

WILLIAMS RURAL FIRE PROTECTION DISTRICT  
REGULAR BOARD MEETING AGENDA

Tuesday, February 11, 2025

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/86920901822?pwd=oyNhws5flyP2ydbtjl114Al4nYtrBL.1>

Meeting ID: 869 2090 1822

Passcode: 146922

1. Call to Order, Pledge, and Roll Call of Members
2. Announcements
3. Approval of Prior Board Meeting Minutes – previously distributed electronically
  - January 10, 2026, Workshop Meeting Minutes
  - January 10, 2025, Regular Meeting Minutes
  - January 31, 2025 Special and Executive 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 (Nothing to Report)
  - Community Relations Coordinator Report
  - Chair Report
  - WFA Report
5. Unfinished Business
  - 5 Year Plan Update *Tabled Unfinished Business*
  - Chief Position *- The Museum Building Update (Tabled)*
  - *Modular Home Update*
  -
6. New Business
  - Budget Committee members
  - Showers
7. Clerk Treasurers Report – Financial Reports and Invoices -
8. Announcement of the next regular scheduled board meeting – March 11, 2025 at 10:00am
9. Public Input – 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

## **WRFPD Chief/Training/Admin Report January 2025**

### **❖ Chief Activities**

- Meetings
  - B.O.D. x2
  - Williams Firefighter Association (WFA)
  - Rogue Valley Fire Chief's Association (RVFCA)
  - Rogue Interagency Training Association (RITA)
  - Awards Banquet Committee
  - Support Team
  - Resilience Hub
- 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
    - 10 weekdays & 4 weekend days
- Worked on the draft Strategic Plan
- Hosted and participated in blood drive
- Prepare agenda item for updated Administrative Services IGA with Applegate
- Met with contractor for Bay 7&8 door project.
  - Project has been completed
- Met with contractor for mobile home front porch project.
  - Project will start soon
- Start process for renewal of our FCC license
- Worked on the Chief interview process
- OSHA 300A completed and posted
- Budget Committee member recruitment efforts

### **❖ 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.

## **WFRPD Chief/Training/Admin Report January 2025**

- Processed incoming mail
- Processed 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.
- Calculations for Volunteer Quarterlies
  
- ❖ **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
  - Reviewed EMS training needs for upcoming renewal process
  - Coordinate new recruit attending the RITA FF-1 Academy
    - Work with recruit to make up classes missed while he was deployed to California.
  - Weekly Training Drills
    - Medical Case Reviews
      - Review recent medical calls
    - Hydraulics
      - Hydraulic calculations for pumping fire apparatus
    - Ladders
      - Deployment and use of fireground ladders
    - Ropes, knots and hoisting
      - Common fire service knots and their use in hoisting various tools.
  - Other Training
    - Josephine County EMS Webinar
    - FF-I academy make-up training
    - Deployment of preconnected hoselines
  
- ❖ **District Alarm Activity**
  - 15 alarms
    - 11 EMS
      - Including 2 MVC
    - 2 Service calls
    - 2 Cancellation/No emergency found

## **WRFDP Operations Report January 2025**

- Bay 8 header modification done. 8741 is currently residing there. Contractor Ryan Mason of Mason Homes did a really good job, and finished in a timely maner.
- EVT Jeff Loogman has started yearly DOT inspections. He will be doing some minor repairs and we are making a plan for pump testing/maintenance. We are expecting to be done by the last week of the month.
- RV Ops Group decided to forgo our daily morning briefing for now. We would pick it up again around start of fire season. Motivating reason seems to be declining participation out of fire season.
- New uniform items ordered. Delivery Last week of February.
- Confirmed with Staber inc. that the parts for the dryer cabinet are on back order. I do not have a date yet.
- Jam roofing looked at the issues with the roof on Devins house and will send an estimate. No real damage, just a few shingles to replace. Should be easy enough to do. In addition, a vent was damaged and will be replaced.
- ` First meeting between WRFDP, AGA and other stake holders. This was our introductory meeting to put faces to names. Main discussion topic was creation of Resilience Hubs in the greater Applegate Valley. More meetings soon as the project ramps up and develops. I will take the role of district contact as I have already been involved since the start. Chief Holt will be in the loop of course. I anticipate Ash Martell will also take a central role in the project. This is the very first emergency planning that this district has been involved in for quite some time and I have no doubt it will benefit the district immensely when a larger event transpires.
- Items for the District Banquet have been ordered, and sent to be personalized with embroidery. Some items still on back order but FF Brennan and I are working on it.
- All other duties and tasks

