

WILLIAMS RURAL FIRE PROTECTION DISTRICT
BOARD of DIRECTORS

SPECIAL MEETING AGENDA

District Headquarters, 211 E. Fork Road, Williams OR

Time: 4:00PM

Agenda for Wednesday, June 19, 2024

Dial In: 2532158782; Passcode: 8467644

Join Zoom Meeting

<https://us06web.zoom.us/j/5918971593?pwd=vlfa5CslauwJNJfAcwG3SyWZjFgTYS.1&omn=81330089700>

Meeting ID: 591 897 1593

Passcode: 8467644

1. Call to Order
2. Pledge of Allegiance
3. Roll Call of Members
4. Meeting Minutes of May 14, 2024
5. Budget Approval
6. Chief Hiring Process
 - Approval of New Timeline
7. Motion to adjourn

Posted in accordance with ORS 192.660 and WRFPD Policy and Procedures Manual

Heather Glass, Board Chairperson, Williams Rural Fire Protection District Board of Directors

WILLIAMS RURAL FIRE PROTECTION DISTRICT

Regular Board Meeting Minutes

June 11, 2024



Call to Order: 10:08am

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

Ash Martell – Community Relations
Coordinator

Public Presence:

Wilma Hyde – Williams Community Member

Zoom Attendees:

None.

Announcements:

Board Member Claudia Pratt presented during the announcements a discussion a topic about bi-laws that took place in December 2023. She Inquired if any changes took place and were they done? No one provided an answer. Board Member Claudia Pratt again used the announcements to inquire about the contents of the safe deposit box in which she requested the list from Jennifer Vetter who provided the list made by David Applegate calling the list David Applegate made as 'incomplete'. Board Member Claudia Pratt would like to access the safe deposit box and its contents. Board Secretary David Applegate volunteered he can be available for a meeting with Board Member Claudia Pratt and Jennifer Vetter to access the contents to verify the list Board Secretary David Applegate completed.

Board Vice Chair thanked all board members and everyone in attendance for a productive day during the Chief interview process.

Board Chair Heather Glass thanked the Support Team for setting up the process with coffee and set up and she also provided a 'Thank You' to Steel Toe Doe for the pizza provided for lunch while the interview process was going on.

Approval of Prior Board Meeting Minutes:

- A motion was made by Brian Barton to approve the Regular Board Meeting Minutes of May 14, 2024 as amended, Special Board Meeting Minutes of May 28, 2024 as presented, and Special Board Meeting Minutes of May 31, 2024 as presented. The motion was seconded by Claudia Pratt.

Discussion: Board Member Claudia Pratt requested to have stricken from the Regular Board Meeting Minutes the portion of discussion on Page 10, where Board Member Claudia Pratt is recorded "Board Member Claudia Pratt stated that she doesn't care what SDAO said ..." stating that her recorded statement is a very false statement. On page 11, ¾ down, Board Member Claudia Pratt also requested the following statement be stricken from the minutes, "Board Member Claudia Pratt stated that Jennifer Vetter was requested by Board Member Claudia Pratt to give compensation amounts..., "stating that it makes Board Member Claudia Pratt look bad and that it could be a liability to the Board and she doesn't want to go down that road. Board Member Claudia Pratt described the conversation as... she asked Jennifer Vetter if the other paid staff is receiving compensation and Jennifer Vetter stated, "Don't worry about it" and states that she didn't ask about compensation amounts. Board Member Claudia Pratt requested that her statements be stricken and presented as rewritten to remove the actual happenings within the meeting. Board Member Claudia Pratt stated she wants copies of the pages where these comments were stricken to prove they were removed at the next board meeting.

Board Member Claudia Pratt stated that on page 9 that Jennifer Vetter presented the Board with her job descriptions and past reviews at the board meeting stating that those items should have been in the board packet for all to review ahead of time.

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

- The motion was approved unanimously

Discussion regarding staff reports: Board Secretary David Applegate stated that Jon Scaroni and Ash Martell put their names on their reports and would like to see that the Chief's report and Ops reports have their names added.

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

The report was given out electronically to the Board. Board Member Bill Ertel inquired if the amounts of the doors include the install and if the install has been scheduled. Board Chair Heather Glass stated that she believed it covers everything and is scheduled. Board Member Bill Ertel inquired if there are any plans to set up the water bags. Board Vice Chair Brian Barton stated that one bag will go near Findley Road and it is ready to receive the bladder bags. The other one will soon be ready to arrive on the second property

Operations Report – Lt. Sundell:

Lt. Sundell's report was provided electronically before the meeting. Board Member Bill Ertel is inquiring where the new EMS mannequin equipment is being stored. Lt. Sundell is not present to answer.

District Fire Marshal Report:

District Fire Marshal Jon Scaroni's report was provided electronically before the meeting. Board Member Bill Ertel is surprised that the chipper program is chipping a 5 acres and it was discussed that the property was an exception and a training situation. It was discussed as unique and used for pictures and reporting purposes.

