

WILLIAMS RURAL FIRE PROTECTION DISTRICT
REGULAR BOARD MEETING AGENDA

Tuesday, November 18, 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/84024212510?pwd=avLxjZAUz38RRsmI5nz8m9qi22v62H.1>

Meeting ID: 840 2421 2510

Passcode: 872271

1. Call to Order, Pledge, and Roll Call of Members
2. Announcements
3. Approval of Prior Board Meeting Minutes – previously distributed electronically
October 14, 2025 Regular Board Meeting Minutes
4. Reports
 - Fire Chief's Report
 - Training Report
 - Operations Report
 - District Fire Marshal Report / Safety Committee Report
 - Community Relations Coordinator Report
 - WFA Report
 - Chair Report
5. Unfinished Business
 - Employment Reviews
 - Applegate Collaboration
 - Museum Building

Tabled Unfinished Business
- Modular Home Update (Tabled)
- Showers (Tabled)
6. New Business
 - ORS review
 - Applegate Proposal
 - Internal Controls update
 - Resolution- Woodbank line item
 - Paving Proposal
7. Clerk Treasurers Report – Financial Reports and Invoices -
8. Announcement of the next regular scheduled board meeting – December 9, 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

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

WILLIAMS RURAL FIRE PROTECTION DISTRICT
Regular Board Meeting Minutes
October 14, 2025

Call to Order: 10:11am

Roll Call:

Board Members Present

Position 1 – Heather Glass

Position 2 – Brian Barton

Position 3 – Jim Krios

Position 4 – Bill Ertel

Board Members Absent

Position 5 – David Applegate

Williams Staff Present

Fire Chief – Nicco Holt

Fire Marshall- Jon Scaroni

Lieutenant- Oskar Sundell

FF- Devin Brennan

Public Presence:

Applegate Finance- Tallie Jackson

Community- Claudia Pratt

Zoom Attendees:

Accountant – Richard Brewster

Community Coordinator- Ash Martell

Announcements:

none

Approval of Prior Board Meeting Minutes:

- A motion was made by Brian Barton to approve September 9, 2025 meeting minutes. The motion was seconded by Heather Glass. (1:50min)

Discussion:

none

Heather Glass – Aye 🗳️

Brian Barton – Aye

🗳️ Jim Krois – Aye

🗳️ Bill Ertel – Aye

🗳️ David Applegate – Absent

➤ The motion was approved 4 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.

Audit Report Review- Richard Brewster

Brewster went over the differences from year to year and the ins and outs of the audit.

Things to work on when holding the Budget Committee Meeting need to be announced that the meeting is public. The minutes need to be both more detailed and less detailed. Brewster was going to send an example of what he thinks would be acceptable. All of the bank reconciliations need to be signed off by a board member, (initialed and dated).

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

Made sure everyone reviewed Nicco’s email about the ORS on serial communication.

Firefighter Input

Working on Awards Banquet. Devin presented his Woodbank program. He received a 20K grant. He plans to be up and running in a years’ time. We will put the money into a separate account so it can be monitored.

Unfinished Business:

Evaluations: still in process

Applegate Collaboration- still in progress. Interviews are scheduled.

Museum/Old Fire Station update- the building is being worked on and almost finished.

New Business:

Paid Leave Policy-

- A motion was made by Heather Glass to approve the Paid Leave Policy to our Policy manual. The motion was seconded by Bill Ertel. (1h 36min)

Discussion:

The policy follows the State ORS and is required by law

- ✚ Heather Glass – aye
- ✚ Brian Barton – Aye
- ✚ Jim Krois – Aye
- ✚ Bill Ertel – Aye
- ✚ David Applegate – Absent

- The motion was approved 4 ayes,
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Applegate Collaboration:

- A motion was made by Heather Glass to approve IGA for Applegate for admin assist. The motion was seconded by James Krios. (1 hour 39min)

Discussion:

Bill asked some clarifying questions. Chief Wolfard gave some input.

- ✚ Heather Glass – aye
- ✚ Brian Barton – Aye
- ✚ Jim Krois – Aye
- ✚ Bill Ertel – Aye
- ✚ David Applegate – Absent

- The motion was approved 4 ayes,
-

Invest Taxing District Funds:

- A motion was made by Heather Glass to sign the form to approve investing of our taxing district funds from Josephine County. The motion was seconded by Bill Ertel. (1hr 48min)

Discussion:

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- ✚ Heather Glass – aye
- ✚ Brian Barton – Aye
- ✚ Jim Krois – Aye
- ✚ Bill Ertel – Aye
- ✚ David Applegate – Absent

- The motion was approved 4 ayes,
-

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.

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:

Claudia is asking about the bank name needing to be updated in the internal controls.

Meeting Adjourned: 12:21pm

Respectfully,

Heather Glass, Board Chairperson

WRFPD Chief/Training/Admin Report October 2025

❖ Chief Activities

- Meetings
 - B.O.D meeting
 - Staff meeting
 - RITA meeting
 - WFA meeting
 - Meet with Red Cross re: upcoming blood drive
 - A couple meetings with Applegate personnel re: cooperation efforts
- 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
 - Duty Officer coverage - 11 weekdays & 4 weekend days
- Conversation-with-the-Chief prep and event
- Open House prep and event
- Trunk or Treat prep and event
- Worked on employee evaluations
- Fulfilled a request from the 911 database manager for some address confirmations
- Work with weekend upstaffing crews on various projects and training
- Woodbank support and details
- Participated in Administrative Assistant interview process

❖ 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 applicants
- Set-up Zoom and camera system for board meetings
- Reviewed and updated personnel time records in preparation for payroll
- Worked on annual insurance updates for SDIS
- Completed SDIS Best Practices annual survey

WRFPD Chief/Training/Admin Report October 2025

❖ 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
- Weekly Training Drills
 - Driver Road Practice
 - Supervised driving in 8711
 - Flue Fires
 - Review Flue Fire concepts and equipment
 - Firefighter I Review
 - Review and practice Firefighter I activities
 - 2.5" Fire Streams
 - Compare large handlines to portable master stream device
 - Rope Rescue
 - Rope Rescue concepts introduction/review
- Other Training
 - Hose Streams
 - Rope Rescue
 - EMS

❖ District Alarm Activity

- 22 Alarms
 - 11 EMS
 - 1 Grass Fire
 - 1 Motor Vehicle Crash
 - 2 Public Service
 - 2 Authorized Controlled Burn
 - 2 Cancelled/No Emergency Found
 - 1 Fire/Smoke Alarm Activation – No Fire
 - 1 Gas Leak

WRFPD Operations Report October 2025

- I received an email from OSFM that stated that some of the tactical tenders from the OSFM engine program may have a problem with the bolts on the fly wheel. 8742 was delivered to Freightliner and inspected. No issues found and engine placed back in service.
- EVT Jeff Loogman came to address the check engine light on 8701. 6 different codes found. He was able to rule out the first 2. The others need to be addressed by Freightliner as Jeff has limited equipment to run those tests and fix it. Our plan is to have Jeff talk to Freightliner and in detail describe what needs done. I will then make the arrangements for repairs. 8701 had new batteries installed. We had some difficulty regenerating the exhaust on 8741. Jeff did his magic and we are watching to see if it resets and functions like normal. Some smaller repairs as parts come in.
- While trying to recalibrate our MAKO, we found out that it is not functioning. Ben Coffel, our local MAKO rep was contacted and came out for diagnostics. Motor is done for and needs to be rewind. New motor will be around \$3,000. A repair of the motor would be about \$1,500. As of now, we are going with a repair. Update: Repair was finished, faulty switch. Roughly \$350 fix.
- Umpqua Valley fire came out for our annual inspection of our extinguishers. All passed and are good for another year.
- Walk way cover done and door moved. Looks great, no leaks.
- Repairs on 8765. New brakes, rotors, belt and fluid change done. Now in great shape.
- Correct part for 8763 received. Installed, had some issues. Trouble shot and fixed.
- We have spent time on getting familiarized with our new rescue gear. Last weekend of up staffing was spent setting up basic low angle rope systems. FF Brennan have been the key player in sourcing, purchasing and training the crew. Thank you Devin!
- JOCO OPS SUP meeting on 10/24. Topics; End of fire season lessons learned, frequency changes, agency updates. No meeting planned for November.
- Estimates for black top received from Moser paving and Robco. I have emailed Moser about a discrepancy in part of the estimate, asking for a price reduction.
- Peacock sign parts taken down.
- Monthly OSFM apparatus use report filed.
- Testing of Elkhart ground monitor. A master stream applicator that allows a short-handed crew to flow large volumes of water quickly.
- AGA/Resilience Hubs meeting. Walk thru of SCA and the Grange. Topics: Fuels reduction around SCA and Grange. Solar grants for power, emergency generators. Open up secondary ingress and egress for SCA/Library.
- Propane delivery 700 gallons
- All other duties and tasks.

