

WILLIAMS RURAL FIRE PROTECTION DISTRICT  
REGULAR BOARD MEETING AGENDA

Tuesday, March 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/83049167917?pwd=IKBh9ZbybhrpirSirJEh4H7wh8FAV8.1>

Meeting ID: 830 4916 7917

Passcode: 522790

1. Call to Order, Pledge, and Roll Call of Members
2. Announcements
3. Approval of Prior Board Meeting Minutes – previously distributed electronically
  - February 11, 2025, Regular Meeting Minutes
  - February 25, 2025 Special and Executive Board Meeting Minutes
  - March 3, 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
  - Community Relations Coordinator Report
  - WFA Report
5. Unfinished Business
  - 5 Year Plan Update *Tabled Unfinished Business*
  - Chief Position *- The Museum Building Update (Tabled)*
  - *Modular Home Update*
  - Showers
6. New Business
  - SDAO conference update- Bill
7. Clerk Treasurers Report – Financial Reports and Invoices -
8. Announcement of the next regular scheduled board meeting – April 8, 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

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

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

Lieutenant- Oskar Sundell

Community Coordinator- Ash Martell

FF- Charles Hooperlee

FF- Devin Brennen

**Public Presence:**

Applegate Finance- Tallie Jackson

**Zoom Attendees:**

none

**Announcements:**

The awards banquet is on the 15<sup>th</sup>.

**Approval of Prior Board Meeting Minutes:**

- A motion was made by Claudia Pratt to approve February 11, 2024, Regular Board Meeting Minutes, along with February 25<sup>th</sup>, and March 3rd special and executive meeting minutes. The motion was seconded by David Applegate with corrections. (min)

**Discussion:**

Claudia brought up some issues regarding the minutes. A couple of spelling errors need to be corrected.

- + 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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**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

- Modular and RV Report
- OSFM Upstaffing Report

Discussion: There were inquiries about transactions, reports, and discussions. Nicco and Tallie were able to provide answers. There seems to be something off on Carsen Propane so Nicco and Tallie are going to take a closer look at the bills.

**Public/Volunteer Input:**

Ash gave dates on upcoming events. April 1<sup>st</sup> blood drive and June 6, 7, and 8 dates for community yard sale, tables are 15 for community and 10 for firefighters or helpers. Fourth of July parade.

Meeting Adjourned: 10.54am

Respectfully,

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Heather Glass, Board Chairperson

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

### ❖ Chief Activities

#### ➤ Meetings

- B.O.D. x2
- Williams Firefighter Association (WFA)
- Rogue Valley Fire Chief's Association (RVFCA)
- Rogue Interagency Training Association (RITA)
- JoCo Prehospital Care Committee
- JoCo Dispatch Technical Advisory Committee

#### ➤ 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
  - 11 weekdays & 4 weekend days

#### ➤ Awards banquet planning and attendance

#### ➤ Budget planning and preparation (Budget Meeting April 23 at 6PM)

#### ➤ Support blood drive planning

### ❖ 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 HR paperwork for new recruits
- Set-up Zoom and camera system for board meetings
- Reviewed and updated personnel time records in preparation for payroll

### ❖ Training Officer Activities

- Prepare and lead training drills
- Interact with new applicants and recruits in various stages of the onboarding process
- Prepare for DPSST Accreditation Review