Community Relations Coordinator Report:

Community Relations Coordinator Ash Martell's report was provided electronically before the meeting. Ash Martell answered questions and stated that she is awaiting the chief hiring process to be over before she requests resources and information to be posted on the website, including evacuation maps for fire season. Ash Martell stated that her and Interim Chief and Captain Nicco Holt have discussed adding the website as part of the job description of Administrative Aide as Ash Martell is assuming she will be automatically hired in the position that was approved by the budget committee. Board Member Bill Ertel discussed that perhaps there should be someone to be a backup. Board Member Claudia Pratt is requesting a job description for the position Ash Martell stated that her and Interim Chief and Captain Nicco Holt are discussing her filling that has yet to be posted.

Firefighter Input

Firefighter Devin Brennan conveyed to Board Chair Heather Glass earlier that there is a meeting on Thursday, June 13, to discuss the starting of a firefighter association.

Chair's Report

Nothing to Report

Unfinished Business:

Five Year Plan: Board Member Bill Ertel stated that they are making progress. Board Member Claudia Pratt sat in the discussion.

Board Duties and Responsibilities Policy Manual: Board Member Claudia Pratt brought up that she wanted it to go through SDAO and Board Chair Heather Glass is waiting to hear back. Board Member Claudia Pratt stated that she attended an SDAO HR seminar and that it will be on the SDAO website on Thursday for those that want to attend.

Modular Home Update: There is a soft spot in the floor and the carpet in the home is not in good shape with paint on the carpet as well. Board Member Claudia Pratt will go to a carpet store and bring information back for the Board to decide on a direction to take with the floor and carpet. Board Vice Chair suggested getting the floor done and Board Member Claudia Pratt will look into that as well.

Solar Panels: Tabled.

New Business:

Chief Hiring Process: The Board decided to reopen the job posting and a special meeting will need to be made to discuss the details. The two candidates (Jennifer Vetter and Nicco Holt) are still in the running unless either of them opts out. The process could be 3-6 months. Board Secretary David Applegate inquired about what happens if there are no other applicants and Board Chair Heather Glass stated that questions could be discussed in the Special Board Meeting that will be scheduled at the end of this meeting.

Gordon Sletmoe of SDAO provided Board Chair Heather Glass the invoice amount for the services provided for the chief hiring process - \$5300.00 and it will potentially have an increase of \$3k moving forward.

- A motion was made by Bill Ertel to request and approve the current invoice for SDAO for present consulting fees of \$5,300. The motion was seconded by Brian Barton.

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

- The motion passed unanimously

Budget Approval: If with Vice Chair Brian Barton to authorize any consultation with Gordon to extend the advertising time frame.

- A motion was made by Claudia Pratt to approve the LB-20, LB-30, LB-31 (pages one and two) as presented and passed by the budget committee meeting. The motion was seconded by Heather Glass.

Discussion: Board Member Bill Ertel is reviewing Volunteer Nominal Quarterly Points and states that he would like to raise the budgeted \$12k with his reasoning that Volunteer Firefighter Jennifer Vetter gets to participate in the volunteer stipend program even though she is a paid administrative employee. Board Member Bill Ertel wants to open the pool up to the full-time paid firefighter employees (i.e. Lt. Oskar Sundell) as well so the paid staff can pull from the volunteer stipend that is set aside for the volunteers. Board Member Bill Ertel is suggesting to change the budget to other than what the budget committee has approved without reconvening the budget committee with the money being moved from the line-item contingency to the Volunteer line item. Board Member Claudia Pratt stated that the paid firefighters cannot be in the pool. Board Member Claudia Pratt stated that Jennifer Vetter is not a hired as a firefighter and therefore is able to participate in the pool as a volunteer unlike the paid firefighters.

The budget adoption has been tabled to the next special meeting in this month of June.

Treasurer's Report:

Clerk/Treasurer reports for May 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

Discussion: Board Member Claudia Pratt and Board Member Bill Ertel inquired about transactions and provided discussion for resolve of their questions.

- A motion was made by Bill Ertel to approved the Clerk/Treasurers report for May 31, 2024. The motion was seconded by Heather Glass.

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

Discussion: None.

- The motion passed unanimously

Next regular board meeting is July 9th at 10am. There will be a special board meeting before the next regular board meeting.

Public Input:

Wilma Hyde inquired, “If Nicco is Interim Chief, why is he not good enough to be the Fire Chief?” The room was quiet before Board Vice Chair Brian Barton stated, “It isn’t that he isn’t good enough ...” Board Chair Heather Glass interjected stating he doesn’t live in the fire district and that the Board is unable to discuss what they talked about the day before. Board Member Bill Ertel provided an explanation that the Board has two good candidates and both are exceptionally strong and both candidates have “some medium traits”. The Board would like to see if there are more candidates that could come forward different than the ones that applied. Wilma Hyde asked, “Being that Nicco doesn’t live here... so if someone else gets it do they have to move to

Williams?" Per Board Chair Heather Glass, per the chief job posting, that the person would have to find residency within 6 months.

Board Secretary David Applegate stated that the Board does have 2 good candidates, both qualified in certain areas but not quite enough to make a 100% decision and so the process will be flown back out to see what comes in.