Community Relations Coordinator
Monthly Report for October 2025

Written by Ash Martell for the November 18th, 2025 Regular Board Meeting

Williams Elementary School Visit for Fire Prevention Week – October 9, 2025

Using the materials provided by OSFM for Fire Prevention Week 2025 – Lithium Ion Battery Safety, WRFPD planned and implemented a teaching session with Williams Elementary’s 5th/6th grade class. The presentation focused on the theme of battery safety with regards to devices that most families use, and that children of this age group would be familiar with. The kids were very receptive to the session, asking thoughtful and interesting questions and providing examples of fire safety tactics they either already have in place or hoped to talk with their adults about. We also discussed smoke alarms, escape routes, bug-out bags for all family members (including pets) and other general fire safety actions. Another aspect I focused on was the idea that this information is meant to help encourage them to feel confident in their skills and their connections with their family members. Overall, I felt like this was a great experience for strengthening WRFPD’s connection with the children of our community.

CWPP Meeting – October 9, 2025

Applegate Partnership and Watershed is creating a Community Wildfire Protection Plan and had their first round of public meetings with several communities in the area this autumn. The meetings centered around informing the public on the process of creating the Plan, the reasons for creating the Plan and for gaining valuable input from the communities. This input came in the form of allowing the public to gather around maps and mark out their areas of concern, conservation/restoration, etc., such as riparian corridors, recreation areas, etc. Lively and informative conversations were had during this process at the Williams meeting, which was attended by about 10 members of the Williams community and members of Applegate Fire District and Williams Fire District (myself and Jon Scaroni). Applegate Partnership plans to hold another round of meetings this coming spring.

Open House – October 11, 2025

- Discuss and plan the event with Chief Holt and WRFPD Firefighters
- Implement the usual PR processes (flyer creation, Facebook, print and email notifications)
- Include the participation of the Support Team
- Invite the local Cub Scout troupe to attend and earn badges for speaking with local ‘heros’ and public office personnel
- Plan and implement various learning stations within the bay with WRFPD Firefighters such as the rescue mannequins, SCBA’s, general fire safety, etc. The conference room was setup with learning materials for both adults and children (fire safety coloring and activity sheets). Quick presentations, (utilizing the fire safety training materials provided to us by OSFM for heating, cooking and electrical safety demonstrations) were also offered in the conference room.

Overall, the feeling from WRFPD personnel was that this was a very successful Open House. Instead of inviting other organizations to table (as we have for past events), we decided to plan a more WRFPD focused event as described above. About 50 members of the public attended the event, taking pictures and participating in the demonstrations. There was an actual alarm that took place during the Open House, so members of the public were able to witness our WRFPD Firefighters in action (donning their gear, jumping into apparatuses and leaving the station). Luckily, the call was canceled, so the Firefighters returned and were able to continue to interact with the public. Several members of the public voiced their awe and gratitude for having witnessed this real-life event with their children.

Firefighter BBQ – October 12, 2025

The annual firefighter BBQ, which the Support Team planned, was another enjoyable event this month. Brook and KC Welch (volunteers for the District in various capacities) generously offered their home for the event and despite the gentle rain and chilly weather, it appeared that everyone who attended enjoyed the delicious food and beautiful surroundings.

Community Conversation – October 27, 2025: Fire Season 2025 Recap

- Scheduling discussions with Chief
- Creation of event flyer; printing/distribution to local businesses/community gathering locations
- Posting of event flyer on social media; District Facebook page and 8(+) local groups
- Putting event info on pumphouse sign
- Communication with the Support Team for assistance at the event
- Setup for the event/attend event/cleanup after event

Trunk or Treat Event – October 31, 2025

The 6th Annual Trunk or Treat event was another terrific success for the District's community outreach program. Once again, this year's event was planned by the Support Team in conjunction with the Country Store's Fall Festival event. WRFPD Firefighters provided personnel and lights to man the crosswalk between the two areas. There were 11 decorated trunks this year – ranging from a 'Crazy Cat Lady', to William's own 'School of Magic'. Over 175 people voted for their Favorite Trunk (which means the event was probably attended by well over 200 people). The 1st Place trophy was awarded to the Williams Preschool – a pumpkin patch themed trunk.

Prep for Blood Drive – November 7, 2025

- Attend meetings / monitor emails between Chief and the Red Cross
- Being PR plan (social media, print and email)

Ongoing Community Relations Coordinator duties:

- Attend regular Board meeting / create a monthly report for the Board
- Attend Support Team meeting and coordinate with them with regards to upcoming events.
- Monitoring the info@WRFPD.org email
- Update pump house info sign
- Ongoing monitoring of community Facebook pages
- Personnel Birthday Recognition program tracking/updating/implementation
- CRC file and email organization and maintenance
- Program flyers / Evacuation maps: printing / posting and sharing to media
- Attend AGA's Forest and Fire Working Group monthly meeting
- Attend Williams Resiliency Hub meetings/events
- Williams Wood Bank project support with the WFA
- Initial planning of the Awards Banquet to be held in spring of 2026

Fire Marshal's Report for October 2025
Williams RFPD
Jon Scaroni
November 18, 2025

Property Assessments: There were two property assessments completed in the Williams Fire District which led to the trailer going out on nine different loads.

Business Inspections: No business inspections.

Fire Investigations: No fire investigations.

Meetings Attended: I attended the IAAI meeting on October 15th. We discussed the upcoming regional seminar in January for our chapter. On Oct. 17th I attended the post fire season dinner in Merlin for Wildland Fire, presented by Rural Metro Fire.

Classes Attended: On Oct. 16th I completed a HAZMAT class as a refresher.

Chipper Program: The chipper hasn't been out due to fire season. Our first chipper appointment will be November 17th.

Safety Officer Report: No accidents to report.

Jon Scaroni
WRFPD District Fire Marshall



The proposal is to pave areas 1 & 2 with 4" asphalt over a compacted base to create an area better suited to parking, utility uses (cleaning and testing hose, etc.) and training. The intent is to direct drainage towards the eastern part of the property and reduce the puddling we currently experience.

While it would be optimal to also pave area 4, it doesn't look like there is available grant funding for that part of the project right now.

Although area 3 was included in the estimates, it may be better to avoid paving over the drain field and just build that area up with a base layer and some gravel. Area 3 is where we have some of our worst mud issues and any funds not utilized for the paving may go towards rock and/or gravel for this area.

Applegate–Williams Shared Executive Services Proposal

Presented to the Boards of Directors

Prepared by Fire Chief Chris Wolfard

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[can we add ORS 478.250 and 260 somewhere](#)

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Applegate–Williams Shared Executive Services Proposal

Introduction & Purpose

Williams Fire District is approaching a pivotal moment in its history. The district has been operating without a dedicated Fire Chief and Office Administrator for some time, which has limited its ability to maintain consistent leadership and administrative support. In addition, several of its current staff positions are funded through time-limited grants that will expire at the end of the current budget year. Without careful planning, this could place considerable strain on the district’s ability to sustain its essential services.

AGREE

This proposal presents a Shared Executive Services model between Applegate Fire District and Williams Fire District. It is important to be clear: this is not a merger. Williams Fire District will maintain its independence, identity, and governance. The intent of this agreement is to provide stability, continuity, and experienced executive leadership while allowing Williams Fire District to remain a community-driven, locally governed organization.