## **WRFPD OPERATIONS REPORT MARCH 2025**

- Red door Construction have been out to start with bids for the back stairs.
- EVT Jeff Loogman has identified a few more issues with the fleet. To be repaired in the coming weeks.
- MAKO tech from L.N. Curtis came out and did yearly service and testing. No issues found.
- SCBA and Mask fit testing scheduled for Tuesday 4/15 or 4/22
- Holmatro yearly service booked for 4/29
- Mikes Mobile mechanic will come out and look at the station generator on 4/9
- A production flaw at Staber Inc. has delayed the delivery of the replacement/upgrade parts for the PPE dryer.
- 3<sup>rd</sup> meeting for the AGA/Resilience Hubs took place on Thursday at the Grange. Local stakeholders, Joco emergency manager, Joco emergency communications coordinator met to discuss various topics regarding planning for large scale emergencies. At this time we are identifying assets and resources already in the valley and who's got what. I am pretty excited about getting this going, as it has been on my mind for a long time. There might be opportunities to improve or bolster our radio comms with the help of the county and potentially other grants or opportunities thru the Resilience Hubs.
- Joco Operations Supervisors meeting 3/27. Discussion was centered around Wildland command, cross county responses and the upcoming Asante MCI drill.
- The green Forest service box will be traded to EVT Jeff Loogman in exchange for mechanical services to the value of \$500. We got everything we needed out of it, and it's just sitting and getting rained on.
- I met with the watermaster to address the changing directional flow of the east fork of Williams Creek. This winter and springs abundant precipitation have altered the flow of the creek some. I have concerns about loosing our intake when the water level goes down. I have asked the watermaster to find out what I can and can not do, as far as any work in the waterway. He is convening with other Oregon watermasters to discuss this exact issue and will let me know what they find. Hopefully, we can move some rock around the intake, and that will be enough.
- ALS supplies replaced.
- All other duties and tasks.

Oskar Sundell, Captain 04/03/2025

**Fire Marshal's Report for March 2025**  
**Williams RFPD**  
**Jon Scaroni**  
**April 4, 2025**

**Property Assessments:** There were five property assessments completed in the Williams Fire District. Two of them led to chipper jobs.

**Business Inspections:** One business inspection with state fire marshal, Sam Lashley – Williams Head Start.

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

**Meetings Attended:** I attended the Co-op meeting on March 27th. We nailed down the dates for the Smokey in the Classroom program. Williams Elementary School will be having their Smokey program on April 10<sup>th</sup>. Also on April 19<sup>th</sup> I attended the IAAI meeting and was nominated as board chair along with Sam Lashley.

**Classes Attended:** None.

**Chipper Program:** In March, we completed seven chipper jobs. There will be multiple jobs scheduled for April.

**Safety Officer Report:** No accidents to report.

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Jon Scaroni  
WRFPD District Fire Marshall

## **Monthly Report for March 2025**

Written by Ash Martell on April 4 for the April 2025 Regular Board Meeting  
Community Relations Coordinator/Wildfire Resiliency Coordinator/Assist. to the Chief

### **Community Relations Coordinator**

#### **Red Cross Blood Drive – April 1, 2025**

- Planning emails
- PR campaign – social media (weekly)/ print/ emails / physical signage
- Set up / tear down coordination with Firefighters and Red Cross
- Follow up emails with Red Cross
- Pre-planning for next event

#### **Fireside Newsletter Spring 2025**

- Coordination with Applegate and Chief to implement overall design
- Design pages specific to WRFPD
- Track printing and mailing with Applegate

#### **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 / Evacuation maps: printing / posting and sharing to media
- Attend A Greater Applegate Forest and Fire monthly working group meeting
- Resiliency Hub: Meeting #2 with community partners for ongoing discussion of key assets / needs and implementation of a community-wide plan

### **Assistant to the Chief**

#### **2025 Awards Banquet:**

- Attend planning sessions with WFA members, Support Team and Staff
- Co-Design awards with FF Brennan / Order awards thru vendor
- Manage invites/RSVP emails
- Research/Negotiate/Hire venue for event with FF Brennan – meetings with venue staff
- Design program for event / print
- Coordinate photographer with FF Scaroni / create list of needed photos / setup photo area
- Gather photos and create slideshow for event
- Day of Event Coordination: volunteer coordination, set up / clean up, monitor all aspects of event flow
- Follow up with all entities regarding success of event and needs for next year

Coffee with the Chief – Wednesday, April 30, 5:30pm

- Decide on a date and time and focus for next event
  - “Fire Season Refresher” – providing our community an opportunity to discuss preparations for a safe and happy fire season. (land prep / pile burning / evacuation orders / fire danger level signage etc.)