**Fire Marshal's Report for January 2025**  
**Williams RFPD**  
**Jon Scaroni**  
**February 8, 2025**

**Property Assessments:** There were two property assessments completed in the Williams Fire District.

**Business Inspections:** Zero business inspections.

**Fire Investigations:** Zero fire investigations. There were no fires.

**Meetings Attended:** I wasn't able to attend the Co-op meeting due to my being in the advanced arson class that week.

**Classes Attended:** From January 21-24, I attended the IAAI advanced fire and arson school in Medford at the Jackson County Expo, where I learned about fire behavior and tracing visual leads on circuitry and photovoltaic fires. I also learned advanced photography and evidence collecting for fire investigations.

**Chipper Program:** We had four jobs, all completed.

**Safety Officer Report:** No accidents to report. The fire department helped out one of our residents, Bob Pleu, with replacing his tractor tire so that he can get his driveway repaired so that we can respond to one of our regular patients on that property.

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Jon Scaroni  
WRFPD District Fire Marshall

## **Monthly Report for January 2025**

Written by Ash Martell on February 8 for the February 2025 Regular Board Meeting  
Community Relations Coordinator/Wildfire Resiliency Coordinator/Assist. to the Chief

### **Community Relations Coordinator**

#### **Red Cross Blood Drive – January 7, 2025**

See last months Board Report for information

**REMINDER: NEXT Red Cross Blood Drive – April 1 2025**

#### **Ongoing duties:**

- Attend regular Board meeting
- Attend Support Team meeting
- Attend Staff meetings
- Create Monthly Report for the Board for these positions
- Monitoring the [info@WRFPD.org](mailto:info@WRFPD.org) email (updated email password)
- Update pump house info sign

### **Wildfire Reduction/Resiliency Coordinator**

#### **Ongoing duties:**

- Program flyers distribution to social media, Jo's list and area bulletin boards
- Print and distribute Evacuation Maps onto pump house doc holders and local bulletin boards
- Attend A Greater Applegate Forest and Fire monthly working group meeting
- Resiliency Hub: ongoing communications with AGA, Williams Grange, Williams CAC and other local entities regarding grant funding, strategy, implementation etc.

### **Assistant to the Chief**

#### **Ongoing projects and duties:**

- Ongoing discussions regarding the future of "Coffee with the Chief"
- Ongoing Discussions with WFA, Chief and Support Team regarding 2025 Awards Banquet
- Personnel Birthday Recognition program tracking/updating/implementation
- CRC/WRRC/AC file and email organization and maintenance



## Budget Committee Application

Name Brook Turner Welch Phone Number (541)659-7612

Home Address 220 Cherry Gulch Rd

Mailing Address Po Box 498 Williams OR 97544

Email Address mamabrookluv@yahoo.com

Occupation Teacher's Assistant

Why do you wish to serve on the Budget Committee? I want to serve my community and WRFD.

What is your understanding of the role the Budget Committee? Oversee the use of funds within WRFD.

Help asses the needs of the FD and how to best appropriate funds to meet them.

What is your experience in reviewing financial data such as budgets and financial statements? \_\_\_\_\_

I have very little experience in this field.

Please list your experience (volunteer or paid) with special districts and/or other public or civic groups.

Volunteer with WRFD, SMART program coordinator and volunteer, WRFD support team member, Story Teller at Williams Library

Signed: Brook Turner Welch Date: 2/9/25

Thank-you for your interest in volunteering on the Budget Committee. This application will remain active for 6 months from the date received. To be considered for appointment beyond that time, an updated application must be submitted.

Received by: \_\_\_\_\_ Date: \_\_\_\_\_

1/30/2025



Signed: Date:

Amber Guient 2/6/2025

Thank-you for your interest in volunteering on the Budget Committee. This application will remain active for 6 months from the date received. To be considered for appointment beyond that time, an updated application must be submitted.