PERFECT

This combined Strategic Priorities and Executive Leadership Proposal provides a roadmap to:

- Restructure the operational organization to ensure core services are maintained.
- Create financial efficiencies that will stabilize the district for the long term.
- Prepare for renewal of the district’s five-year levy on the November 2026 ballot.
- Position the district for success in meeting staffing, compliance, and community expectations.

GOOD

GOOD

Strategic Priority Areas

Financial Stability, Levy Renewal & Funding

- Levy Renewal Planning: Develop a timeline and public information strategy for the November 2026 levy renewal.
- Annual Budget Development: Prepare annual budgets in compliance with Oregon Local Budget Law (ORS 294), hold budget committee meetings, and monitor revenues and expenditures.
- Grant Pursuit & Administration: Aggressively identify and pursue grants for staffing, equipment, training, and other program areas. Administer grants in compliance with requirements to maximize funds and preserve future eligibility.

PERFECT

PERFECT

PERFECT

Staffing & Service Delivery

- Restructuring Operations & Transition to 24-Hour Coverage: Review and restructure the staffing model to adapt to the loss of expiring grant funding and develop a phased plan to

PERFECT

- achieve 24/7 coverage at the Williams Fire Station. This restructuring will ensure critical operations are maintained within available revenue while improving service reliability. **PERFECT**
- Student Program Development: Create and implement a student firefighter program to provide staffing depth and develop a future workforce for Williams Fire District. **PERFECT**
- Recruitment & Retention: Strengthen volunteer and paid pipelines, develop mentorship opportunities, and create clear advancement pathways. **LIKE PATHWAYS**
- Training & Certification Compliance: Conduct an audit of all Williams Fire District personnel certifications, identify gaps in recommended certifications, and implement a plan to bring all personnel up to desired standards. **YEA, PERFECT**

Community Identity & Engagement

- Maintain Local Identity: Ensure Williams Fire District continues to reflect and represent its community, even under shared administrative leadership. **WILL REQUIRE TEAM COMMITMENT**
- Continue Strong Community Engagement: Build on Williams Fire District’s history of public outreach through meetings, events, and consistent communication with residents.

Technology & Operational Efficiency

- Adopt and Implement Technology: Identify, acquire, and implement technology solutions that improve operational effectiveness and administrative efficiency. Examples include incident reporting software, scheduling tools, records management systems, and communication platforms that streamline district operations and support data-driven decision-making. **PERFECT**
OPEN TO BOARD THOUGHTS

Policy & Compliance

- Policy Review & Modernization: Conduct a review of policies and procedures, aligning them with best practices and legal requirements. Timeline to be determined based on initial audit of policies. **OPPORTUNITY TO STANDARDIZE**
- HR Compliance: Audit and update job descriptions, hiring practices, and personnel policies to ensure compliance with Oregon employment law, workplace expectations, equal opportunity requirements, etc. **WHO WILL DO THE AUDIT? INTERNAL EXTERNAL**

Scope of Services

Executive Team Roles & Responsibilities

Applegate Fire District will provide executive leadership to Williams Fire District under this Intergovernmental Agreement (IGA), focusing on production-based outcomes. The following team members will carry primary and secondary responsibilities:

- Fire Chief: Responsible for personnel management, long-term planning, district budgets, board reporting, and policy direction. Acts as the primary executive leader and liaison between the two Boards of Directors.

- Deputy Chief of Operations: Responsible for planning and delivery of training programs, coordination of staffing models, and oversight of response planning to ensure effective operational readiness.
- Administration Chief (Secondary Support): Provides support for human resources administration, policy review and development, payroll, and records management, as needed, in coordination with Williams Fire District staff and Board.

EXCELLENT

Production-Based Service Model

The executive team’s efforts will be guided by outcomes, deliverables, and progress toward district goals.

Focus areas include:

- Meeting established performance benchmarks (training compliance, staffing coverage, and response readiness).
- Delivering timely reports and recommendations to the Williams Fire Board.
- Maintaining compliance with all applicable statutes, regulations, and district policies.
- Advancing long-term strategic priorities, including operational efficiency, financial stability, and community risk reduction.

EXCELLENT

PERFECT

PERFECT

Cost Structure & Financial Terms

Cost Structure

Williams Fire District will pay Applegate Fire District a flat monthly rate of five thousand dollars (\$5,000) for executive team services under an agreed upon IGA. This rate is designed to cover the Fire Chief, Deputy Chief of Operations, and Administration Chief workload described in the Scope of Services.

EXCELLENT COST % OF PERSONNEL SERVICES

Cost Review and Adjustments

The cost structure will be evaluated annually during the budget preparation process to ensure fairness, reflect changes in workload, and adjust for cost-of-living or wage adjustments as necessary. Any proposed changes will require mutual agreement by both Boards of Directors.

WRFPD NEED TO COMPROMISE ON EXPECTATIONS

Payment Terms

Williams Fire District will remit payment to Applegate Fire District on a quarterly basis, with invoices submitted at the beginning of each quarter and payable within 30 days.

OPEN TO INVOICE DETAILS

Governance & Term

Governance & Decision-Making

The Fire Chief provided by Applegate Fire District will work directly with both the Applegate and Williams Fire Boards to ensure alignment of priorities, coordination of administrative functions, and clear communication.

PERFECT

SOME JOINT MEETINGS??

- Authority: The Fire Chief will have full operational authority over Williams Fire District within the scope of this agreement, including decisions related to personnel management, staffing assignments, training programs, incident response planning, and day-to-day administration. **OPPORTUNITY TO DISCLOSE TO BOARD**
- Board Oversight: The Williams Fire Board retains policy-making authority, approval of the annual budget, and the power to set strategic priorities. The Fire Chief will implement these policies and priorities and ensure their execution. **PERFECT**
- Spending Authority: The Fire Chief will have spending authority within the approved Williams Fire District budget, allowing timely purchasing of goods, services, and equipment necessary for operations without requiring additional board approval. **FOR RECURRING AND OPERATIONAL REQUIREMENTS**
- Accountability: The Fire Chief is accountable to both Boards for reporting, transparency, and achievement of agreed-upon outcomes. However, disciplinary authority over the Fire Chief remains solely with the Applegate Fire District Board. **PERFECT**
- Collaboration: The Fire Chief will keep both Boards informed of major developments, bring forward recommendations for significant changes, and collaborate to resolve questions, concerns, or conflicts that may arise. **PLEASE AVOID BLIND SIDING BOARD**

Term & Renewal

This Intergovernmental Agreement (IGA) will have a term of five (5) years beginning on the effective date.

WHY 5 YEARS

- Renewal: The agreement may be renewed upon mutual agreement of both Boards of Directors.
- Review: The IGA and cost structure will be reviewed after the first six (6) months of implementation, and thereafter annually each January to evaluate performance, cost fairness, and operational effectiveness. **PERFECT**
- Termination: Either party may terminate this agreement with one hundred eighty (180) days written notice to the other party. **OK**

Performance & Reporting

Applegate Fire District will provide:

- Monthly Reports at Board Meetings, summarizing key activities, staffing updates, training completion, incidents of notes, and progress on strategic objectives.
- Annual Review of the IGA to evaluate effectiveness, identify opportunities for improvement, and recommend adjustments for the following year. **PERFECT**

WRFPD HOLD FORMAL GOAL SETTINGS PRIOR TO BUDGET

WRFPD BOARD TO RETAIN CURRENT INTERNAL CONTROL POLICY DOCUMENT

WRFPD BOARD TO BE ADVISED OF DISCIPLINARY AND TERMINATION OF WRFPD ACTIONS INVOLVING WRFPD EMPLOYEES AND VOLUNTEERS

Williams Fire Rescue
Board of Directors Agenda Item Explanatory Statement

Date: November 13, 2025

To: WFRPD Board of Directors

From: Nicco Holt

Agenda Subject: Parking area improvements

Overview of Agenda Subject:

Frank Ault with Josephine County Foundation (JCF) has confirmed he has \$40,000 available to help fund a \$50,000 paving project if the district will approve the additional \$10,000. The area to be paved is shown as areas #1 & #2 on the Paving Proposal document.

Agenda Subject Brief Background:

Our current asphalt area was paved in 2022 and the discussion at that time was to continue to improve our parking lot over time. Covering the described area with 4" asphalt over a compacted base would help alleviate some ongoing drainage/puddling issues, provide a better area for washing and testing hose and provide an area free of gravel and mud for some training evolutions.

