with changes noted. The motion was seconded by David.

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

- The motion was approved unanimously, (58 minutes)
-

- A motion was made by Heather to start the chief process over and anyone previously applied needs to reapply. Gordon will notify the applicants that the position is open again. The motion was seconded by David.

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

- The motion was approved unanimously, (1 hour and 6 minutes)

Some discussion was had about keeping the panel process for interviews or changing. It was decided to see how many applicants we get before deciding.

- A motion was made by Brian to approve the timeline for chief hiring process. The motion was seconded by Heather.

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

- The motion was approved unanimously, (1 hour and 11 minutes)
- A motion was made by Bill to approve the consulting service agreement for the hiring process. The motion was seconded by Brian.
- Discussion- Claudia brought up Gordon said it would be about \$2,000 in our last meeting. It was stated this is just the standard form and it will probably not go to the \$6000 listed. We agreed that Gordon did say that, but we need to sign the form regardless as it is the standard form.

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

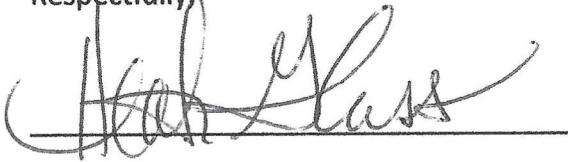
- The motion was approved unanimously, (1 hour and 15 minutes)

Public Input

Ash asked if volunteers could be included in the process.

Meeting Adjourned: 2:42pm

Respectfully,

A handwritten signature in cursive script, reading "Heather Glass", written over a solid horizontal line.

Heather Glass, Board Chairperson

WRFPD Chief/Training/Admin Report November 2024

❖ Chief Activities

- Meetings
 - B.O.D. x3
 - Williams Firefighter Association (WFA)
 - Support Team
 - Rogue Valley Fire Chief's Association (RVFCA)
 - Strategic Plan
 - Rogue Interagency Training Association (RITA)
- Seasonal Upstaffing
 - Complete and submit final grant report to OSFM.
- 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 & 4 weekend days
- Participated in OSHA consultation visit.
 - We are awaiting the report.
- Worked on and submitted the Year-1 Capacity Grant Report.
- Gave a station tour to a young family.
- Internal Controls document input and proofing

❖ Administrative Activities

- Provided general administrative support to staff and volunteers.
- Worked directly with Tallie on multiple financial and administrative details.
- Coordinated check signing and getting payments in the mail.
- Processed incoming mail
- Processed misc HR paperwork for new recruits
- Set-up Zoom and camera system for board meetings
- Reviewed and updated personnel time records in preparation for payroll
- Worked on website access and updates.

WRFPD Chief/Training/Admin Report November 2024

- ❖ **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
 - Update district information on National Volunteer Firefighter Council (NVFC) website.
- ❖ **Weekly Training Drills**
 - District familiarization
 - Introduce new recruit to district geography.
 - FF-I Skills
 - Review various Firefighter 1 skills – SCBA, hose lines, etc.
 - Annual training requirements
 - Bloodborne pathogens, lock-out/tag-out, personal protective equipment, respiratory protection.
- ❖ **Other Training**
 - Safety Committee requirements
 - Public website accessibility requirements
 - Josephine County EMS webinar
 - Hose operations
- ❖ **District Alarm Activity**
 - 19 alarms – 264 alarms so far this year. We documented 241 alarms during 2023.
 - 7 EMS
 - 3 Motor Vehicle Crash
 - 1 Downed tree
 - 3 Service calls
 - 1 Authorized burning
 - 1 Passenger Vehicle Fire
 - 3 Cancellations/No emergency found