Ongoing projects and duties:

- Personnel Birthday Recognition program tracking/updating/implementation
- CRC/WRRC/AC file and email organization and maintenance

Support Team Update:

President: Ash Martell / Vice President: Scotty Keaser / Secretary/Treasurer: Karen Rogers

- Planning is underway for the upcoming Yard Sale on June 6-8
- Beginning discussion of July 4<sup>th</sup> event

Regular monthly meeting on the 2<sup>nd</sup> Tuesday of each month, 6pm – April 14th

WILLIAMS R F P D  
Disbursement Voucher

Type	Date	Name	Memo	Account	Paid Amount
Mar 25					
Credit Card Charge	03/01/2025	Secretary of State	Annual Audit Filing Fee	0400 Dues & Fees	300.00
Credit Card Charge	03/01/2025	Amazon.com	Awards	4000 · Associated Personnel Costs	203.16
Credit Card Charge	03/01/2025	SupplyCache.com	Incident Response Handbooks	0900 Fire Equipment/Supplies	222.82
Credit Card Charge	03/01/2025	ChallengeCoinstLD	Challenge Coins	Personnel Services	566.00
Check	03/01/2025		Service Charge	0400 Dues & Fees	0.10
Credit Card Charge	03/03/2025	The Public Safety Store	Light	8751 Chief - 2012 Durango	121.22
Credit Card Charge	03/03/2025	Amazon.com	Coffee Pot	Kitchen	39.32
Check	03/04/2025	QuickBooks Payroll Service	Fee for 2 direct deposit(s) at \$1.75 each	6560 · Payroll Expenses	3.50
Paycheck	03/05/2025		Direct Deposit	OSFM Firefighter	3,256.93
Paycheck	03/05/2025		Direct Deposit	Insurance Benefits	-205.00
Paycheck	03/05/2025		Direct Deposit	Payroll Liabilities	426.25
Paycheck	03/05/2025		Direct Deposit	OSFM Fire Prevention Officer	3,163.33
Paycheck	03/05/2025		Direct Deposit	OSFM Fire Prevention Officer	26.54
Paycheck	03/05/2025		Direct Deposit	Payroll Liabilities	323.79
Paycheck	03/05/2025		Direct Deposit	5100 · Fire Chief	2,832.50
Paycheck	03/05/2025		Direct Deposit	5600 · Training Officer	2,832.50
Paycheck	03/05/2025		Direct Deposit	5500 · Duty Officer	850.00
Paycheck	03/05/2025		Direct Deposit	Insurance Benefits	-992.00
Paycheck	03/05/2025		Direct Deposit	Payroll Liabilities	561.58
Paycheck	03/05/2025		Direct Deposit	5400 · Lieutenant of Operations	3,861.87
Paycheck	03/05/2025		Direct Deposit	5500 · Duty Officer	1,150.00
Paycheck	03/05/2025		Direct Deposit	Insurance Benefits	-205.00
Paycheck	03/05/2025		Direct Deposit	Payroll Liabilities	667.03
Paycheck	03/05/2025		Direct Deposit	4300 · Seasonal Hires-Misc Work	22.50
Paycheck	03/05/2025		Direct Deposit	CWRR Personnel	42.50
Paycheck	03/05/2025		Direct Deposit	Payroll Liabilities	7.27
Bill	03/05/2025	Williams Country Store	Assistance to Fire Chief	4300 · Seasonal Hires-Misc Work	480.00
Bill	03/05/2025	Starlink	Community Relations Coordinator	OSFM Capacity Grant Administration	250.00
Bill	03/05/2025	uAttend Time Clock	Community Relations Coordinator	OSFM CWRR Grant Administration	250.00
Bill	03/05/2025	Williams Country Store	Monthly Board of Director Associate	4000 · Associated Personnel Costs	45.00
Bill	03/05/2025		Chipper Fuel	Gas	18.26
Credit Card Charge	03/06/2025		Internet Expense	Internet Expense	120.00
Credit Card Charge	03/07/2025		4000 · Associated Personnel Costs	4000 · Associated Personnel Costs	27.00
Credit Card Charge	03/10/2025		Chipper Fuel	Gas	11.26
Credit Card Charge	03/10/2025		Flashlight	0900 Fire Equipment/Supplies	128.90
Credit Card Charge	03/10/2025		Jacket, Sweatshirt	2300 Uniforms	266.35
Credit Card Charge	03/10/2025			Department Cell Phone	210.48
Bill	03/10/2025	US Cellular		Vehicle	74.37
Bill	03/10/2025	US Cellular			180.00
Bill	03/11/2025	Williams Fire Department Support Gr	Board Members Heather Glass, Bill E	4000 · Associated Personnel Costs	180.00
Bill	03/11/2025	Oregon Fire Dist. Directors Assoc.	Annual Membership	0400 Dues & Fees	625.00
Bill	03/11/2025	Rogue Valley Fire Chiefs Assoc.	Annual Membership	0400 Dues & Fees	50.00
Bill	03/11/2025	Oregon Volunteer Firefighters Associ	Annual Membership	0400 Dues & Fees	135.00