Received by: Date:

1/30/2025



WILLIAMS R F P D  
Disbursement Voucher

Type	Date	Name	Memo	Account	Paid Amount
Credit Card Charge	01/01/2025	Southern Oregon Sanitation		Garbage Expense	68.12
Check	01/02/2025	QuickBooks Payroll Service	Fee for 1 direct deposit(s) at \$1.75 ea	560 · Payroll Expenses	1.75
Credit Card Charge	01/02/2025	Williams County Store	Chipper Fuel	CWRR Grant	32.26
Bill	01/03/2025		Assistance to Fire Chief	4300 · Seasonal Hires-Misc Work	480.00
Bill	01/03/2025		Community Relations Coordinator	OSFM Capacity Grant Administrat	500.00
Paycheck	01/03/2025		Direct Deposit	OSFM Firefighter	3,256.93
Paycheck	01/03/2025		Direct Deposit	Insurance Benefits	-205.00
Paycheck	01/03/2025		Direct Deposit	Payroll Liabilities	426.25
Paycheck	01/03/2025		Direct Deposit	OSFM Fire Prevention Officer	3,309.30
Paycheck	01/03/2025		Direct Deposit	Payroll Liabilities	336.00
Paycheck	01/03/2025		Direct Deposit	5100 · Fire Chief	2,832.50
Paycheck	01/03/2025		Direct Deposit	5600 · Training Officer	2,832.50
Paycheck	01/03/2025		Direct Deposit	5500 · Duty Officer	1,080.00
Paycheck	01/03/2025		Direct Deposit	Insurance Benefits	-992.00
Paycheck	01/03/2025		Direct Deposit	Payroll Liabilities	584.92
Paycheck	01/03/2025		Direct Deposit	5400 · Lieutenant of Operations	3,861.87
Paycheck	01/03/2025		Direct Deposit	5500 · Duty Officer	1,150.00
Paycheck	01/03/2025		Direct Deposit	Insurance Benefits	-205.00
Paycheck	01/03/2025		Direct Deposit	Payroll Liabilities	667.03
Paycheck	01/03/2025		Direct Deposit	CWRR Personnel	110.50
Paycheck	01/03/2025		Direct Deposit	Payroll Liabilities	12.34
Paycheck	01/03/2025		Direct Deposit	CWRR Personnel	110.50
Paycheck	01/03/2025		Direct Deposit	Payroll Liabilities	11.23
Paycheck	01/03/2025		Direct Deposit	CWRR Personnel	170.00
Paycheck	01/03/2025		Direct Deposit	Payroll Liabilities	17.29
Paycheck	01/03/2025		Direct Deposit	CWRR Grant	239.96
Credit Card Charge	01/06/2025	Amazon.com	Helmets	CWRR Grant	347.95
Credit Card Charge	01/06/2025	Amazon.com	Headsets	CWRR Grant	239.96
Credit Card Charge	01/06/2025	Staples	Office Supplies	1500 Office Supplies	82.66
Credit Card Charge	01/07/2025	Harbor Freight	Battery Charger, Tape Measure	0700 Small Equip. Maintenance	42.98
Credit Card Charge	01/07/2025	Harbor Freight	Gloves	CWRR Grant	59.94
Bill	01/08/2025	Special Districts Insurance Services		Insurance Benefits	2,561.31
Deposit	01/08/2025	Devin N. Brennan	Power	159 · Mobile Home	-100.00
Credit Card Charge	01/09/2025	Williams County Store	Chipper Fuel	CWRR Grant	36.26
Credit Card Charge	01/09/2025	Bound Tree Medical		0600 EMS Supplies	151.11
Bill	01/10/2025	Century Link	Special Circuit	Special Circuit	49.98
Bill	01/10/2025	Williams Fire Department Support Gr	Board Members Heather Glass, Bill E	4000 · Associated Personnel Costs	180.00
Bill	01/10/2025	Special Districts Insurance Services	Annual Liability Insurance	1300 Insurance	26,413.00
Bill	01/10/2025	Pacific Power	Item 2	Electricity Expense	12.05
Bill	01/10/2025	Pacific Power	Item 6	Electricity Expense	39.13
Bill	01/10/2025	Pacific Power	Item 7	Electricity Expense	443.35
Bill	01/10/2025	Pacific Power	Item 11	Electricity Expense	434.18
Bill	01/10/2025	Pacific Power	Item 12	Electricity Expense	254.48