The bids for paving the proposed areas are:

Moser Paving - \$49,017

Robco Inc. – \$49,125

Copeland Paving Inc. – Declined to bid

Recommendation- (The desired outcome of this Agenda Item discussion)

Approve up to \$10,000 towards parking area improvements with the JCF grant of \$40,000 covering the remainder of the \$50,000 project. With the approval of the district funding the project may move forward.

INTERGOVERNMENTAL AGREEMENT

Between Applegate Valley Fire District and Williams Fire District

For Shared Executive Services

CAN WE ADD ORS 478.250 AND 260?

SECTION 1. PURPOSE AND AUTHORITY

This Intergovernmental Agreement (IGA) is entered into pursuant to ORS 190.010, which authorizes public entities to cooperate in the performance of their respective functions and services. The purpose of this Agreement is to provide Shared Executive Services between Applegate Valley Fire District (“Applegate”) and Williams Fire District (“Williams”), ensuring professional administrative leadership, operational coordination, and organizational stability for both districts while maintaining each district’s independence and local governance.

perfect

SECTION 2. TERM

This Agreement shall take effect on January 1, 2026, or upon full execution by both Boards of Directors, whichever occurs later, and shall remain in effect for five (5) years unless terminated earlier in accordance with Section 10 of this Agreement.

perfect

SECTION 3. SCOPE OF SERVICES

Under this Agreement, Applegate will provide executive leadership services to Williams through the following positions:

- Fire Chief – Provides overall executive leadership, planning, budgeting, personnel management, and board coordination.
- Deputy Chief of Operations – Oversees training programs, staffing models, and operational readiness.
- Administration Chief – Provides administrative and compliance support including policy review and development, HR, payroll, and records management, in coordination with Williams Fire District staff and Board.

would be nice to do q&a on general details

perfect

The Applegate Executive Team shall perform the duties outlined in the Applegate–Williams Shared Executive Services Proposal, which is incorporated herein by reference as Exhibit A. The Executive Team’s efforts will follow a production-based service model focused on measurable outcomes, deliverables, and progress toward district goals as outlined in the proposal.

perfect

SECTION 4. COMPENSATION

Williams shall pay Applegate a flat monthly rate of five thousand dollars (\$5,000) for executive team services under this Agreement. This rate is designed to cover the Fire Chief, Deputy Chief of Operations, and Administration Chief workload described in the Scope of Services. Payments

perfect

shall be remitted quarterly, with invoices submitted at the beginning of each quarter and payable within 30 days.

SECTION 5. COST REVIEW AND ADJUSTMENTS

The cost structure shall be reviewed after the first six (6) months of implementation and annually thereafter during each district's budget preparation cycle to ensure fairness and reflect workload changes, cost-of-living adjustments, or other relevant factors. Any modification of the rate must be approved by both Boards of Directors through a written amendment to this Agreement.

perfect

SECTION 6. GOVERNANCE AND OVERSIGHT

- Operational Authority – The Fire Chief provided by Applegate shall have full operational authority over Williams Fire District within the scope of this Agreement, including personnel management, scheduling, and incident-readiness decisions.
- Board Oversight – The Williams Fire Board retains policy-making authority, approval of the annual budget, and the power to set strategic priorities. perfect
- Spending Authority – The Fire Chief shall have spending authority within the approved Williams Fire District budget, allowing timely purchasing of goods, services, and equipment necessary for operations without requiring additional board approval. stop gap limit?
- Accountability – The Fire Chief shall provide regular written reports to both Boards, including Monthly Reports, Quarterly Updates, and an Annual Review as outlined in Section 7.
- Disciplinary Authority – Disciplinary authority for the Fire Chief remains solely with the Applegate Board. SHOULD wrfpd
- Collaboration – Both Boards agree to maintain open communication, share relevant information, and cooperate to resolve questions or concerns in good faith. CONSULTED?
perfect

SECTION 7. REPORTING AND PERFORMANCE

Applegate will provide:

- Monthly Reports at Board Meetings, summarizing key activities, staffing updates, training completion, incidents of note, and progress on strategic objectives. perfect, keep current format?
- Annual Review of this Agreement to evaluate effectiveness, identify opportunities for improvement, and recommend adjustments for the following year.

SECTION 8. LIABILITY AND INSURANCE

Each District shall be responsible for the acts and omissions of its own officers, employees, and agents. Nothing in this Agreement shall be construed as waiving the limitations of the Oregon Tort Claims Act (ORS 30.260 – 30.300) or the rights and immunities provided under Oregon law. Both parties shall maintain appropriate insurance coverage, including liability, property, and workers' compensation, for their respective employees and operations. perfect

SECTION 9. INDEPENDENT CONTRACTORS

For all purposes of this Agreement, Applegate and its personnel shall be deemed independent contractors when performing services for Williams. No officer, employee, or agent of Applegate shall be considered an employee or agent of Williams by virtue of this Agreement. perfect

SECTION 10. TERMINATION

Either party may terminate this Agreement by providing one hundred eighty (180) days' written notice to the other. In the event of termination, Applegate shall submit a final accounting of services rendered, and Williams shall pay all outstanding obligations through the effective termination date. perfect

SECTION 11. AMENDMENTS

This Agreement may be amended only in writing and upon mutual approval of both Boards of Directors. ok

SECTION 12. ENTIRE AGREEMENT

This document, together with Exhibit A (the Applegate–Williams Shared Executive Services Proposal), constitutes the entire agreement between the parties. No oral or other agreements shall be binding unless reduced to writing and approved by both Boards. The Executive Team's efforts will follow a production-based service model focused on measurable outcomes, deliverables, and progress toward district goals as outlined in the proposal. details on what is production model

SECTION 13. EFFECTIVE DATE AND EXECUTION

This Agreement becomes effective upon approval and execution by both Boards of Directors.

SIGNATURES perfect

Williams Fire District

Board President

Date: _____

Applegate Fire District

Board President

Date: _____

**WRFPD – ANNUAL INTERNAL EXPENSE CONTROLS
FOR THE PERIOD 2025 -2026**

The Williams Rural Fire Protection District Internal Expense Controls to be adopted and followed during the 2025-2026 financial year.

Signature Authority, both check issuance and electronic payments - The authority to sign for disbursements is restricted to three board members. The three board members, by name at the organization’s financial firm, **Columbia Bank**, are Heather Glass, Bill Ertel, and Brian Barton. Expenditures over \$2,500.00 require two signatures.

Expenditure authorizations – All expenditures are reported by line item in monthly financial reports and approved by the WRFPD Board, in an open public session, and noted in approved board minutes.

Separation of Duties – The designated WRFPD Finance person prepares the issuance of check(s), direct deposit, or electronic disbursements from written or electronic invoices. After reviewing the supporting documentation, the disbursement is signed by one of the authorized board members (two signatures if over \$2,500.00). *The Fire Chief and the Board Chair review and acknowledge the expenditure. As noted above, the final step is review and approval by a quorum of the board members.*

Security – The Fire Station is secured by coded door access during non-business hours. The Fire Station provides an administrative office with space that is available for the handling and processing of disbursements, financial activities, and board records. The administrative office is locked during non-use hours. There are four keys. One of the keys is held by the Board. A key is secured in a locked key box in the operations-training office. A key is held by the chief. The fourth key is held by the finance person. Blank check stock is secured separately in the administrative office in a locked cabinet. The computer used for district finances is retained in the administrative office to include the QuickBooks software and is password protected. *The designated WRFPD finance person may take the computer with software off premise for work.* The QuickBooks data is backed up monthly and a copy delivered to the Brewster CPA office annually. The Fire Station building is protected by 16 CCTV cameras that utilize a record system with a memory of about two weeks

WRFPD Credit Cards – The District *uses four* credit cards. The name on the credit cards will be in the name of a board approved staff and or a board member of the district “WRFPD.” The monthly credit card invoice is sent to the district’s finance person, independent of the holder. One card is used for Operations and has a \$6,000 limit. The second card is used by the Fire Chief- Administration for monthly and recurring expenses (some vendor invoices are recurring) placed on this card. The card has a \$2000.00 limit. The third card (board member name) with a \$500.00 limit will be held in a locked cabinet. A fourth card is held by the districts fire marshal to support the chipper program with a \$500.00 limit. The Board reviews the charges on the cards during the monthly board meeting. Board members are afforded the opportunity to ask questions and request more detail. As noted above, the final step is review and approval by a quorum of the board members.