Operations Report November 2024

- 8742 put in to service on 11/12. One request for mutual aid so far. Will now be second apparatus out the door on at least structure fires. Ongoing training with the crew.
- An opportunity to get the bulk of the cost for a Starlink install with hardware paid for by a grant was presented by AGA and sent to me. The biggest difference with our current internet provider is that if/when the grid goes down, Starlink will still be active as it provides internet thru satellite. I wrote the grant and it was approved. The hardware has been ordered and AGA will cut a check to reimburse us for the cost. The only cost to us will be \$120 monthly for the internet bill. I believe its quite a bit cheaper than what we are currently paying.
- Gas pump failed and stopped working. I ordered parts and Jon fixed it. Thanks Jon!
- We had an OSHA consult on 11/26. It seems like it went well. We are awaiting the report.
- Parts for drying cabinet ordered. EVT/Division Chief Turnbull will install after we do some prep work.
- Uniform items ordered.
- In truck charger for TIC installed in 8742.
- I would like to conduct a test where we leave the bladder bags in place thru the winter. It usually does not get cold enough around here to affect the bags negatively, however, a test run is needed. I have confirmation from the county that they are OK with keeping it there more or less permanently. I have yet to speak to Heather about the bag on her property. (Sorry Heather!)
- FF HooperLee will trouble shoot an issue with our newly purchased secondary radios. Devin and I programed them with our regular frequency list but they are not functional.
- I connected with a Ziplly employee about the broken man hole cover between the station and Ziplly's building. He has notified a supervisor, who will follow up.
- I had a short conversation with Operations Chief Blakely about some issues regarding us providing mutual aid to Applegate. We are supposed to sit down after he has met with ECSO and figured out what exactly the problem is.
- All other duties and tasks.

LT. Oskar Sundell 12/3/24

Monthly Report for November 2024

Written by Ash Martell on December 6 for the December, 2024 Regular Board Meeting
Community Relations Coordinator/Wildfire Resiliency Coordinator/Assist. to the Chief/HR

Community Relations Coordinator

Santa at the Fire Station event – December 15, 2024

- Discussions with personnel and support team regarding date and topic
 - Scheduling a work party for the Support Team on Dec. 14 @ 3pm to organize toys/decor
- Creation of informational flyer for internal use (Support Team/Personnel etc.)
- Coordination of event flyers with General Store; printing/distribution of flyers
- Repeated posting of event flyers on social media: District Facebook page and local groups
- Putting event info on pumphouse sign
- Coordinating toy donations, refreshments and decor with the public/team/personnel

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

- Attended regular Special Board meeting
- Attended Support Team meeting
- Create Monthly CRC/WRRC/Asst. Report for the Board

Wildfire Reduction/Resiliency Coordinator

Update Fuels Reduction Program flyer – in progress
Update Smoke Detector Program flyer – in progress

Assistant to the Chief / HR

WRFPD Annual Christmas Party – December 21, 2024

- Discussions with Chief and Support Team regarding date and topic
- Creation of informational flyer for internal use (Support Team/Personnel etc.)
- Create invitation email
- Track RSVPs

Blood Drive – January 2025, TBA

- Ongoing planning discussions

Ongoing Projects and Duties (Asst.):

- Ongoing discussions regarding the future of “Coffee with the Chief”
 - researching doing a poll of the local public on social media to assist in future decisions regarding scheduling and topics
- Monitoring the info@WRFPD.org email
- Researching options for design programs (such as Canva) for future Department use
- Personnel Birthday Recognition program tracking/updating/implementation
- CRC/WRRC/AC file and email organization and maintenance

Williams Fire Rescue
Board of Directors Agenda Item Explanatory Statement

Date: December 10, 2024

To: Board of Directors

From: Heather Glass

Agenda Subject: Bonus

Overview of Agenda Subject I would like to propose a \$2500 dollar Christmas bonus for Nicco and a \$250 for Tallie.

Agenda Subject Brief Background: Christmas bonus tradition

Recommendation: Due to the extra duties and tasks Nicco has had to endure over the last year I believe he deserves an extra bonus. He has picked up all of the duties with little complaint and kept the department operational.

Tallie has had to catch us up and is doing a good job at keeping us going.