WILLIAMS R F P D  
Disbursement Voucher

Type	Date	Name	Memo	Account	Paid Amount
Bill	03/11/2025		SDAO Conference	2400 Travel Expenses	563.53
Bill	03/11/2025		SDAO Conference	1800 Training	330.00
Check	03/11/2025		Fire Chief Interview	2400 Travel Expenses	1,217.36
Bill	03/11/2025	Special Districts Insurance Services		Insurance Benefits	6,572.00
Bill	03/11/2025	Bio-Med	Background	4000 - Associated Personnel Costs	36.00
Bill	03/11/2025	Cascade Fire Equipment	Gear Bags	0900 Fire Equipment/Supplies	1,000.00
Bill	03/11/2025	US Postal Service	Annual Renewal	Post Office Box	84.00
Bill	03/11/2025	City of Grants Pass		Dispatch	330.08
Bill	03/11/2025	Carson	360 Gal.	Diesel	1,196.68
Bill	03/11/2025	Applegate Valley Fire District	February Administration	1450 - Professional Fees/Consultants	1,599.29
Credit Card Charge	03/12/2025	Sierra Springs - Mt. Shasta Spring We	Water	Kitchen	86.25
Credit Card Charge	03/12/2025	Zoom Video Communications		0400 Dues & Fees	25.99
Credit Card Charge	03/14/2025	Safety Vests and More		0900 Fire Equipment/Supplies	90.70
Credit Card Charge	03/18/2025	Instalink		Ink	13.99
Credit Card Charge	03/20/2025	Williams Country Store	Chipper	1200 Fuel	32.75
Bill	03/20/2025	Ziply Fiber		Telephone Expense	224.38
Bill	03/20/2025	Ziply Fiber		Special Circuit	250.37
Credit Card Charge	03/22/2025	Instalink		Ink	27.99
Credit Card Charge	03/26/2025	Williams Country Store	Chipper	1200 Fuel	28.26
Credit Card Charge	03/26/2025	Amazon.com	Paper Towels	Kitchen	6.92
Credit Card Charge	03/27/2025	Hidden Valley Market		Kitchen	48.92
					<u>36,715.79</u>

Mar 25

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

BALANCE SHEET  
March 31, 2025

	ACCT.#	2/28/2025	DEPOSITS	WITHDRAWS	3/31/2025	
UMPQUA BANK		45,281.71	1,978.62	34,015.80	13,244.53	
GENERAL POOL ACCOUNT		621,876.48	8,931.67	0.10	630,808.05	
<b>TOTAL CHECKING/SAVINGS</b>		<b>667,158.19</b>	<b>10,910.29</b>	<b>34,015.90</b>	<b>644,052.58</b>	
<b>TOTAL ASSETS</b>						<b>644,052.58</b>
<b>LIABILITIES</b>						
CREDIT CARDS PAYABLE					2,994.65	
PAYROLL WITHHOLDING					2147.22	
PAYROLL LIABILITES					-3,676.08	
<b>TOTAL LIABILITIES</b>					<b>1,465.79</b>	
<b>EQUITY</b>						
GENERAL FUND					587,341.31	
CAPITAL PROJECTS FUND					210,245.00	
Net Income					-154,999.52	
<b>TOTAL EQUITY</b>					<b>642,586.79</b>	
<b>TOTAL LIABILITIES &amp; EQUITY</b>						<b>644,052.58</b>