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

Meeting Adjourned: 11:04am

Respectfully,

Heather Glass, Board Chairperson

WILLIAMS RURAL FIRE PROTECTION DISTRICT
Regular Board Meeting Minutes
May 14, 2024

Call to Order: 10:05am

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 – Nicco Holt
Administrative Assistant – Jennifer Vetter
Lieutenant – Oskar Sundell
Fire Marshal – Jon Scaroni
Firefighter – Devin Brennan
Ash Martell – Community Relations
Coordinator
Firefighter Liz Dunlap

Public Presence:

Applegate Fire Chief – Chris Wolfard (left at 10:46am)
Wilma Hyde – Williams Community Member
Marni Brown – Williams Community Member

Zoom Attendees:

None.

SDAO Representative(s)

Gordon Sletmoe, Senior Consultant (10:50am attending via phone)

Announcements:

Board Chair Heather Glass reminded everyone that this is a professional business meeting and to treat these meetings as such.

Approval of Prior Board Meeting Minutes:

- A motion was made by Brian Barton to approve the April 5, 2024 Special Board Meeting Minutes, April 9, 2024 Board Workshop Meeting Minutes, April 9, 2024 Regular Board Meeting Minutes, April 17, 2024 Special Board Meeting Minutes, and April 22, 2024 Special Board Meeting Minutes and it was seconded by Bill Ertel.

Discussion: Board Member Claudia Pratt felt that there are issues not typed up and left out feeling as though things are hidden. She only approves of April 22, 2024 minutes. Board Member Claudia Pratt states that on April 5, the minutes reflect that Jenny Vetter states that she provides the administrative side to the Chief such as financials, money, etc. and Board Chair Heather Glass stated that Board Member Claudia Pratt's opinion to Jenny Vetter's statement is irrelevant as the approval of the minutes has to do with what is said in the meeting. Board Member Claudia Pratt banters for clarification and Jennifer Vetter stated that if Board Member Claudia Pratt is asking for clarification of the minutes that Jennifer Vetter indeed stated such, then yes. Board Chair Heather Glass stated that the motion is to approve the minutes for what was said. Board Member Claudia Pratt inquired about the portion of the same minutes which stated the verbiage where Interim Chief and Captain Holt made it clear that Nicco Holt did not want the Fire Chief job. Board Member Claudia Pratt goes on to say that Board Member Claudia Pratt has stated that Nicco Holt would fill the job, he doesn't really want to fill the job but he would do that. Going on to say that Board Chair Heather Glass inquired if the Board is asking him to fill a position he really does not want to fill? Board Member Claudia Pratt is confused. Board Chair Heather Glass stated that she is referring to statements from the Interim Chief and Captain Nicco Holt of his feelings of taking the Fire Chief job. "Why are we asking him things he really does not want to do?" per Board Chair Heather Glass. Board Member Claudia Pratt verifies the meeting minutes indeed as taken, just asking for clarification.

Board Member Claudia Pratt is looking for a policy if the Board can make a motion and votes in workshops are if workshops are only for discussion.

Board Member Claudia Pratt is asking if the public has access to SDAO emails. Board Chair Heather Glass states that the emails to SDAO emails are not accessible to the public.

Board Member Claudia Pratt inquired about a statement on the same minutes where a nay came from Board Member Claudia Pratt was sent to SDAO on a motion (unstated motion) saying that Board Member Claudia Pratt had no input after a vote and Board Chair Heather Glass stated that the email sent on behalf of the Board by the Board Chair reflected the Board's decision including Board Member Claudia Pratt's 'Nay' vote. Board Member Claudia Pratt stated that she should have had the chance to voice her opinion... Board Chair Heather

Glass stated that Board Member Claudia Pratt indeed had her opinion and was out-voted. Board Vice Chair Brian Barton stated that he made a motion to approve the minutes as written, not to discuss the minutes, and the motion was seconded. Vice Chair Brian Barton also requested that if any meeting attendees were live streaming that they could announce so. Community Member Marni Brown announced that she is live streaming as she has done last board meeting. Board Member Claudia Pratt stated that approving the minutes includes concerns that are out there and Board Chair Heather Glass and Board Vice Chair Brian Barton stated that approving the minutes is approving that they are written as they have happened. Board Member Claudia Pratt is inquiring about 'clowns' and she stated that she did not see anything about 'clowns' in the minutes. Jennifer Vetter asked if Board Member Claudia Pratt has it on her own recordings (on her own device) to hear that such was said. Board Member Claudia Pratt stated it isn't herself that types the minutes. Jennifer Vetter asked if she heard it happen as it wasn't heard on the recording taken to produce the minutes. Roll call was taken.

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

➤ The motion was approved 4 in favor to 1 opposed - PASSES

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

The report was given out electronically to the Board. Board Member Bill Ertel inquired about compensation. Interim Chief and Captain Holt stated that he won't do anything with the compensation that doesn't fit in the budget. Interim Chief and Captain Holt discussed the Josephine County Grant award for \$13k and the possibility of getting some EMS supplies paid for. Board Chair Heather Glass noted that everyone did a wonderful job when the Chaney Grant representatives came to discuss a funding/donation opportunity. Also, Interim Chief and Captain Nicco Holt stated that the Krois donation is being utilized for training mannequins and rope rescue equipment.