WILLIAMS R F P D  
Disbursement Voucher

Type	Date	Name	Memo	Account	Paid Amount
Bill	01/10/2025	Lexipol Holding Company	Fire & Ems Learning Platform	Consultant Fees	1,495.44
Bill	01/10/2025	Asante Physician Partners	RFT Questionare Review	4000 - Associated Personnel Costs	39.00
Bill	01/10/2025	Century Link		Special Circuit	49.98
Bill	01/10/2025	Richard W. Brewster, CPA		1450 - Professional Fees/Consultants	80.00
Bill	01/10/2025	Applegate Valley Fire District	Nov/Dec Administration	1450 - Professional Fees/Consultants	2,133.00
Credit Card Charge	01/10/2025	Southern Oregon Sanitation		Garbage Expense	68.12
Credit Card Charge	01/10/2025	Sierra Springs - Mt. Shasta Spring Water		Kitchen	4.61
Credit Card Charge	01/10/2025	Bound Tree Medical		0600 EMS Supplies	31.59
Credit Card Charge	01/12/2025	Zoom Video Communications		0400 Dues & Fees	25.99
Check	01/13/2025	QuickBooks Payroll Service	Fee for 1 direct deposit(s) at \$1.75 ea	0600 EMS Supplies	1.75
Credit Card Charge	01/13/2025	GloveSaver.com	Gloves	0600 EMS Supplies	72.70
Bill	01/14/2025	Claudia Pratt	Monthly Board of Director Associate	4000 - Associated Personnel Costs	45.00
Credit Card Charge	01/14/2025	Bound Tree Medical		0600 EMS Supplies	88.66
Credit Card Charge	01/14/2025	Bound Tree Medical		0600 EMS Supplies	43.76
Credit Card Charge	01/15/2025	Williams Country Store	Chipping Fuel	CWRR Grant	17.75
Credit Card Charge	01/16/2025	Galls	Jackets	2300 Uniforms	1,135.71
Credit Card Charge	01/22/2025	Amazon.com	Canon Ink	Ink	42.99
Credit Card Charge	01/22/2025	IAAI Rogue Valley Seminar	Arson Investigation	Classes	245.00
Credit Card Charge	01/22/2025	Amazon.com	Canon Ink	Ink	42.99
Credit Card Charge	01/23/2025	Sierra Springs - Mt. Shasta Spring W& Water		Kitchen	62.30
Bill	01/24/2025	Pacific Power	Item 2	Electricity Expense	12.07
Bill	01/24/2025	Pacific Power	Item 6	Electricity Expense	42.58
Bill	01/24/2025	Pacific Power	Item 7	Electricity Expense	477.67
Bill	01/24/2025	Pacific Power	Item 11	Electricity Expense	458.00
Bill	01/24/2025	Pacific Power	Item 12	Electricity Expense	142.04
Bill	01/24/2025	US Cellular		Department Cell Phone	132.04
Bill	01/24/2025	US Cellular		Vehicle	69.80
Credit Card Charge	01/24/2025	Magid Glove & Safety	Chipping PPE	CWRR Grant	441.20
Credit Card Charge	01/27/2025	Harry & David	Thank You Goodellas Towing	1100 Miscellaneous	171.33
Bill	01/28/2025	Tricky Trees Tree Service, LLC	Antenna Mount	Grounds Maintenance	150.00
Bill	01/28/2025	Red Truck Construction	Deck Deposit	159 Mobile Home Bldg Exp	2,464.00
Bill	01/28/2025	Carson Propane		Propane	139.92
Bill	01/28/2025	City of Grants Pass		Dispatch	330.08
Bill	01/28/2025	Caldera Technical Services LLC	DOT Inspection	0100 Apparatus Maintenance	425.00
Bill	01/28/2025	Applegate Valley Fire District	Chipper Personnel	CWRR Personnel	18,313.90
Bill	01/28/2025	Clean Tech Supplies	Cleaning Supplies	0900 Fire Equipment/Supplies	1,738.76
Bill	01/28/2025	Lighthouse Uniform		2300 Uniforms	170.65
Credit Card Charge	01/30/2025	Williams Country Store	Chipping Fuel	CWRR Grant	33.27
Credit Card Charge	01/30/2025	Tax1099.com	1099 Filing	0400 Dues & Fees	39.70
					<u>83,175.98</u>