Non-Routine Operational Expenditures (Emergency) - From time to time an emergency may come up that is not in the course of routine business. In those cases, the Chief or designated WRFPD finance person must contact the Chair or Treasurer or another board member, in their absence, and get verbal approval

**WRFPD – ANNUAL INTERNAL EXPENSE CONTROLS
FOR THE PERIOD 2025 -2026**

to make the purchase/expenditure which is ratified at the next board meeting. For example, our heat pump failed mid-month, and this process was used to have the system replaced quickly. The threshold for activating this process is \$500.00.

Bank Reconciliation – The bank statements are reconciled each month by a board member and the WRFPD clerk/accountant.

Financial Statements – Every month, financial statements are to be reviewed by the Fire Chief and the Board Chairperson or designated board member, for accuracy and will be acknowledged as reviewed by signature or initials on each financial statement cover page. The district treasurer is responsible for oversight.

Safe Deposit Box – Access requires an authorized board member or a board member person, be designated by name, at the organization financial firm, Umpqua Bank in south Grants Pass. The authorized board members are David Applegate and Bill Ertel. There are two keys. One key is kept locked with the designated WRFPD finance person. The other key is in a lock box that must be accessed by a department officer. The key can only be used in conjunction with a banker at the bank location who records access by eligible members, who present/verify identity via picture ID.

Gifts and Gift Cards – The individual limit is \$50.00 with advance Board Approval.

Author: B. Ertel, WRFPD Board Treasurer

Approved by WRFPD Board on 202509XX

Heather Glass, Chair

INTERGOVERNMENTAL AGREEMENT

Between Applegate Valley Fire District and Williams Fire District

For Shared Executive Services

SECTION 1. PURPOSE AND AUTHORITY

This Intergovernmental Agreement (IGA) is entered into pursuant to ORS 190.010, which authorizes public entities to cooperate in the performance of their respective functions and services. The purpose of this Agreement is to provide Shared Executive Services between Applegate Valley Fire District (“Applegate”) and Williams Fire District (“Williams”), ensuring professional administrative leadership, operational coordination, and organizational stability for both districts while maintaining each district’s independence and local governance.

SECTION 2. TERM

This Agreement shall take effect on January 1, 2026, or upon full execution by both Boards of Directors, whichever occurs later, and shall remain in effect for five (5) years unless terminated earlier in accordance with Section 10 of this Agreement.

SECTION 3. SCOPE OF SERVICES

Under this Agreement, Applegate will provide executive leadership services to Williams through the following positions:

- Fire Chief – Provides overall executive leadership, planning, budgeting, personnel management, and board coordination.
- Deputy Chief of Operations – Oversees training programs, staffing models, and operational readiness.
- Administration Chief – Provides administrative and compliance support including policy review and development, HR, payroll, and records management, in coordination with Williams Fire District staff and Board.

The Applegate Executive Team shall perform the duties outlined in the Applegate–Williams Shared Executive Services Proposal, which is incorporated herein by reference as Exhibit A. The Executive Team’s efforts will follow a production-based service model focused on measurable outcomes, deliverables, and progress toward district goals as outlined in the proposal.

SECTION 4. COMPENSATION

Williams shall pay Applegate a flat monthly rate of five thousand dollars (\$5,000) for executive team services under this Agreement. This rate is designed to cover the Fire Chief, Deputy Chief of Operations, and Administration Chief workload described in the Scope of Services. Payments

shall be remitted quarterly, with invoices submitted at the beginning of each quarter and payable within 30 days.

SECTION 5. COST REVIEW AND ADJUSTMENTS

The cost structure shall be reviewed after the first six (6) months of implementation and annually thereafter during each district's budget preparation cycle to ensure fairness and reflect workload changes, cost-of-living adjustments, or other relevant factors. Any modification of the rate must be approved by both Boards of Directors through a written amendment to this Agreement.

SECTION 6. GOVERNANCE AND OVERSIGHT

- Operational Authority – The Fire Chief provided by Applegate shall have full operational authority over Williams Fire District within the scope of this Agreement, including personnel management, scheduling, and incident-readiness decisions.
- Board Oversight – The Williams Fire Board retains policy-making authority, approval of the annual budget, and the power to set strategic priorities.
- Spending Authority – The Fire Chief shall have spending authority within the approved Williams Fire District budget, allowing timely purchasing of goods, services, and equipment necessary for operations without requiring additional board approval.
- Accountability – The Fire Chief shall provide regular written reports to both Boards, including Monthly Reports, Quarterly Updates, and an Annual Review as outlined in Section 7.
- Disciplinary Authority – Disciplinary authority for the Fire Chief remains solely with the Applegate Board.
- Collaboration – Both Boards agree to maintain open communication, share relevant information, and cooperate to resolve questions or concerns in good faith.

SECTION 7. REPORTING AND PERFORMANCE

Applegate will provide:

- Monthly Reports at Board Meetings, summarizing key activities, staffing updates, training completion, incidents of note, and progress on strategic objectives.
- Annual Review of this Agreement to evaluate effectiveness, identify opportunities for improvement, and recommend adjustments for the following year.

SECTION 8. LIABILITY AND INSURANCE

Each District shall be responsible for the acts and omissions of its own officers, employees, and agents. Nothing in this Agreement shall be construed as waiving the limitations of the Oregon Tort Claims Act (ORS 30.260 – 30.300) or the rights and immunities provided under Oregon law. Both parties shall maintain appropriate insurance coverage, including liability, property, and workers' compensation, for their respective employees and operations.

SECTION 9. INDEPENDENT CONTRACTORS

For all purposes of this Agreement, Applegate and its personnel shall be deemed independent contractors when performing services for Williams. No officer, employee, or agent of Applegate shall be considered an employee or agent of Williams by virtue of this Agreement.

SECTION 10. TERMINATION

Either party may terminate this Agreement by providing one hundred eighty (180) days' written notice to the other. In the event of termination, Applegate shall submit a final accounting of services rendered, and Williams shall pay all outstanding obligations through the effective termination date.

SECTION 11. AMENDMENTS

This Agreement may be amended only in writing and upon mutual approval of both Boards of Directors.

SECTION 12. ENTIRE AGREEMENT

This document, together with Exhibit A (the Applegate–Williams Shared Executive Services Proposal), constitutes the entire agreement between the parties. No oral or other agreements shall be binding unless reduced to writing and approved by both Boards. The Executive Team's efforts will follow a production-based service model focused on measurable outcomes, deliverables, and progress toward district goals as outlined in the proposal.

SECTION 13. EFFECTIVE DATE AND EXECUTION

This Agreement becomes effective upon approval and execution by both Boards of Directors.

SIGNATURES

Williams Fire District

Board President

Date: _____

Applegate Fire District

Board President

Date: _____

Applegate–Williams Shared Executive Services Proposal

Presented to the Boards of Directors

Prepared by Fire Chief Chris Wolfard

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Applegate–Williams Shared Executive Services Proposal

Introduction & Purpose

Williams Fire District is approaching a pivotal moment in its history. The district has been operating without a dedicated Fire Chief and Office Administrator for some time, which has limited its ability to maintain consistent leadership and administrative support. In addition, several of its current staff positions are funded through time-limited grants that will expire at the end of the current budget year. Without careful planning, this could place considerable strain on the district's ability to sustain its essential services.

This proposal presents a Shared Executive Services model between Applegate Fire District and Williams Fire District. It is important to be clear: this is not a merger. Williams Fire District will maintain its independence, identity, and governance. The intent of this agreement is to provide stability, continuity, and experienced executive leadership while allowing Williams Fire District to remain a community-driven, locally governed organization.

This combined Strategic Priorities and Executive Leadership Proposal provides a roadmap to:

- Restructure the operational organization to ensure core services are maintained.
- Create financial efficiencies that will stabilize the district for the long term.
- Prepare for renewal of the district's five-year levy on the November 2026 ballot.
- Position the district for success in meeting staffing, compliance, and community expectations.