Operations Report – Lt. Sundell:

Lt. Sundell's report was provided electronically before the meeting. Board Member Claudia Pratt inquired and Lt. Sundell spoke about the support letter for the Resilience Hubs Grant. Board Member Bill Ertel inquired about tender water shuttles.

District Fire Marshal Report:

District Fire Marshal Jon Scaroni's report was provided electronically before the meeting. Board Member Claudia Pratt stated that she is glad Fire Marshal Scaroni is taking the educational classes he has been attending. Board Member Bill Ertel inquired and Fire Marshal Scaroni spoke to the Pennington Creek project and Pacific Power's role in the project. Fire Marshal Jon Scaroni currently is devoting much of his time to the Chipper Program and also in his spare time performs investigations for buildings and any fires.

Community Relations Coordinator Report:

Community Relations Coordinator Ash Martell's report was provided electronically before the meeting. Board Member Bill Ertel stated that the Coffee with the Chief attendance could be better and recommended that Ash place more reminders out. Board Member Bill Ertel also recommended that the Board could be informed of certain functions that are happening so that the Board can be invited or attend.

Firefighter Input

Firefighter Devin Brennan shared that a firefighter association is being pursued. He will be sending a message out to gauge general interest to see what forming an association will look like.

Chair's Report

Nothing to Report

Unfinished Business:

Modular Home Update: Tabled.

Discussion: It was confirmed as 15 days per visit for business. The lease is currently written that no one can stay for more than 4 to 5 days without permission. This would allow it for a duration.

Five Year Plan: Board Member Bill Ertel stated that they are about 15% into the review/draft.

Board Duties and Responsibilities Policy Manual: Board Member Claudia Pratt stated that she didn't have time to review and it was suggested to table the topic and perhaps put it into a workshop. This will be voted on eventually and placed into effect and it will also replace the by-laws from 1964.

Solar Panels: Tabled.

Lawn Mower and \$800 reimbursement: After doing research, Firefighter Devin Brennan found a zero turn mower and spent roughly \$4300 and was approached by Board Member Claudia Pratt who stated she would donate the extra \$800 to cover the cost. 20% off was received from Lewis Power Equipment to the Fire District.

- A motion was made by Heather Glass to approve \$800 above the previously approved amount of \$3500 for the lawn mower... approving the expenditure of \$4300 for the purchase of the lawn mower. The motion was seconded by Brian Barton.

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

- The motion passed unanimously

New Business:

Assessment vs Interview Process for Hiring of New Chief: Board Chair Heather Glass would like to see an assessment process, Board Member Claudia Pratt would like to see a hybrid process. SDAO Representative Gordon Sletmoe is contacted by phone for the meeting to answer inquiries.

Gordon stated that any and all items of the assessment/interview content is plug and play and can be utilized interchangeably. He discourages making the process too long. Example 2-3 assessment pieces and 2-3 items for the interview panels. A decision needs to be made prior to the notification of the candidates to the process as it takes time to assemble evaluators and to get the game plan together. As of this morning, per Gordon, with nearly 2 weeks left, there are no applicants, however the bulk of the applications come in around the last week of the process. Gordon will coordinate with the Board to fill the panel members for the process. Board Member Bill Ertel inquired about a recommended model for the hybrid process. Gordon discussed examples and provided suggestions and stated that much of the process depends on what matters to the Board. A meet and greet could measure how a candidate would act in a social setting. Gordon gave a recommendation that of the 5 components of the assessment center that the written and personnel exercise be dropped. It leaves 4 components: presentation, operational exercise, interview panels 1 and 2. Other reliance will be on the meet and greet for the interaction with constituents and employees and written submissions of their cover letter for their ability to write. This consists of phase 1 of the process which will be graded/rated by the

panels. Phase 2 consists of the Board interview. The decision remains in the Board's hands until the end.

Ash Martell inquired about an organic written opportunity to prove inability to write and Gordon stated that it isn't quantifiable and argued that smart people do get their writings proofed by others.

- A motion was made by Heather Glass to approve the hybrid option discussed by Gordon Sletmoe, SDAO Senior Consultant: the presentation, operational scenario, and 2 interview panels. The motion was seconded by Bill Ertel.

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

- The motion passed unanimously

Discussion: If the Board does not receive the applicants needed, Gordon is looking to get approval to work with Heather to speak on behalf of the Board to present the decision to extend or not extend the application process. Board Member Bill Ertel stated that he trusts Board Chair Heather Glass and encourages her to consult with Vice Chair Brian Barton to authorize any consultation with Gordon to extend the advertising time frame.

- A motion was made by Bill Ertel to appoint Heather Glass and Brian Barton as authorized to consult with SDAO Senior Consultant Gordon Sletmoe to extend the advertising time frame by 4 weeks or until sufficient applications are received. The motion was seconded by Brian Barton.

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

- The motion passed unanimously.

IGA Approval: Board Member Claudia Pratt inquired if \$54 per hour for Chief Wolfard and his people is due for a phone call, duty shift, coming out, etc. What are they being paid for? Board Chair Heather Glass stated that the hourly expense is for use when Interim Chief and Captain Nicco Holt happen to call for assistance, for chief level assistance/advice, not operational reasons.