Jan 25

**WILLIAMS RURAL FIRE PROTECTION DISTRICT  
211 EAST FORK RD  
WILLIAMS, OR 97544**

**BALANCE SHEET  
JANUARY 31, 2025**

	ACCT.#	12/31/2024	DEPOSITS	WITHDRAWS	1/31/2025	
UMPQUA BANK		37,750.60	101,950.00	92,162.23	47,538.37	
GENERAL POOL ACCOUNT		766,496.83	10,074.31	100,000.00	676,571.14	
<b>TOTAL CHECKING/SAVINGS</b>		<b>804,247.43</b>	<b>112,024.31</b>	<b>192,162.23</b>	<b>724,109.51</b>	
<b>TOTAL ASSETS</b>						<b>724,109.51</b>
<b>LIABILITIES</b>						
CREDIT CARDS PAYABLE						
PAYROLL WITHHOLDING					3649.94	
PAYROLL LIABILITES					-2,187.63	
<b>TOTAL LIABILITIES</b>					<b>1,462.31</b>	
<b>EQUITY</b>						
GENERAL FUND					587,341.31	
CAPITAL PROJECTS FUND					210,245.00	
Net Income					-74,939.11	
<b>TOTAL EQUITY</b>					<b>722,647.20</b>	
<b>TOTAL LIABILITIES &amp; EQUITY</b>						<b>724,109.51</b>

**STATEMENT OF REVENUE AND EXPENDITURES  
BUDGET VERSUS ACTUAL COMPARISON  
JANUARY 31 2025  
589% OF THE BUDGET YEAR IS OVER  
77% OF THE BUDGETED REVENUE HAS BEEN RECEIVED  
36% 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	3,911.96	226,991.45	57.28	169,308.55
Prior Year Tax		0.00	483.70	3,782.34	3782.34	-3,782.34
Local Option Current Tax		0.00	2,409.82	139,826.15	139826.15	-139,826.15
Local Option Prior Year Tax		0.00	297.85	2,314.44	2314.44	-2,314.44
<b>Total Taxes</b>		<b>396,300.00</b>	<b>7,103.33</b>	<b>372,914.38</b>	<b>94.10</b>	<b>23,385.62</b>
Beginning Fund Balance		778,600.00		787,107.00	101.09	-8,507.00
Interest Earned		10,000.00	2,970.98	12,233.67	122.34	-2,233.67
Donations		0.00	0.00	6,610.00	6,610.00	-6,610.00
Grants		100,000.00	0.00	1,420.22	1.42	98,579.78
159 E Fork Rental		22,000.00	1,850.00	12,507.75	56.85	9,492.25
<b>Total Other Resources</b>		<b>132,000.00</b>	<b>4,820.98</b>	<b>32,771.64</b>	<b>24.83</b>	<b>90,721.36</b>
<b>TOTAL RESOURCES</b>		<b>528,300.00</b>	<b>11,924.31</b>	<b>405,686.02</b>	<b>76.79</b>	<b>114,106.98</b>

**WILLIAMS RURAL FIRE PROTECTION DISTRICT**  
**211 EAST FORK RD**  
**WILLIAMS, OR 97544**  
**STATEMENT OF REVENUE AND EXPENDITURES**  
**BUDGET VERSUS ACTUAL COMPARISON**  
**JANUARY 31, 2025**  
**GENERAL FUND**

	Account Number	Annual Budget	Current Month	Year To Date	% Of Budget	Remaining Balance
<b>PERSONNEL SERVICES</b>						
Fire Chief		80,000.00	2,832.50	19,827.50	24.78	60,172.50
HR Manager		45,000.00	0.00	14,500.00	32.22	30,500.00
OSFM Grant Administrator		18,500.00	250.00	6,350.00	34.32	12,150.00
Community Relations - Admin Aid		18,000.00	0.00	1,250.00	6.94	16,750.00
Training Officer		53,000.00	2,832.50	19,827.50	37.41	33,172.50
Operations Officer		47,000.00	3,861.87	26,915.22	57.27	20,084.78
Duty Officer Stipend		26,000.00	2,230.00	15,380.00	59.15	10,620.00
OSFM Fire Marshal		40,000.00	3,309.30	22,650.95	56.63	17,349.05
OSFM Firefighter		40,000.00	3,256.93	23,212.16	58.03	16,787.84
CWRR Chipper Personnel		36,000.00	20,163.49	31,528.19	87.58	4,471.81
OSFM Upstaffing		31,500.00	0.00	38,902.40	123.50	-7,402.40
Seasonal Hires		18,000.00	480.00	3,360.00	18.67	14,640.00
Volunteer Nominal Qtr Points		12,000.00	0.00	5,501.25	45.84	6,498.75
Insurance Package		85,000.00	1,159.31	33,564.31	39.49	51,435.69
Payroll Liabilities		65,000.00	2,058.56	22,295.26	34.30	42,704.74
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	8,889.43	88.89	1,110.57
Conflag/Deployment/Associated Personnel		15,000.00	264.00	7,539.59	50.26	7,460.41
<b>TOTAL PERSONNEL SERVICES</b>		<b>665,000.00</b>	<b>42,698.46</b>	<b>309,176.32</b>	<b>46.49</b>	<b>355,823.68</b>