STATEMENT OF REVENUE AND EXPENDITURES  
BUDGET VERSUS ACTUAL COMPARISON  
March 31, 2025  
75% OF THE BUDGET YEAR IS OVER  
79% OF THE BUDGETED REVENUE HAS BEEN RECEIVED  
43% 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	3,687.13	230,678.58	58.21	165,621.42
Prior Year Tax		0.00	298.52	4,080.86	4080.86	-4,080.86
Local Option Current Tax		0.00	2,271.25	142,097.40	142097.40	-142,097.40
Local Option Prior Year Tax		0.00	183.81	2,498.25	2498.25	-2,498.25
<b>Total Taxes</b>		<b>396,300.00</b>	<b>6,440.71</b>	<b>379,355.09</b>	<b>95.72</b>	<b>16,944.91</b>
Beginning Fund Balance		778,600.00		787,107.00	101.09	-8,507.00
Interest Earned		10,000.00	2,491.19	14,725.19	147.25	-4,725.19
Donations		0.00	0.00	6,760.00	6,760.00	-6,760.00
Grants		100,000.00	0.00	1,420.22	1.42	98,579.78
Mobile Home Rental		16,800.00	1,400.00	12,600.00	75.00	4,200.00
Mobile Power		1,600.00	278.39	1,464.37	91.52	135.63
RV Space Rental		3,600.00	300.00	2,400.00	66.67	1,200.00
<b>Total Other Resources</b>		<b>126,800.00</b>	<b>4,469.58</b>	<b>36,969.78</b>	<b>29.16</b>	<b>82,923.22</b>
<b>TOTAL RESOURCES</b>		<b>523,100.00</b>	<b>10,910.29</b>	<b>416,324.87</b>	<b>79.59</b>	<b>99,868.13</b>

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

**GENERAL FUND**

	<b>Account Number</b>	<b>Annual Budget</b>	<b>Current Month</b>	<b>Year To Date</b>	<b>% Of Budget</b>	<b>Remaining Balance</b>
<b>PERSONNEL SERVICES</b>						
Fire Chief		80,000.00	2,832.50	25,492.50	31.87	54,507.50
HR Manager		45,000.00	0.00	14,500.00	32.22	30,500.00
OSFM Grant Administrator		18,500.00	250.00	6,850.00	37.03	11,650.00
Community Relations - Admin Aid		18,000.00	0.00	0.00	0.00	18,000.00
Training Officer		53,000.00	2,832.50	25,492.50	48.10	27,507.50
Operations Officer		47,000.00	3,861.87	34,638.96	73.70	12,361.04
Duty Officer Stipend		26,000.00	2,000.00	19,500.00	75.00	6,500.00
OSFM Fire Marshal		40,000.00	3,189.87	29,043.96	72.61	10,956.04
OSFM Firefighter		40,000.00	3,256.93	29,726.02	74.32	10,273.98
CWRR Chipper Personnel		36,000.00	292.50	33,237.45	92.33	2,762.55
OSFM Upstaffing		31,500.00	0.00	38,902.40	123.50	-7,402.40
Seasonal Hires		18,000.00	502.50	4,342.50	24.13	13,657.50
Volunteer Nominal Qtr Points		12,000.00	0.00	8,501.46	70.85	3,498.54
Insurance Package		85,000.00	5,170.00	47,915.00	56.37	37,085.00
Payroll Liabilities		65,000.00	1,989.42	26,706.90	41.09	38,293.10
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	1,057.16	8,648.40	57.66	6,351.60
<b>TOTAL PERSONNEL SERVICES</b>		<b>665,000.00</b>	<b>27,235.25</b>	<b>370,070.04</b>	<b>55.65</b>	<b>294,929.96</b>