- A motion was made by Bill Ertel that the Board to approve the Intergovernmental Agreement for services between the Applegate Valley Fire District and the Williams Rural Fire Protection District with changes made at the signature line for printed names. The motion was seconded by David Applegate.

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

- The motion passed unanimously.

Interim Chief Agreement Approval:

- A motion was made by Heather Glass to approve the Interim Fire Chief Agreement with discussed changes. The motion was seconded by Bill Ertel.

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

Discussion: Discussion of whether to use Nicco Holt’s name or Interim Chief was suggested as a change along with ‘long term goals’, some verbiage flow, interpretation of verbiage, etc.

- The motion passed unanimously.

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- A motion was made by Heather Glass to back pay Nicco Holt per the Interim Chief Agreement back to February 2nd, 2024. The motion was seconded by Brian Barton.

- 🗳️ Heather Glass – Aye
- 🗳️ Brian Barton – Aye
- 🗳️ Claudia Pratt – Aye

- # Bill Ertel – Aye
- # David Applegate – Aye

➤ The motion passed unanimously.

Duty Officer Pay: The current duty officer program pays a stipend for the weekend but not the weekdays (Monday through Friday evenings). Interim Chief and Captain calculated \$40 per day as proposed for the weekday Duty Officer coverage. It will add \$15,600 to the budget line that is currently \$10,400. This will be split between each of the 3 duty officers that are available to respond to calls. This is currently not compensated.

➤ A motion was made by Heather Glass to approve the increase of the duty officer rate to \$40 per weekday shift. The motion was seconded by David Applegate.

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

Discussion: Board Member Bill Ertel inquired, what does a weekday mean? Interim Chief and Captain Nicco Holt stated that it is roughly 5pm until 7-ish am. This is for the duty officer that is mandated to be available during the shift time. This does not apply to volunteers, only the duty officers. The person filling this position, per Interim Chief and Captain Nicco Holt, is intended to be the incident command and is not inconceivable that this role can be handed off.

➤ The motion passed unanimously.

Human Resource Manager / Admin to the Board Review: Board Chair Heather Glass inquired if Jennifer Vetter would like her review in open or executive session. Jennifer Vetter stated she would like it in open session. Jennifer Vetter handed out her job description so that everyone can see the criteria which she is held to along with her previous two reviews for the Board's review and ability to trend her performance. Board Member Claudia Pratt stated that she did not review or evaluate the board packet in entirety. She also had the perception that she would

have input other than the meeting. Board Chair Heather Glass stated that she purposely solicited advice from SDAO knowing that this question would come up. Board Member Claudia Pratt stated that she wished she had more time to evaluate Jennifer Vetter. Board Chair Heather Glass affirmed that the Board knew that 'Jenny' would be evaluated since her review time had come up in January and it had been postponed until now. Board Member Claudia Pratt stated that she needed more time to review the evaluation on Jennifer Vetter. Jennifer Vetter inquired if Board Member Claudia Pratt was the only one who didn't review her board packet in entirety. Board Member Claudia Pratt stated that she spent over 20 hours reviewing the packet. Board Member Bill Ertel also stated he spent over 20 hours. Board Member Bill Ertel inquired why this matter when to SDAO. Board Chair Heather Glass stated that she went to SDAO before starting the review process knowing that a couple of board members would like to have input. SDAO replied back with a process stating that many district use this particular process. Board Chair Heather Glass sent an email out to all volunteers and staff requesting input, she and David Applegate met with Jennifer Vetter. She received back from SDAO that 2 members get assigned to the employee review, bring the review to the Board and the Board during a meeting and the Board has a chance to have input at that time. Board Chair Heather Glass stated that a whole policy can be made to change this if the Board wanted to change the way to do it, noting that most other districts do it this way. Board Member Claudia Pratt complained that she would have liked the review 4-5 days prior to the board packet. Board Chair Heather Glass reminded Board Member Claudia Pratt that she had been complaining of the confusion of items being sent outside of a board packet and therefore why all items are now inside the packet to alleviate complaints like this. Board Member Claudia Pratt stated that she used her way of reviewing the packet as to why she didn't get to reviewing all board packet material.

Board Chair Heather Glass inquired if anyone else reviewed the employee review in the packet? Board Member Bill Ertel stated that he didn't get around to reviewing until the day before the board meeting. He also stated that this review should have been done 3 months ago and although he takes this seriously and tries to do his best to evaluate, he made notes, he unsure if he is comfortable with the notes, and will do what he needs to do to participate. He also states that it is too bad that Williams Fire doesn't do evaluations in executive session stating that he feels it would be much more productive. Board Chair Heather Glass stated that the executive session idea is up to the individual. Jennifer Vetter stated that she wants the open session so that the tax payer knows what they are paying for. Board Member Bill Ertel stated that when an employee wants an open session review that it is a hostile situation. Board Chair Heather Glass stated that she doesn't speak for Jennifer Vetter but states that from her standpoint she doesn't see the open session as meant to be hostile. Board Member Bill Ertel stated that he is agreeable to do what is needed. Board Member Claudia Pratt inquired if any else had input on her evaluation and what is she being evaluated on such as the assistant to the board or on everything she does besides the firefighting. Board Chair Heather Glass stated that Jennifer Vetter is being evaluated on her job description. Board Member Claudia Pratt inquired why Interim Chief and Captain Nicco Holt isn't conducting the evaluation and Board Chair Heather Glass stated that he