	Account Number	Annual Budget	Current Month	Year To Date	% Of Budget	Remaining Balance
<b>MATERIAL &amp; SERVICES</b>						
Apparatus Maintenance		30,000.00	425.00	6,891.20	22.97	23,108.80
Building Maintenance		8,000.00	2,614.00	16,170.72	202.13	-8,170.72
Communications		10,000.00	560.85	4,744.30	47.44	5,255.70
Dues & Fees		6,000.00	65.69	3,016.90	50.28	2,983.10
Elections		2,000.00	0.00	0.00	0.00	2,000.00
EMS Supplies		3,000.00	387.82	899.75	29.99	2,100.25
Fire Equipment/Supplies		45,000.00	1,781.74	14,369.56	31.93	30,630.44
Fire Prevention		16,000.00	0.00	0.00	0.00	16,000.00
Fuel		20,000.00	139.92	6,566.85	32.83	13,433.15
Liability Insurance		25,000.00	26,413.00	26,926.00	107.70	-1,926.00
Legal & Accounting		17,000.00	0.00	14,750.00	86.76	2,250.00
Consulting Fees		24,000.00	3,708.44	18,099.13	75.41	5,900.87
Miscellaneous		10,000.00	238.24	2,526.60	25.27	7,473.40
Office Supplies		6,000.00	168.64	1,266.45	21.11	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	245.00	2,134.05	5.62	35,865.95
Travel		2,000.00	0.00	153.83	7.69	1,846.17
Uniforms		2,000.00	1,306.36	1,631.01	81.55	368.99
Utilities		18,000.00	2,891.52	16,077.26	89.32	1,922.74
<b>TOTAL MATERIALS &amp; SERVICES</b>		<b>313,000.00</b>	<b>40,946.22</b>	<b>136,223.61</b>	<b>43.52</b>	<b>176,776.39</b>

**WILLIAMS RURAL FIRE PROTECTION DISTRICT**  
**211 EAST FORK RD**  
**WILLIAMS, OR 97544**  
**STATEMENT OF REVENUE AND EXPENDITURES**  
**BUDGET VERSUS ACTUAL COMPARISON**  
**JANUARY 31 , 2025**  
  
**GENERAL FUND**

	Account Number	Annual Budget	Current Month	Year To Date	% Of Budget	Remaining Balance
<b>CAPITAL OUTLAY</b>						
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
<b>TOTAL CAPITAL OUTLAY</b>		<b>125,000.00</b>	<b>0.00</b>	<b>36,471.70</b>	<b>29.18</b>	<b>88,528.30</b>
Contingency		83,900.00	20,000.00	20,000.00	23.84	63,900.00
Unappropriated Ending Balance		140,000.00	0.00	0.00	0.00	140,000.00
<b>TOTAL REQUIREMENTS</b>		<b>1,326,900.00</b>	<b>83,644.68</b>	<b>481,871.63</b>	<b>36.32</b>	<b>825,028.37</b>
<b>TOTAL RESOURCES</b>			11,924.31	405,686.02		
<b>TOTAL REQUIREMENTS</b>			-83,644.68	-481,871.63		
<b>ENDING FUND BALANCE</b>			<b>-71,720.37</b>	<b>-76,185.61</b>		
<b>Beginning Fund Balance</b>		<b>787,107.00</b>	<b>6/30/2024</b>			
<b>Excess Rev/Exp</b>		<b>-76,185.61</b>				
<b>Ending Fund Balance</b>		<b>710,921.39</b>				

**WILLIAMS RURAL FIRE PROTECTION DISTRICT**  
**Regular Board Meeting Minutes**  
**February 11, 2025**

Call to Order: 10:06am

**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

**Williams Staff Present**

Interim Fire Chief – Nicco Holt

Fire Marshall- Jon Scaroni

Lieutenant- Oskar Sundell

Community Coordinator- Ash Martell

**Public Presence:**

Applegate Finance- Tallie Jackson

Applegate Chief Chis Wolfard

**Zoom Attendees:**

IV Chief- John Holmes

Support Group- Allison Cleveland

FF- Charles HooperLee

**Announcements:**

Bill went to SDAO conference. He gave updates on various sessions he attended. Bill said there will be a sheriff advisory committee meeting that includes the fire chiefs across the valley. Nicco talked about how Alonzo passed the academy and there will be a ceremony at Applegate.