WILLIAMS RFP D
Disbursement Voucher

Date	Name	Memo	Account	Paid Amount
11/01/2024	Ash Martell	Assistance to Fire Chief	4300 · Seasonal Hires-Misc Work	480.00
11/01/2024	Ash Martell	Community Relations Coordinator	OSFM Capacity Grant Administrat	250.00
11/01/2024	Ash Martell	Community Relations Coordinator	OSFM CWRR Grant Administration	250.00
11/01/2024	Sierra Springs - Mt. Shasta Spring Wa	Water	Kitchen	8.24
11/01/2024	Oregon Department of Revenue	Late Fee	0400 Dues & Fees	240.80
11/01/2024	Bank Charge	Service Charge	0400 Dues & Fees	0.05
11/04/2024	Pacific Power	Electric Service Item 2	Electricity Expense	12.19
11/04/2024	Pacific Power	Electric Service Item 6	Electricity Expense	34.97
11/04/2024	Pacific Power	Electric Service Item 7	Electricity Expense	190.08
11/04/2024	Pacific Power	Electric Service Item 9	Electricity Expense	29.55
11/04/2024	Pacific Power	Electric Service Item 11	159 · Mobile Home	209.92
11/04/2024	QuickBooks Payroll Service	Fee for 1 direct deposit(s) at \$1.75 cac	Payroll Liabilities	1.75
11/04/2024	Ziply Fiber	Monthly Phone & Internet	Telephone Expense	211.16
11/04/2024	Ziply Fiber	Monthly Phone & Internet	Internet Expense	186.99
11/04/2024	Ziply Fiber	Monthly Phone & Internet	Special Circuit	61.01
11/05/2024	Claudia Pratt	Monthly Board of Director Associate	4000 · Associated Personnel Costs	45.00
11/05/2024	*Nicolas G Holt {Interim Chief}	Direct Deposit	5100 · Fire Chief	2,832.50
11/05/2024	*Nicolas G Holt {Interim Chief}	Direct Deposit	5600 · Training Officer	2,832.50
11/05/2024	*Nicolas G Holt {Interim Chief}	Direct Deposit	OSFM Seasonal Grant	840.00
11/05/2024	*Nicolas G Holt {Interim Chief}	Direct Deposit	5500 · SAFER Duty Officer	930.00
11/05/2024	*Nicolas G Holt {Interim Chief}	Direct Deposit	Insurance Benefits	-992.00
11/05/2024	*Nicolas G Holt {Interim Chief}	Direct Deposit	Payroll Liabilities	557.78
11/05/2024	*Oskar D. Sundell {Lieutenant}	Direct Deposit	5400 · Lieutenant of Operations	3,861.87
11/05/2024	*Oskar D. Sundell {Lieutenant}	Direct Deposit	OSFM Seasonal Grant	1,050.00
11/05/2024	*Oskar D. Sundell {Lieutenant}	Direct Deposit	5500 · SAFER Duty Officer	1,190.00
11/05/2024	*Oskar D. Sundell {Lieutenant}	Direct Deposit	Insurance Benefits	-205.00
11/05/2024	*Oskar D. Sundell {Lieutenant}	Direct Deposit	Payroll Liabilities	817.19
11/05/2024	*Devin N Brennan {Capacity FF}	Direct Deposit	OSFM Firefighter	3,270.60
11/05/2024	*Devin N Brennan {Capacity FF}	Direct Deposit	OSFM Seasonal Grant	314.30
11/05/2024	*Devin N Brennan {Capacity FF}	Direct Deposit	Insurance Benefits	-205.00
11/05/2024	*Devin N Brennan {Capacity FF}	Direct Deposit	Payroll Liabilities	471.42
11/05/2024	*Jon Scaroni {Fire Prevention}	Direct Deposit	OSFM Fire Prevention Officer	3,163.33
11/05/2024	*Jon Scaroni {Fire Prevention}	Direct Deposit	OSFM Seasonal Grant	185.75
11/05/2024	*Jon Scaroni {Fire Prevention}	Direct Deposit	Payroll Liabilities	340.15
11/05/2024	**Benjamin Brian {Upstaffing PT}	Direct Deposit	OSFM Seasonal Grant	277.33
11/05/2024	**Benjamin Brian {Upstaffing PT}	Direct Deposit	Payroll Liabilities	30.99
11/05/2024	**Charles HooperLee {UpStaffing PT}	Direct Deposit	OSFM Seasonal Grant	746.67

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WILLIAMS RFPD
Disbursement Voucher