didn't supervise her last year and it would be unfair to Jennifer Vetter to have someone who is new do her evaluation. Board Member Claudia Pratt attempted to say that Jennifer Vetter is not supervised by the Board and Jennifer Vetter pointed out that the job description in which Jennifer Vetter is held to was developed and approved by the Board. There was more back and forth about the review process. Board Chair Heather Glass stated that it is already unfair to prolong this process that should have been done 3 months ago, looking back at how long it took the Board last year to complete this process. Board Member Bill Ertel stated he felt left out. Board Member Claudia Pratt still had many questions. Board Secretary David Applegate asserted that a few months ago, the Board voted to follow the SDAO process. They got the appropriate forms, sat down with Jennifer Vetter, and per his experience was normal. The process was followed and reminded the members of the Board are not required to have input. He states that it is not supposed to take this long. He states that if the complaining board members want to have more involvement, then volunteer to do the process as he and Board Chair Heather Glass did. Board Member Bill Ertel stated that the SDAO way seems to give more weight to the staff than a board member. Board Chair Heather Glass stated that they Board was aware of the review taking place and could have provided input at any time. Board Member Claudia Pratt stated that she doesn't care what SDAO said and that 2 members got to do a review within a 5 member board. In the background, community member Marni Brown is live streaming and stated that this interaction "does not look good for our fire department".

Board Member Bill Ertel gave his review comments that he recorded regarding Jennifer Vetter on paper to Board Secretary David Applegate and Board Member Claudia Pratt remarked that those documents "will end up in the shredder".

- A motion was made by Brian Barton to approve Jennifer Vetter's review. The motion was seconded by David Applegate.

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

- The motion passed with 3 ayes and 2 nays - PASSES

Jennifer Vetter Salary Compensation:

- A motion was made by Heather Glass to increase Jennifer Vetter's salary to \$43,500. The motion was seconded by Brian Barton.

- 👍 Heather Glass – Aye

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

Discussion: Board Member Claudia Pratt inquired if there is a way to relieve Jennifer Vetter of some of the items in her job description since she had been putting in long hours lately and Jennifer Vetter stated surely she can share some of the workload with a qualified person that Jennifer Vetter can train. Board Member Claudia Pratt inquired on the qualifications and Jennifer Vetter stated that sharing some of the job duties with an unqualified person could lead to discrepancies and mistakes. Board Chair Heather Glass stated that Jennifer Vetter's pay is not up to par and the motion is to provide Jennifer Vetter with an equitable living wage. Board Member Claudia Pratt stated that a lot of people need a salary increase. Board Member Bill Ertel stated that he doesn't know what Jenny Vetter does. He doesn't know how much time it takes for her to accomplish her tasks and states that the job has grown. Board Member Bill Ertel stated that this position has regularly required more money and feels that the position needs to be split. He states as a former risk manager, if Jennifer Vetter leaves tomorrow the doors may close, right now she makes \$36k. Board Member Bill Ertel stated he thinks the job is about \$60k, Board Chair Heather Glass stated with benefits, Jennifer Vetter's employment package is actually \$48k. Board Member Bill Ertel stated that Jennifer Vetter is talented and there are other opportunities outside of Williams for Jennifer Vetter to make more money if she chooses. Board Chair Heather Glass stated that she feels the motion is reasonable. Board Member Bill Ertel wanted the Board to think about fairness and states that a Human Resource Manager can make \$80k. Firefighter Devin Brennan inquired if any other position has gotten raises like this position has received. Board Chair Heather Glass stated that staff salaries are being worked on currently. Board Member Claudia Pratt stated that Jennifer Vetter was requested by Board Member Claudia Pratt to give compensation amounts of others in the organization and was told by Jennifer Vetter, "don't worry about it". Jennifer Vetter responded to Board Member Claudia Pratt stating that isn't her verbiage nor does she speak in that manner. Board Member Claudia Pratt stated she had verbally requested other employees' private information from Jennifer Vetter and Jennifer Vetter refused to provide such. Jennifer Vetter stated that in comparison to her peers at the same organizational level, there is an obvious disparity in pay, they are male colleagues who make \$10k more for positions that hold less liability and education. She states it is conceivable that she is underpaid compared to her male counterparts. Board Member Bill Ertel states that he hopes the positions are being paid for time in service, education, accomplishments, and would hope that this organization doesn't pay less than males as a matter of practice. Jennifer Vetter inquired if there is ever this much banter over any of the males' compensation.

- The motion passed with 3 ayes and 2 nays - PASSES

Treasurer's Report:

Clerk/Treasurer reports for March 2024 were reviewed by the board members. Jennifer Vetter and staff answered any questions about revenue and expenses for the previous month's expenses previously distributed electronically. 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

Discussion: Board Member Bill Ertel stated his opinion that the financial documents provided by Jennifer Vetter are probably the best in the state. He then inquired about the chipper blades purchase and received answers from Interim Chief and Captain Nicco Holt. The volunteer stipends were discussed.