Strategic Priority Areas

Financial Stability, Levy Renewal & Funding

- **Levy Renewal Planning:** Develop a timeline and public information strategy for the November 2026 levy renewal.
- **Annual Budget Development:** Prepare annual budgets in compliance with Oregon Local Budget Law (ORS 294), hold budget committee meetings, and monitor revenues and expenditures.
- **Grant Pursuit & Administration:** Aggressively identify and pursue grants for staffing, equipment, training, and other program areas. Administer grants in compliance with requirements to maximize funds and preserve future eligibility.

Staffing & Service Delivery

- **Restructuring Operations & Transition to 24-Hour Coverage:** Review and restructure the staffing model to adapt to the loss of expiring grant funding and develop a phased plan to

achieve 24/7 coverage at the Williams Fire Station. This restructuring will ensure critical operations are maintained within available revenue while improving service reliability.

- Student Program Development: Create and implement a student firefighter program to provide staffing depth and develop a future workforce for Williams Fire District.
- Recruitment & Retention: Strengthen volunteer and paid pipelines, develop mentorship opportunities, and create clear advancement pathways.
- Training & Certification Compliance: Conduct an audit of all Williams Fire District personnel certifications, identify gaps in recommended certifications, and implement a plan to bring all personnel up to desired standards.

Community Identity & Engagement

- Maintain Local Identity: Ensure Williams Fire District continues to reflect and represent its community, even under shared administrative leadership.
- Continue Strong Community Engagement: Build on Williams Fire District's history of public outreach through meetings, events, and consistent communication with residents.

Technology & Operational Efficiency

- Adopt and Implement Technology: Identify, acquire, and implement technology solutions that improve operational effectiveness and administrative efficiency. Examples include incident reporting software, scheduling tools, records management systems, and communication platforms that streamline district operations and support data-driven decision-making.

Policy & Compliance

- Policy Review & Modernization: Conduct a review of policies and procedures, aligning them with best practices and legal requirements. Timeline to be determined based on initial audit of policies.
- HR Compliance: Audit and update job descriptions, hiring practices, and personnel policies to ensure compliance with Oregon employment law, workplace expectations, equal opportunity requirements, etc.

Scope of Services

Executive Team Roles & Responsibilities

Applegate Fire District will provide executive leadership to Williams Fire District under this Intergovernmental Agreement (IGA), focusing on production-based outcomes. The following team members will carry primary and secondary responsibilities:

- Fire Chief: Responsible for personnel management, long-term planning, district budgets, board reporting, and policy direction. Acts as the primary executive leader and liaison between the two Boards of Directors.

- Deputy Chief of Operations: Responsible for planning and delivery of training programs, coordination of staffing models, and oversight of response planning to ensure effective operational readiness.
- Administration Chief (Secondary Support): Provides support for human resources administration, policy review and development, payroll, and records management, as needed, in coordination with Williams Fire District staff and Board.

Production-Based Service Model

The executive team's efforts will be guided by outcomes, deliverables, and progress toward district goals.

Focus areas include:

- Meeting established performance benchmarks (training compliance, staffing coverage, and response readiness).
- Delivering timely reports and recommendations to the Williams Fire Board.
- Maintaining compliance with all applicable statutes, regulations, and district policies.
- Advancing long-term strategic priorities, including operational efficiency, financial stability, and community risk reduction.

Cost Structure & Financial Terms

Cost Structure

Williams Fire District will pay Applegate Fire District a flat monthly rate of five thousand dollars (\$5,000) for executive team services under an agreed upon IGA. This rate is designed to cover the Fire Chief, Deputy Chief of Operations, and Administration Chief workload described in the Scope of Services.

Cost Review and Adjustments

The cost structure will be evaluated annually during the budget preparation process to ensure fairness, reflect changes in workload, and adjust for cost-of-living or wage adjustments as necessary. Any proposed changes will require mutual agreement by both Boards of Directors.

Payment Terms

Williams Fire District will remit payment to Applegate Fire District on a quarterly basis, with invoices submitted at the beginning of each quarter and payable within 30 days.

Governance & Term

Governance & Decision-Making

The Fire Chief provided by Applegate Fire District will work directly with both the Applegate and Williams Fire Boards to ensure alignment of priorities, coordination of administrative functions, and clear communication.

- **Authority:** The Fire Chief will have full operational authority over Williams Fire District within the scope of this agreement, including decisions related to personnel management, staffing assignments, training programs, incident response planning, and day-to-day administration.
- **Board Oversight:** The Williams Fire Board retains policy-making authority, approval of the annual budget, and the power to set strategic priorities. The Fire Chief will implement these policies and priorities and ensure their execution.
- **Spending Authority:** The Fire Chief will have spending authority within the approved Williams Fire District budget, allowing timely purchasing of goods, services, and equipment necessary for operations without requiring additional board approval.
- **Accountability:** The Fire Chief is accountable to both Boards for reporting, transparency, and achievement of agreed-upon outcomes. However, disciplinary authority over the Fire Chief remains solely with the Applegate Fire District Board.
- **Collaboration:** The Fire Chief will keep both Boards informed of major developments, bring forward recommendations for significant changes, and collaborate to resolve questions, concerns, or conflicts that may arise.

Term & Renewal

This Intergovernmental Agreement (IGA) will have a term of five (5) years beginning on the effective date.

- **Renewal:** The agreement may be renewed upon mutual agreement of both Boards of Directors.
- **Review:** The IGA and cost structure will be reviewed after the first six (6) months of implementation, and thereafter annually each January to evaluate performance, cost fairness, and operational effectiveness.
- **Termination:** Either party may terminate this agreement with one hundred eighty (180) days written notice to the other party.

Performance & Reporting

Applegate Fire District will provide:

- **Monthly Reports at Board Meetings,** summarizing key activities, staffing updates, training completion, incidents of note, and progress on strategic objectives.
- **Annual Review of the IGA** to evaluate effectiveness, identify opportunities for improvement, and recommend adjustments for the following year.

LEGISLATIVE AUTHORITY FOR SPECIAL DISTRICTS

ORS 478.250

Meetings and officers of board

The power and authority given to the district, except as otherwise provided, is vested in and shall be exercised by a board of five directors. Except as provided by subsection (3) of this section, the term of director is four years.

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(3) The board shall transact all business pertinent to the establishment, equipment and maintenance of the district and its properties.

ORS 478.260

Fire chief

Under the direction of the board, the fire chief shall be responsible for the conduct of the fire department.

The district board shall select a fire chief qualified by actual experience as a firefighter and person who is trained in fire prevention, or otherwise, and assistants, volunteer or otherwise, and fix their compensation. The fire chief shall be responsible for the equipment and properties of the district. Under the direction of the board, the fire chief shall be responsible for the conduct of the fire department.

I-FC Holt, This is a very exciting opportunity and thanks for the good leg work. Nice presentation documents. Good idea about protecting the drain field. We should seize this opportunity. I just have some questions to fill in my interest:

- What is the load capacity (Vehicles) for 4 inch asphalt?
- Do we have a schematic of the water drainage from the surface area? Do we need to improve the drain field around the perimeter of the surface area?
- Do we need a permit to asphalt a parking area. I hope not.
- How certain the application will not have sinkage areas that will cause puddling over time?
- What is the life time of the application?
- Will we need to budget for resurfacing in out years?
- Will the contractor provide a warranty of the work?
- How soon can the contractor start?
- The Unknown

Appreciate your kind consideration to my interest. None of them would probably be a deal-breaker.

RESOLUTION 2025/2026-1
RECEIPT OF APPLIANCE FOR GREEN HEAT GRANT

WHEREAS, the Board of Directors of Williams Rural Fire Protection District has received:

- \$20,932.00 from the Appliance for Green Heat to support startup and operational costs of The Firewood Bank

THEREFORE, IT IS HEREBY RESOLVED, by the Board of Directors of the Williams Rural Fire Protection District, to receive and allocate \$20,932 into the budget in the following line items for fiscal year 2025/2026:

<u>General Fund</u>	<u>Existing</u>	<u>Change</u>	<u>Adjusted</u>
Resources	\$1,062,400	\$ 20,932	\$1,083,332
➤ Grants	\$ 155,000	\$ 20,932	\$175,932
Materials and Services	\$281,300	\$ 20,932	\$302,232
➤ Grant Expenditures	\$ 0	\$ 20,932	\$ 20,932
○ Firewood Grant			

ADOPTED by the Board of Directors of the Williams Rural Fire Protection District on this 11th day of November 2025.