Date	Name	Memo	Account	Paid Amount
11/05/2024	**Charles HooperLee {UpStaffing PT}	Direct Deposit	Payroll Liabilities	83.45
11/05/2024	**Elizabeth Dunlap {Upstaffing FT}	Direct Deposit	OSFM Seasonal Grant	973.33
11/05/2024	**Elizabeth Dunlap {Upstaffing FT}	Direct Deposit	Payroll Liabilities	108.77
11/05/2024	**Jasmine Williams {Upstaffing FT}	Direct Deposit	OSFM Seasonal Grant	1,725.33
11/05/2024	**Jasmine Williams {Upstaffing FT}	Direct Deposit	Payroll Liabilities	192.80
11/05/2024	Desiree G Anderson {Chipper}	Direct Deposit	CWRRR Personnel	280.50
11/05/2024	Desiree G Anderson {Chipper}	Direct Deposit	Payroll Liabilities	28.66
11/05/2024	Nicholas C Merrill {Chipper}	Direct Deposit	CWRRR Personnel	395.25
11/05/2024	Nicholas C Merrill {Chipper}	Direct Deposit	Payroll Liabilities	40.20
11/05/2024	Northern Tool	Motor Kit	0200 Building Maintenance	239.98
11/06/2024	uAttend Time Clock		4000 · Associated Personnel Costs	25.00
11/07/2024	Fields Home Imprvmt Cntr	100' Hose	Grounds Maintenance	75.61
11/07/2024	Fields Home Imprvmt Cntr	Glass Cleaner	Stationary Supplies	6.78
11/07/2024	Bill Ertel	Monthly Board of Director	4000 · Associated Personnel Costs	45.00
11/07/2024	Brian Barton	Monthly Board of Director	4000 · Associated Personnel Costs	45.00
11/07/2024	Century Link	Special Circuit	Special Circuit	49.98
11/07/2024	David Applegate	Monthly Board of Director	4000 · Associated Personnel Costs	45.00
11/07/2024	Heather Glass	Monthly Board of Director	4000 · Associated Personnel Costs	45.00
11/07/2024	Williams Fire Department Support Gr	Board Members Heather Glass, Bill E	4000 · Associated Personnel Costs	180.00
11/07/2024	Richard W. Brewster, CPA	Audit	1400 Accountant's Annual Review	14,750.00
11/07/2024	Hays Oil Co.	401 Gallons	Gas	1,277.59
11/07/2024	Fields Home Imprvmt Cntr	Hand Cleaner	Stationary Supplies	15.99
11/07/2024	Fields Home Imprvmt Cntr	Sealant	0200 Building Maintenance	9.99
11/07/2024	Fields Home Imprvmt Cntr	Cord	0100 Apparatus Maintenance	19.08
11/07/2024	Fields Home Imprvmt Cntr	Paint	0200 Building Maintenance	9.99
11/07/2024	Applegate Valley Fire District	Admin Services	1450 · Professional Fees/Consultants	2,079.00
11/07/2024	Special Districts Insurance Services		Insurance Benefits	6,572.00
11/07/2024	Staples	Office Supplies	1500 Office Supplies	106.26
11/11/2024	Williams Country Store	Stamps	1200 Fuel	30.25
11/12/2024	US Postal Service	Security Tags	1500 Office Supplies	73.00
11/14/2024	Amazon.com	Transmission Fluid	0900 Fire Equipment/Supplies	13.99
11/15/2024	Napa Auto Parts		0100 Apparatus Maintenance	21.98
11/15/2024	Zoom Video Communications		0400 Dues & Fees	25.99
11/15/2024	Local Government Law Group, P.C.		Consultant Fees	1,881.00
11/15/2024	US Cellular		Department Cell Phone	106.55
11/15/2024	US Cellular		Vehicle	93.70
11/15/2024	Special Districts Assoc. of Oregon	Annual Dues	0400 Dues & Fees	531.00
11/15/2024	City of Grants Pass		Dispatch	330.08

WILLIAMS RFPD
Disbursement Voucher

Date	Name	Memo	Account	Paid Amount
11/15/2024	Williams Firefighter Association		4000 - Associated Personnel Costs	3,500.00
11/15/2024	Devin N. Brennan	Power	Electricity Expense	-181.15
11/18/2024	Williams Country Store	CWRR Fuel	1200 Fuel	49.29
11/19/2024	Quality Automotive Parts Unlimited	DEF	0100 Apparatus Maintenance	99.99
11/26/2024	Sierra Springs - Mt. Shasta Spring Wa	Water	Kitchen	39.91
11/26/2024	Gizmo Tech	Tablet Repair	0300 Communications	350.00
11/29/2024	OSU - Fire Protection Publications	Books	Books	391.00
				<u>61,304.21</u>