Board Member Claudia Pratt inquired about the advertising monies, ground maintenance, and other transactions. Board Member Claudia Pratt stated that the financial reports were well put together.

- A motion was made by Heather Glass to accept the Resolution 2023/2024-4. Therefore, it is resolved by the Board of Directors of the Williams Rural Fire Protection District, to receive and allocate \$35,000.00 into the budget in Personal Services for fiscal year 2023-2024. The motion was seconded by Brian Barton.

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

Discussion: None.

- The motion passed unanimously

Next regular board meeting is June 11th at 10am.

Public Input:

Previous meeting questions/comments from community member Marni Brown, Board Chair Heather Glass stated that a workshop can be held on how to handle a rebuttal as a board.

Board Member Claudia Pratt provided a public comment from herself regarding a 'clown issue' stating that she is waking with nightmares, where in a previous meeting a comment was made by Brian Barton calling firefighters 'clowns'. Brian Barton stated that it was not meant as a derogatory comment but providing a praise at the time and Claudia Pratt stated that now after her husband has passed she envisions clowns. Brian Barton stated that he wished that Claudia Pratt would have come to him earlier to talk about this and offered an apology to Claudia Pratt.

Board Vice Chair Brian Barton also offered another open apology to the staff, the community, and Board during the end of the meeting.

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

Meeting Adjourned: 12:28pm

Respectfully,

Heather Glass, Board Chairperson

RESOURCES
General Fund

Williams Rural Fire Protection District

	Historical Data			Budget for Next Year __2024-2025__		
	Actual		Adopted Budget This Year Year 2023-24	Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body
	Second Preceding Year 2021-22	First Preceding Year 2022-23				
1	348,635	291,624	220,000	778,600	778,600	
2						
3	357,137	376,971	358,860	396,300	396,300	
4	1,665	6,682	1,700	10,000	10,000	
5						
6						
7	53,623	201,567	1,000,000	100,000	100,000	
8	0	22,133	20,000	22,000	22,000	
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						
26						
27						
28						
29	761,060	898,977	1,600,560	1,306,900	1,306,900	0
30						
31						
32	761,060	898,977	1,600,560	1,306,900	1,306,900	0

*The balance of cash, cash equivalents and investments in the fund at the beginning of the budget year

REQUIREMENTS SUMMARY
NOT ALLOCATED TO AN ORGANIZATIONAL UNIT OR PROGRAM
General Fund

Line Item	Historical Data			Requirements Description	Budget For Next Year 2024-25		
	Actual		Adopted Budget		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body
	Second Preceding Year 2021-22	First Preceding Year 2022-23	This Year 2023-24				
1				PERSONNEL SERVICES NOT ALLOCATED			1
2							2
3							3
4	236,822	319,041	550,000	TOTAL PERSONNEL SERVICES	665,000	665,000	0
5				Total Full-Time Equivalent (FTE) 6.25			5
6				MATERIALS AND SERVICES NOT ALLOCATED			6
7							7
8							8
9	132,383	157,958	362,000	TOTAL MATERIALS AND SERVICES	293,000	293,000	0
10				CAPITAL OUTLAY NOT ALLOCATED			10
11							11
12							12
13	50,631	167,023	238,500	TOTAL CAPITAL OUTLAY	125,000	125,000	0
14				DEBT SERVICE			14
15							15
16							16
17	0	0	0	TOTAL DEBT SERVICE	0	0	0
18				SPECIAL PAYMENTS			18
19							19
20							20
21	0	0	0	TOTAL SPECIAL PAYMENTS	0	0	0
22				INTERFUND TRANSFERS			22
23							23
24							24
25							25
26							26
27							27
28	0	0	0	TOTAL INTERFUND TRANSFERS	0	0	0
29			179,700	OPERATING CONTINGENCY	83,900	83,900	29
30				RESERVED FOR FUTURE EXPENDITURE			30
31			270,360	UNAPPROPRIATED ENDING BALANCE	140,000	140,000	31
32	419,836	644,022	1,600,560	Total Requirements NOT ALLOCATED	1,306,900	1,306,900	0
33				Total Requirements for ALL Org. Units/Programs within fund	0	0	33
34	341,274	254,955		Ending balance (prior years)			34
35	761,060	898,977	1,600,560	TOTAL REQUIREMENTS	1,306,900	1,306,900	0

Detailed Requirements

Williams Rural Fire Protection District

(Fund)