Board President

Board Secretary

Ayes

Nays

Abstain/Absent

WILLIAMS R F P D
Disbursement Voucher

	Type	Date	Name	Memo	Account	Paid Amount
Oct 25	Credit Card Charge	10/01/2025	Better Choice Costumes	Kid Helmets	1000 Fire Prevention	242.23
	Credit Card Charge	10/01/2025	Grocery Outlet		Kitchen	306.07
	Credit Card Charge	10/02/2025	O'Reilly Auto Parts	Battery	2017 Durango	233.99
	Paycheck	10/03/2025	Martell, Ashley		Community Relations - Admin Aid	1,147.50
	Paycheck	10/03/2025	Martell, Ashley		Payroll Liabilities	128.15
	Paycheck	10/03/2025	Holt {Interim Chief}, *Nicolas G	Direct Deposit	5100 · Fire Chief	2,832.50
	Paycheck	10/03/2025	Holt {Interim Chief}, *Nicolas G	Direct Deposit	5600 · Training Officer	2,832.50
	Paycheck	10/03/2025	Holt {Interim Chief}, *Nicolas G	Direct Deposit	OSFM Seasonal Grant	1,240.70
	Paycheck	10/03/2025	Holt {Interim Chief}, *Nicolas G	Direct Deposit	5500 · Duty Officer	960.00
	Paycheck	10/03/2025	Holt {Interim Chief}, *Nicolas G	Direct Deposit	Insurance Benefits	-1,243.00
	Paycheck	10/03/2025	Holt {Interim Chief}, *Nicolas G	Direct Deposit	Payroll Liabilities	515.26
	Paycheck	10/03/2025	Brian {Upstaffing PT}, **Benjamin	Direct Deposit	OSFM Seasonal Grant	471.75
	Paycheck	10/03/2025	Brian {Upstaffing PT}, **Benjamin	Direct Deposit	Payroll Liabilities	52.70
	Paycheck	10/03/2025	Dunlap {Upstaffing FT}, **Elizabeth	Direct Deposit	OSFM Seasonal Grant	1,687.25
	Paycheck	10/03/2025	Dunlap {Upstaffing FT}, **Elizabeth	Direct Deposit	Payroll Liabilities	188.43
	Paycheck	10/03/2025	Stevens, Jason M	Direct Deposit	4300 · Seasonal Hires-Misc Work	578.00
	Paycheck	10/03/2025	Stevens, Jason M	Direct Deposit	Payroll Liabilities	58.09
	Paycheck	10/03/2025	Williams {Upstaffing FT}, **Jasmine	Direct Deposit	OSFM Seasonal Grant	231.20
	Paycheck	10/03/2025	Williams {Upstaffing FT}, **Jasmine	Direct Deposit	Payroll Liabilities	25.82
	Paycheck	10/03/2025	Sundell {Lieutenant}, *Oskar D.	Direct Deposit	5400 · Lieutenant of Operations	4,052.58
	Paycheck	10/03/2025	Sundell {Lieutenant}, *Oskar D.	Direct Deposit	OSFM Seasonal Grant	1,928.85
	Paycheck	10/03/2025	Sundell {Lieutenant}, *Oskar D.	Direct Deposit	5500 · Duty Officer	600.00
	Paycheck	10/03/2025	Sundell {Lieutenant}, *Oskar D.	Direct Deposit	5500 · Duty Officer	520.00
	Paycheck	10/03/2025	Sundell {Lieutenant}, *Oskar D.	Direct Deposit	Insurance Benefits	-232.00
	Paycheck	10/03/2025	Sundell {Lieutenant}, *Oskar D.	Direct Deposit	Payroll Liabilities	952.10
	Paycheck	10/03/2025	Scaroni {Fire Prevention}, *Jon	Direct Deposit	OSFM Fire Prevention Officer	3,462.03
	Paycheck	10/03/2025	Scaroni {Fire Prevention}, *Jon	Direct Deposit	OSFM Seasonal Grant	1,309.16
	Paycheck	10/03/2025	Scaroni {Fire Prevention}, *Jon	Direct Deposit	Payroll Liabilities	487.55
	Paycheck	10/03/2025	Brennan {Capacity FF}, *Devin N	Direct Deposit	OSFM Firefighter	3,332.68
	Paycheck	10/03/2025	Brennan {Capacity FF}, *Devin N	Direct Deposit	OSFM Seasonal Grant	2,543.88
	Paycheck	10/03/2025	Brennan {Capacity FF}, *Devin N	Direct Deposit	Insurance Benefits	-232.00
	Paycheck	10/03/2025	Brennan {Capacity FF}, *Devin N	Direct Deposit	Payroll Liabilities	694.68
	Credit Card Charge	10/03/2025	eLearning American Heart Association	CPR Instructor	1800 Training	42.65
	Credit Card Charge	10/06/2025	Pearson	EMR Book	Books	248.64
	Bill	10/06/2025	ZiPLY Fiber		Telephone Expense	247.81
	Bill	10/06/2025	ZiPLY Fiber		Special Circuit	90.47
	Credit Card Charge	10/07/2025	uAttend Time Clock		2500 · Associated Personnel Expense:	27.00
	Bill	10/08/2025	US Cellular		Department Cell Phone	187.36
	Bill	10/08/2025	US Cellular		Vehicle	74.37
	Credit Card Charge	10/08/2025	4statetrucks.com	Turn Switch	8763 · 8763 Type 3 Wildland Engine	121.97
	Credit Card Charge	10/08/2025	Starlink		Internet Expense	120.00
	Credit Card Charge	10/08/2025	Amazon.com	Button Switch Caps	0100 Apparatus Maintenance	6.99

WILLIAMS R F P D
Disbursement Voucher

Type	Date	Name	Memo	Account	Paid Amount
Credit Card Charge	10/09/2025	Williams Country Store	Chipper	1200 Fuel	19.25
Credit Card Charge	10/10/2025	Southern Oregon Sanitation		Garbage Expense	71.05
Credit Card Charge	10/11/2025	Albertsons	Cups	Kitchen	8.58
Credit Card Charge	10/12/2025	Zoom Video Communications		0400 Dues & Fees	26.99
Credit Card Charge	10/16/2025	Amazon.com	Squirrel Repellent	Grounds Maintenance	26.99
Credit Card Charge	10/18/2025	Amazon.com	Thumb Drives, Surge Protector	1500 Office Supplies	84.74
Credit Card Charge	10/18/2025	InstaInk		Ink	15.99
Bill	10/20/2025	Special Districts Insurance Services		Insurance Benefits	6,832.00
Bill	10/20/2025	Fields Home Imprvmt Cntr	Wasp Spray, Cleaning Supplies	0200 Building Maintenance	102.95
Bill	10/20/2025	Applegate Valley Fire District		1450 · Professional Fees/Consultants	1,902.62
Bill	10/20/2025	Richard W. Brewster, CPA	Annual Audit	1400 Accountant's Annual Review	16,750.00
Credit Card Charge	10/20/2025	Secretary of State	Audit Filing Fee	0400 Dues & Fees	300.00
Bill	10/20/2025	Local Government Law Group, P.C.		Consultant Fees	120.00
Credit Card Charge	10/20/2025	Bound Tree Medical		0600 EMS Supplies	26.04
Credit Card Charge	10/22/2025	Sierra Springs - Mt. Shasta Spring Water		Kitchen	78.26
Credit Card Charge	10/22/2025	InstaInk		Ink	31.99
Credit Card Charge	10/24/2025	Amazon.com	Tool Box	Firewood Grant	2,298.49
Credit Card Charge	10/24/2025	Amazon.com	Carport	Firewood Grant	2,587.87
Credit Card Charge	10/26/2025	Amazon.com	Paper Towels	Kitchen	7.52
Credit Card Charge	10/27/2025	Fire Department Clothing	Beanies	2300 Uniforms	176.32
Credit Card Charge	10/30/2025	Amazon.com	Fire Extinguisher	0900 Fire Equipment/Supplies	39.98
					64,583.54