	<b>Account Number</b>	<b>Annual Budget</b>	<b>Current Month</b>	<b>Year To Date</b>	<b>% Of Budget</b>	<b>Remaining Balance</b>
<b>MATERIAL &amp; SERVICES</b>						
Apparatus Maintenance		30,000.00	121.22	14,472.56	48.24	15,527.44
Building Maintenance		8,000.00	0.00	8,322.62	104.03	-322.62
Communications		10,000.00	654.82	6,345.53	63.46	3,654.47
Dues & Fees		6,000.00	1,220.09	4,577.08	76.28	1,422.92
Elections		2,000.00	0.00	0.00	0.00	2,000.00
EMS Supplies		3,000.00	0.00	872.49	29.08	2,127.51
Fire Equipment/Supplies		45,000.00	1,442.42	26,163.68	58.14	18,836.32
Fire Prevention		16,000.00	0.00	120.00	0.75	15,880.00
Fuel		20,000.00	1,287.21	12,861.43	64.31	7,138.57
Liability Insurance		25,000.00	0.00	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	1,599.29	19,557.72	81.49	4,442.28
Miscellaneous		10,000.00	181.41	4,115.16	41.15	5,884.84
Office Supplies		6,000.00	41.98	1,631.18	27.19	515.22
Personal Protective Equipmnet		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	330.00	6,107.47	16.07	31,892.53
Travel		2,000.00	1,780.89	1,987.72	99.39	12.28
Uniforms		2,000.00	266.35	3,184.89	159.24	-1,184.89
Utilities		18,000.00	554.86	13,564.76	75.36	4,435.24
<b>TOTAL MATERIALS &amp; SERVICES</b>		<b>313,000.00</b>	<b>9,480.54</b>	<b>165,560.29</b>	<b>52.89</b>	<b>147,439.71</b>

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

**GENERAL FUND**

	<b>Account Number</b>	<b>Annual Budget</b>	<b>Current Month</b>	<b>Year To Date</b>	<b>% Of Budget</b>	<b>Remaining Balance</b>
<b>CAPITAL OUTLAY</b>						
Apparatus & Equipment		75,000.00	0.00	0.00	0.00	75,000.00
Building Improvements		30,000.00	0.00	41,635.28	1.00	-11,635.28
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>43,734.28</b>	<b>34.99</b>	<b>81,265.72</b>
Contingency		83,900.00	0.00	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>36,715.79</b>	<b>579,364.61</b>	<b>43.66</b>	<b>727,535.39</b>
<b>TOTAL RESOURCES</b>			<b>10,910.29</b>	<b>416,324.87</b>		
<b>TOTAL REQUIREMENTS</b>			<b>-36,715.79</b>	<b>-579,364.61</b>		
<b>ENDING FUND BALANCE</b>			<b>-25,805.50</b>	<b>-163,039.74</b>		
<b>Beginning Fund Balance</b>		<b>787,107.00</b>	<b>6/30/2024</b>			
<b>Excess Rev/Exp</b>		<b>-163,039.74</b>				
<b>Ending Fund Balance</b>		<b>624,067.26</b>				

1. Umpqua Bank Safe Deposit Box Items
2. 1936 Truck Sale
3. 1969 Water Tender Check for \$4k
4. 1965 8762 T<
5. Bill of Sale for 1936
6. Wildland Engine
7. Title 2006 Dodge 8750
8. Car 8751
9. Transaction Van
10. Map of property 1964
11. Map of same
12. Property 1982
13. Warranty Deed 1968
14. Deed 1964
15. Lot Line 1990
16. Newspaper 1964 AD – Fitzpatrick needs protection
17. 1990 lot line adjustment
18. Minor land partition
19. Assessment
20. Copy of 1990
21. Map of 40 homes
22. Deed
23. Deed
24. Old Copy
25. List of Williams Statistic
26. 20 foot easement
27. Land partition
28. Newspaper Holebrook
29. Newspaper
30. State of Oregon corp 1971
31. Special elect notice for fire district
32. Sale of deed
33. Vehicle lease – engine purchase
34. Warranty deed
35. 3 sets of bylaws – take to ?
36. Sale Deed
37. Appraisal date
38. Copy of Deed