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WILLIAMS RURAL FIRE PROTECTION DISTRICT
 211 EAST FORK RD
 WILLIAMS, OR 97544
 BALANCE SHEET
 NOVEMBER 30, 2024

	ACCT.#	10/31/2024	DEPOSITS	WITHDRAWS	11/30/2024	
GENERAL POOL ACCOUNT		146,192.83	2,896.13	66,527.52	82,561.44	
UMPQUA BANK		401,111.37	281,649.99	0.05	682,761.31	
TOTAL CHECKING/SAVINGS		547,304.20	284,546.12	66,527.57	765,322.75	
TOTAL ASSETS						765,322.75
LIABILITIES						
CREDIT CARDS PAYABLE					1,601.71	
PAYROLL WITHHOLDING					0.00	
PAYROLL LIABILITES					2,778.66	
TOTAL LIABILITIES					4,380.37	
EQUITY						
GENERAL FUND					587,291.31	
CAPITAL PROJECTS FUND					210,245.00	
Net Income					-36,593.93	
TOTAL EQUITY					760,942.38	
TOTAL LIABILITIES & EQUITY						765,322.75

STATEMENT OF REVENUE AND EXPENDITURES
 BUDGET VERSUS ACTUAL COMPARISON
 NOVEMBER 30, 2024
 42% OF THE BUDGET YEAR IS OVER
 58% OF THE BUDGETED REVENUE HAS BEEN RECEIVED
 26% OF THE BUDGET HAS BEEN SPENT

RESOURCES	Account Number	Annual Budget	Current Month	Year To Date	% of Budget	Remaining Balance
Current Tax		396,300.00	172,178.15	173,902.15	43.88	222,397.85
Prior Year Tax		0.00	883.01	3,047.79	3047.79	-3,047.79
Local Option Current Tax		0.00	106,061.28	107,123.27	107123.27	-107,123.27
Local Option Prior Year Tax		0.00	534.66	1,862.12	1862.12	-1,862.12
Total Taxes		396,300.00	279,657.10	285,935.33	72.15	110,364.67
Beginning Fund Balance		778,600.00		787,107.00	101.09	-8,507.00
Interest Earned		10,000.00	1,993.79	5,402.39	54.02	4,597.61
Donations		0.00	0.00	6,610.00	6,610.00	-6,610.00
Grants		100,000.00	863.22	863.22	863.22	99,136.78
159 E Fork Rental		22,000.00	1,850.86	9,257.75	9,257.75	12,742.25
Total Other Resources		132,000.00	4,707.87	22,133.36	16.77	101,359.64
TOTAL RESOURCES		528,300.00	284,364.97	308,068.69	58.31	211,724.31

WILLIAMS RURAL FIRE PROTECTION DISTRICT
211 EAST FORK RD
WILLIAMS, OR 97544
STATEMENT OF REVENUE AND EXPENDITURES
BUDGET VERSUS ACTUAL COMPARISON
NOVEMBER 30, 2024

GENERAL FUND

	Account Number	Annual Budget	Current Month	Year To Date	% Of Budget	Remaining Balance
PERSONNEL SERVICES						
Fire Chief		80,000.00	2,832.50	14,162.50	17.70	65,837.50
HR Manager		45,000.00	0.00	14,500.00	32.22	30,500.00
OSFM Grant Administrator		18,500.00	250.00	5,850.00	31.62	12,650.00
Community Relations - Admin Aid		18,000.00	250.00	1,250.00	6.94	16,750.00
Training Officer		53,000.00	2,832.50	14,162.50	26.72	38,837.50
Operations Officer		47,000.00	3,861.87	19,191.48	40.83	27,808.52
Duty Officer Stipend		26,000.00	2,120.00	10,960.00	42.15	15,040.00
OSFM Fire Marshal		40,000.00	3,163.33	16,178.32	40.45	23,821.68
OSFM Firefighter		40,000.00	3,270.60	16,643.64	41.61	23,356.36
CWRR Chipper Personnel		36,000.00	675.75	6,229.75	17.30	29,770.25
OSFM Upstaffing		31,500.00	6,112.71	38,902.40	123.50	-7,402.40
Seasonal Hires		18,000.00	480.00	2,400.00	13.33	15,600.00
Volunteer Nominal Qtr Points		12,000.00	0.00	5,501.25	45.84	6,498.75
Insurance Package		85,000.00	5,170.00	27,235.00	32.04	57,765.00
Payroll Liabilities		65,000.00	2,673.16	17,603.02	27.08	47,396.98
Workers's Compensation		21,000.00	0.00	7,162.56	34.11	13,837.44
Accidental Death & Desmberment		4,000.00	0.00	520.00	13.00	3,480.00
Bonus Pay		10,000.00	0.00	643.88	6.44	9,356.12
Conflag/Deployment/Associated Personnel		15,000.00	3,930.00	5,499.06	36.66	9,500.94
TOTAL PERSONNEL SERVICES		665,000.00	37,622.42	224,595.36	33.77	440,404.64