Oct 25

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

**BALANCE SHEET
October 31, 2025**

	ACCT.#	9/30/2025	DEPOSITS	WITHDRAWS	10/31/2025	
UMPQUA BANK		53,978.07	53,827.69	57,008.03	50,797.73	
GENERAL POOL ACCOUNT		386,032.52	3,428.73	30,000.00	359,461.25	
TOTAL CHECKING/SAVINGS		440,010.59	57,256.42	87,008.03	410,258.98	
TOTAL ASSETS						410,258.98
LIABILITIES						
CREDIT CARDS PAYABLE					7,280.49	
PAYROLL WITHHOLDING					-3113.54	
PAYROLL LIABILITES					4,746.83	
TOTAL LIABILITIES					8,913.78	
EQUITY						
GENERAL FUND					353,931.71	
CAPITAL PROJECTS FUND					210,245.00	
Net Income					-162,831.51	
TOTAL EQUITY					401,345.20	
TOTAL LIABILITIES & EQUITY						410,258.98

**STATEMENT OF REVENUE AND EXPENDITURES
BUDGET VERSUS ACTUAL COMPARISON
33% OF THE BUDGET YEAR IS OVER
5% OF THE BUDGETED REVENUE HAS BEEN RECEIVED
19% OF THE BUDGET HAS BEEN SPENT
October 31, 2025**

RESOURCES	Account Number	Annual Budget	Current Month	Year To Date	% of Budget	Remaining Balance
Current Tax		246,000.00	0.00	0.00	0.00	246,000.00
Prior Year Tax		4,500.00	1,189.30	6,158.69	6158.69	-1,658.69
Local Option Current Tax		152,000.00	0.00	0.00	0.00	152,000.00
Local Option Prior Year Tax		2,500.00	732.11	3,792.28	3792.28	-1,292.28
Total Taxes		405,000.00	1,921.41	9,950.97	2.46	395,049.03
Beginning Fund Balance		470,000.00		554,284.94	117.93	-84,284.94
Interest Earned		10,000.00	1,507.63	6,945.79	69.46	3,054.21
Donations		2,000.00	1,290.00	6,290.00	6,290.00	-4,290.00
Grants		155,000.00	20,932.00	20,932.00	13.50	134,068.00
Mobile Home Rental		16,800.00	1,400.00	7,000.00	41.67	9,800.00
Mobile Power		0.00	205.38	1,111.84	1,111.84	-1,111.84
RV Space Rental		3,600.00	0.00	300.00	8.33	3,300.00
Total Other Resources		657,400.00	25,335.01	42,579.63	6.48	57,235.43
TOTAL RESOURCES		1,062,400.00	27,256.42	52,530.60	4.94	452,284.46

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

GENERAL FUND

	Account Number	Annual Budget	Current Month	Year To Date	% Of Budget	Remaining Balance
PERSONNEL SERVICES						
Fire Chief		80,000.00	2,832.50	11,330.00	14.16	68,670.00
Office Administrator		35,000.00	0.00	0.00	0.00	35,000.00
Community Relations - Admin Aid		18,000.00	1,147.50	4,221.00	23.45	13,779.00
Training Officer		53,000.00	2,832.50	11,330.00	21.38	41,670.00
Operations Officer		50,000.00	4,052.58	16,210.32	32.42	33,789.68
Duty Officer Stipend		26,000.00	2,080.00	8,990.00	34.58	17,010.00
OSFM Fire Marshal		42,500.00	3,462.03	14,213.52	33.44	28,286.48
OSFM Firefighter		42,500.00	3,332.68	14,928.05	35.12	27,571.95
CWRR Chipper Personnel		25,000.00	0.00	459.00	1.84	24,541.00
OSFM Upstaffing		35,000.00	0.00	14,141.09	40.40	20,858.91
Seasonal Hires		10,000.00	9,990.79	10,228.79	102.29	-228.79
Volunteer Nominal Qtr Points		12,000.00	0.00	2,999.48	25.00	9,000.52
Insurance Package		80,000.00	5,125.00	20,646.00	25.81	59,354.00
Payroll Liabilities		30,000.00	3,102.78	11,694.65	38.98	18,305.35
Workers' Compensation		13,000.00	0.00	18,953.02	145.79	-5,953.02
Accidental Death & Dismemberment		4,000.00	0.00	0.00	0.00	4,000.00
Bonus Pay		10,000.00	0.00	0.00	0.00	10,000.00
Conflag/Deployment		5,000.00	0.00	0.00	0.00	5,000.00
TOTAL PERSONNEL SERVICES		571,000.00	37,958.36	160,344.92	28.08	410,655.08

	Account Number	Annual Budget	Current Month	Year To Date	% Of Budget	Remaining Balance
MATERIAL & SERVICES						
Apparatus Maintenance		25,000.00	362.95	4,897.43	19.59	20,102.57
Building Maintenance		10,000.00	129.94	1,219.52	12.20	8,780.48
Communications		10,000.00	164.84	1,865.29	18.65	8,134.71
Dues & Fees		6,000.00	326.99	1,840.47	30.67	4,159.53
Elections		1,300.00	0.00	702.11	54.01	597.89
EMS Supplies		3,000.00	0.00	400.64	13.35	2,599.36
Fire Equipment/Supplies		10,000.00	39.98	327.43	3.27	9,672.57
Fire Prevention		15,000.00	242.23	242.23	1.61	14,757.77
Fuel		20,000.00	19.25	4,517.46	22.59	15,482.54
Liability Insurance		30,000.00	0.00	628.00	2.09	29,372.00
Legal & Accounting		16,000.00	16,750.00	16,750.00	104.69	-750.00
Consulting Fees		18,000.00	2,022.62	4,011.85	22.29	13,988.15
Miscellaneous		7,000.00	400.43	1,209.25	17.28	5,790.75
Office Supplies		4,000.00	132.72	418.69	10.47	515.22
Personal Protective Equipment		24,000.00	0.00	928.94	3.87	23,071.06
Small Equipment Maintenance		5,000.00	26.04	411.04	8.22	4,588.96
Training		10,000.00	291.29	991.24	9.91	9,008.76
Travel		2,000.00	0.00	584.82	29.24	1,415.18
Uniforms		2,000.00	176.32	185.82	9.29	1,814.18
Utilities		20,000.00	626.22	5,012.44	25.06	14,987.56
Associated Personnel Cost		10,000.00	27.00	1,081.00	10.81	8,919.00
Fees Contracting Work		33,000.00	0.00	0.00	0.00	33,000.00
Grant Expenditures		20,932.00	4,886.36	4,886.36	23.34	16,045.64
TOTAL MATERIALS & SERVICES		302,232.00	26,625.18	48,225.67	15.96	254,006.33

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

GENERAL FUND

	Account Number	Annual Budget	Current Month	Year To Date	% Of Budget	Remaining Balance
CAPITAL OUTLAY						
Apparatus & Equipment		10,000.00	0.00	0.00	0.00	10,000.00
Building Improvements		40,000.00	0.00	0.00	0.00	40,000.00
District Building Improvements			0.00	0.00		
Mobile Improvement			0.00	0.00		
Capital Outlay - Other		10,000.00	0.00	0.00	0.00	10,000.00
TOTAL CAPITAL OUTLAY		60,000.00	0.00	0.00	0.00	60,000.00
Contingency		20,000.00	0.00	0.00	0.00	20,000.00
Unappropriated Ending Balance		130,100.00	0.00	0.00	0.00	130,100.00
TOTAL REQUIREMENTS		1,083,332.00	64,583.54	208,570.59	19.25	874,761.41
TOTAL RESOURCES			27,256.42	52,530.60		
TOTAL REQUIREMENTS			-64,583.54	-208,570.59		
ENDING FUND BALANCE			-37,327.12	-156,039.99		
Beginning Fund Balance		567,177.00	6/30/2025			
Excess Rev/Exp		-156,039.99				
Ending Fund Balance		411,137.01				