1	Historical data			Requirements for William RFPD (Name of program or organizational unit)	Budget for next year 2024-25		
	Actual		Adopted budget this year 2023-24		Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
	Second preceding year 2021-22	First preceding year 2022-23					
2	15,947	23,473	20,000	Materials and Services	30,000	30,000	1
3	6,181	4,118	7,500	Apparatus Maintenance	8,000	8,000	2
4	10,060	8,428	9,000	Building Maintenance	10,000	10,000	3
5	3,443	5,747	5,500	Communications	6,000	6,000	4
6	1,767	0	2,000	Dues & Fees	2,000	2,000	5
7	1,417	10,062	3,000	Elections	3,000	3,000	6
8	10,380	10,768	101,000	EMS Supplies	45,000	45,000	7
9	280	1,232	31,000	Fire Equipment/Supplies	16,000	16,000	8
10	13,254	15,130	17,000	Fire Prevention	20,000	20,000	9
11	13,934	15,656	20,000	Fuel	25,000	25,000	10
12	6,000	6,600	8,000	Liability Insurance	17,000	17,000	11
13	3,647	500	4,000	Legal & Accounting	4,000	4,000	12
14	7,567	4,912	17,000	Consulting Fees	10,000	10,000	13
15	5,148	1,939	5,000	Miscellaneous	6,000	6,000	14
16	11,121	24,201	24,000	Office Supplies	24,000	24,000	15
17	3,471	6,702	3,000	Personal Protective Equipment	7,000	7,000	16
18	8,450	3,623	65,000	Small Equipment Maintenance	38,000	38,000	17
19	0	747	2,000	Training	2,000	2,000	18
20	1,115	3,496	2,000	Travel	2,000	2,000	19
21	9,201	10,624	16,000	Uniforms	18,000	18,000	20
22	132,383	157,958	362,000	Utilities	293,000	293,000	21
23				Total Materials & Services			22
24							23
25							24
26							25
27							26
28							27
29							28
30							29
31				Total full time equivalent (FTE)*			30
32				Ending balance (prior years)			31
33				Unappropriated ending fund balance			32
				Total requirements			33

Detailed Requirements

Williams Rural Fire Protection District

(Fund)

Line Item	Historical data			Adopted budget this year 20 ²³ - ₂₄	Requirements for William RFPD (Name of program or organizational unit) Personal Services	Budget for next year 20 ²⁴ - ₂₅		
	Actual		Proposed by Budget Officer			Approved by Budget Committee	Adopted by Governing Body	
	Second preceding year 20 ²¹ - ₂₂	First preceding year 20 ²² - ₂₃						
1	42,000	44,500	45,000	1 FTE	80,000	80,000		1
2	25,083	35,000	37,000	1 FTE	45,000	45,000		2
3	1,833	1,881	800		0	0		3
4	0	3,500	23,800		18,500	18,500		4
5	0	0	0		18,000	18,000		5
6	12,953	15,950	27,000	.5 FTE	53,000	53,000		6
7	37,734	41,442	42,500	.75 FTE	47,000	47,000		7
8	32,645	33,706	16,000	1 FTE	0	0		8
9	4,700	10,000	10,400		26,000	26,000		9
10	0	0	29,000	1 FTE	40,000	40,000		10
11	0	0	27,000	1 FTE	40,000	40,000		11
12	0	0	44,000		36,000	36,000		12
13	0	31,500	31,500		31,500	31,500		13
14	0	12,437	20,000		18,000	18,000		14
15	4,989	9,008	10,000		12,000	12,000		15
16	46,228	48,161	85,000		85,000	85,000		16
17	11,676	17,425	40,000		65,000	65,000		17
18	3,173	5,604	20,000		21,000	21,000		18
19	3,111	3,746	6,000		4,000	4,000		19
20	10,697	1,159	15,000		10,000	10,000		20
21	0	4,022	20,000		15,000	15,000		21
22	236,822	319,041	550,000		665,000	665,000		22
23				Capital Outlay				23
24	29,589	128,100	163,500		75,000	75,000		24
25	12,271	29,478	50,000		30,000	30,000		25
26	8,771	9,445	25,000		20,000	20,000		26
27	50,631	167,023	238,500		125,000	125,000		27
28								28
29	64,600	15,000	179,700		83,900	83,900		29
30				Contingency				30
31	276,624	239,955		Total full time equivalent (FTE)* 6.25				31
32			270,360	Ending balance (prior years)				32
33	761,060	898,977	1,600,560	Unappropriated ending fund balance	140,000	140,000		33
				Total requirements	1,306,900	1,306,900		

*When budgeting for personnel services expenditures, include number of related FTE positions.

Williams Fire District Fire Chief Recruitment and Hiring Process

March 22, 2024	Informational meeting with Board Members and Fire Chief
March 29, 2024*	Board approval of Special Districts Association of Oregon (SDAO) fee agreement, scope of work, and draft timeline
April 19, 2024*	Board approval of job description, salary and benefits, position announcement, and advertising sites
April 26, 2024	Recruitment Period Opens, SDAO posts job description, position announcement and application on SDAO classifieds and other advertising sites as approved by Board
May 24, 2024	Recruitment Period Closes
May 28, 2024*	SDAO to prescreen applicants and facilitate the Board of Directors selection process
June 10, 2024*	Interview process (including Board interviews)
July 1, 2024	Recruitment Period Reopened
July 29, 2024	Recruitment Period Closes (*recruitment period may close earlier if sufficient qualified applications are received)
July 31, 2024*	SDAO to prescreen applicants and facilitate the Board of Directors selection process
August 12, 2024*	Interview process (including Board interviews)
August 14, 2024**	Conditional job offer; criminal history, reference, and background checks (actual date of conditional offer based on Board decision)

September 11, 2024** Final job offer presented (actual date of final offer based on Board decision)

October 1, 2024 Fire Chief start date

*Special Board Meeting

**Regularly scheduled Board of Directors meeting