	Account Number	Annual Budget	Current Month	Year To Date	% Of Budget	Remaining Balance
MATERIAL & SERVICES						
Apparatus Maintenance		30,000.00	141.05	6,411.97	21.37	23,588.03
Building Maintenance		8,000.00	335.57	12,809.54	160.12	-4,809.54
Communications		10,000.00	884.77	3,684.47	36.84	6,315.53
Dues & Fees		6,000.00	797.84	2,436.23	40.60	3,563.77
Elections		2,000.00	0.00	0.00	0.00	2,000.00
EMS Supplies		3,000.00	0.00	511.93	17.06	2,488.07
Fire Equipment/Supplies		45,000.00	13.99	11,936.47	26.53	33,063.53
Fire Prevention		16,000.00	0.00	0.00	0.00	16,000.00
Fuel		20,000.00	1,357.13	6,155.61	30.78	13,844.39
Liability Insurance		25,000.00	0.00	513.00	2.05	24,487.00
Legal & Accounting		17,000.00	14,750.00	14,750.00	86.76	2,250.00
Consulting Fees		4,000.00	3,960.00	10,380.00	259.50	-6,380.00
Miscellaneous		10,000.00	48.15	1,817.26	18.17	8,182.74
Office Supplies		6,000.00	202.03	717.25	11.95	515.22
Personal Protective Equipment		24,000.00	0.00	0.00	0.00	24,000.00
Small Equipment Maintenance		7,000.00	0.00	0.00	0.00	7,000.00
Training		38,000.00	391.00	816.05	2.15	37,183.95
Travel		2,000.00	0.00	36.07	1.80	1,963.93
Uniforms		2,000.00	0.00	0.00	0.00	2,000.00
Utilities		18,000.00	800.26	11,619.71	64.55	6,380.29
TOTAL MATERIALS & SERVICES		293,000.00	23,681.79	84,595.56	28.87	208,404.44

**WILLIAMS RURAL FIRE PROTECTION DISTRICT
 211 EAST FORK RD
 WILLIAMS, OR 97544
 STATEMENT OF REVENUE AND EXPENDITURES
 BUDGET VERSUS ACTUAL COMPARISON
 NOVEMBER , 2024**

GENERAL FUND

	Account Number	Annual Budget	Current Month	Year To Date	% Of Budget	Remaining Balance
CAPITAL OUTLAY						
Apparatus & Equipment		75,000.00	0.00	24,259.98	0.00	50,740.02
Building Improvements		30,000.00	0.00	10,112.72	1.00	19,887.28
Capital Outlay - Other		20,000.00	0.00	2,099.00	0.00	17,901.00
TOTAL CAPITAL OUTLAY		125,000.00	0.00	36,471.70	29.18	88,528.30
Contingency		83,900.00	0.00	0.00	0.00	83,900.00
Unappropriated Ending Balance		140,000.00	0.00	0.00	0.00	140,000.00
TOTAL REQUIREMENTS		1,306,900.00	61,304.21	345,662.62	26.45	961,237.38
TOTAL RESOURCES			284,364.97	308,068.69		
TOTAL REQUIREMENTS			-61,304.21	-345,662.62		
ENDING FUND BALANCE			223,060.76	-37,593.93		
Beginning Fund Balance		787,107.00	6/30/2024			
Excess Rev/Exp		-37,593.93				
Ending Fund Balance		749,513.07				