**Approval of Prior Board Meeting Minutes:**

- A motion was made by Brian Barton to approve January 14, 2024, Workshop and Regular Board Meeting Minutes, along with January 31<sup>st</sup> special and executive meeting minutes. The motion was seconded by Bill Ertel. (8min)

**Discussion:**

Claudia brought up some issues regarding the minutes. Discussion should say none if no discussions were made and also people should be identified by how they relate to the district.

- ✚ 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

**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.

**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.

**Chair's Report**

Nothing to Report

**Firefighter Input**

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.

**Unfinished Business:**

**Five Year Plan:** This was presented to the support group, and it went well with some good input. We need to have another workshop to finish.

**Fire Chief Update:**

Jack Lowe is coming to town on the 24<sup>th</sup> and 25<sup>th</sup> for interview and lots of activities with the volunteers and staff along with the other chiefs around the district.

**Modular Home**

- The contract for the steps was signed and it should be worked on soon. Nicco talked about getting some gravel out by the home and around because of the mud.

**Budget Committee Appointees**

- A motion was made by Heather Glass to appoint Amy Brennen, Brook Turner-Welch, and Amber Guient to the budget committee. The motion was seconded by Briand Barton. (37min)

**Discussion**

\_Wendy G. moved and does not want to be on the budget committee any longer even

though she still lives in the district. Dorthy Butz and Mike Conner are still on the budget committee.

✚ Heather Glass – Aye

✚ Brian Barton – Aye

Claudia Pratt – Aye

✚ Bill Ertel – Aye

✚ David Applegate – Aye

➤ The motion was approved 5 ayes.

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### Showers

Heather would like to make a focus on showers so that it is a priority, and it doesn't get lost especially with budget time coming up. Some discussions were held regarding free standing vs adding onto the building and what is needed etc.

### 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. It was discussed to show the income of the two rentals and expenses.

**Public/Volunteer Input:**

none.

Meeting Adjourned: 11:06am

Respectfully,



Heather Glass, Board Chairperson

# Attending the Spring SDAO Conference

An Exciting and Insightful Experience

## Introduction

Attending the Spring Special Districts Association of Oregon (SDAO) Conference was a remarkable experience that provided a wealth of knowledge, networking opportunities, and professional growth. This presentation outlines my journey through the conference, highlighting the key sessions, interactions, and takeaways.

## Conference Overview

The Spring SDAO Conference, held annually, and ran this year from Thursday Feb 6 through Saturday Feb 8 bringing together professionals from various special districts across Oregon. It aimed to foster collaboration, share best practices, and discuss the latest trends and challenges facing special districts. This year's conference featured a diverse range of topics, including governance, financial management, board duties, communications techniques, funding resources, legislation, cybersecurity and community engagement.

**Sessions and Workshops:** The conference offered numerous sessions and workshops designed to enhance skills and knowledge in specific areas. Some of the notable sessions I attended include:

- **Governance and Leadership:** A comprehensive workshop on effective governance practices, strategic planning, and leadership development.
- **Media:** One of the most intriguing was media interactions down playing traditional print and suggesting web sites and social media. There was a strong suggestion on setting up a UTUBE site and podcasts. Perhaps the UTUBE and podcast is a little out side our size and scope but it see to me that our use of the web sits and Facebook are right on.
- **Financial Management:** Insights into budgeting, financial reporting, and securing funding for district projects. Confirmation that our budgeting and monthly financial reports are satisfactory.
- **Funding Resources:** Excellent session. Never knew there might be funds from sources like DEQ, ETC. The second session included the Energy Trust of Oregon and Commercial Banks. FYI – might want to revisit if we want to expand building.

- Professional Growth: Experienced significant professional growth through exposure to new concepts and networking with industry leaders.

## Conclusion

The Spring SDAO Conference was an enriching experience that has equipped me with valuable insights and tools to better serve my district. The knowledge gained, connections made, and inspiration felt are sure to have a lasting impact on my professional journey. I look forward to applying what I've learned and continuing to engage with the SDAO community in the future.