**Williams Fire Rescue**  
**Board of Directors Agenda Item Explanatory Statement**

**Date: April 8, 2025**

**To: Board of Directors**

**From: Bill Ertel**

**Agenda Subject: Oskar Sundell**

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**Overview of Agenda Subject: Oskar Sundell was promoted to Captain on March 15<sup>th</sup>.**

**Agenda Subject Would like to have the promotion documented for permanent record.**

**Recommendation: Make promotion of Oskar officially in the records.**

**Williams Fire Rescue**  
**Board of Directors Agenda Item Explanatory Statement**

**Date: April 8, 2025**

**To: Board of Directors**

**From: Bill Ertel**

**Agenda Subject: Internal controls addendum**

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**Overview of Agenda Subject: We currently have board paperwork and deeds and titles to equipment in the safe deposit box in Grants Pass. Would the board like to make an addendum to the internal controls to state the deeds and titles be moved to a safe in the office. This would keep board business separate from deeds and titles for the department.**

**Agenda Subject Brief Background: We currently have deeds and titles along with chief hiring process paperwork in a safe deposit box. Two board members (David and Bill) have access to the safe deposit box from the bank.**

**Recommendation: Keep the status quo of the documents in a safe deposit box rather than separating the items. If it isn't broken why fix it.**

WRFPD  
Safety Deposit Box  
Vehicle Titles/Bill of Sales

Big Tex Trailer 2024 VIN: V1D1620R5320763  
GVWR 9,990 lbs, 12 ft bumper pull

Big Tex Trailer 2024 VIN: 16V1D1621R5320763  
GVWR 9,990 lbs, 12 ft bumper pull

Flatbed Trail Max (white) 1994 VIN: 1G9FS3121RA065927 Idaho Title and  
Bill of Sale.

Vermeer Chipper VIN: IVRD12AM8PF061099  
Title #1378141 Bill of Sale from the City of Medford

# 8701 2007 Fire Truck Freight-liner 6 cyl GVWR 3500, Series/Model #  
M2016 Certificate of Origin of Vehicle Invoice # G79836

# 8711 2012 Fire Truck Freight-liner, VIN: VACXB9DHFG6297  
Certificate of Origin of Vehicle Invoice # L8985

# 8741 2012 Water Tender Freight-liner, Vin: 1FVHCYBS9CDBC1892  
Serial/Model # M2106

# 8742 2024 Freight-liner 2000 gallon Water Tender Delivery receipt only,  
no title at this time, Vin: 3ALAC5FE6RDVF4210

# 8751 2012 Dodge 4D Vin: 1C4RDSFG4CC361482 Plate E253029

# 8752 2017 Dodge 4 door Vin # 1C4RDJFGOHC637874 Plate # E208801

# 8761 2001 Ford CB F45, Title # OR 0003074108

# 8762 1995 GMC PU Vin: 1GDS6HIS65J512637 Plate E194409

# 8763 International CB 40S, VIN: 1HTSDAAN1YH248674 (Support Group)

# 8765 2021 Chevy PK Sil VIN:1GCRTDED3LZ210692, no plate listed on title

Claudia Pratt, Board of Director, September 9, 2024

### **Williams Fire District Fire Chief Options**

*\*this list is a modification of the options discussed at the October 23, 2024 Board meeting*

1. Re-open recruitment for Fire Chief (note: this would be the 4<sup>th</sup> recruitment since April 2024. Additional cost to the District may be several thousand dollars)
2. Open Internal Recruitment (note: this may require a fresh look at position requirements to ascertain whether there are sufficient qualified internal candidates)
3. Explore options for an outside agency to provide Administrative/Management oversight (note: this would likely be a reopening of previous discussions with Applegate Fire District and/or a different fire district)
4. Make the current Interim Fire Chief the permanent Fire Chief
5. Find a different Interim Fire Chief with the goal of a transition to a permanent Fire Chief (note: the Interim Fire Chief could be either an internal or external person. Also, the Interim Fire Chief could be someone who could potentially become the permanent Fire Chief or could be someone who helps find and facilitate the transition to a permanent Fire Chief.)