

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

Call to Order: 10:01am

**Roll Call:**

**Board Members Present**

Position 1 – Heather Glass

Position 2 – Brian Barton

Position 3 – Claudia Pratt

Position 4 – Bill Ertel

Position 5 – David Applegate

**Williams Staff Present**

Interim Fire Chief – Nicco Holt

Fire Marshall- Jon Scaroni

FF – Devin Brennen

Lieutenant- Oskar Sundell

Community Coordinator- Ash Martell

FF- Jesse Johnstone

**Public Presence:**

Chief Wolfard Applegate

Deputy Chief David M

Finance- Tallie Jackson

**Zoom Attendees:**

IV Chief- John Holmes

Support Group- Allison Cleveland

**Announcements:**

Fundraiser for Mark Fitzpatrick.

**Approval of Prior Board Meeting Minutes:**

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

Claudia Pratt.

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

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

➤ The motion was approved 5 ayes.

---

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

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

➤ The motion was approved 5 ayes.

---

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

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

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

**Operations Report – Lt. Sundell:**

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

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

**District Fire Marshal Report:**

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

**Community Relations Coordinator Report:**

The report was handed out at the meeting for review.

**Chair's Report**

Nothing to Report

**Firefighter Input**

Devin stated they did get a bank account opened up.

**Unfinished Business:**

Five Year Plan: Still working on this.

**Fire Chief Update:**

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

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

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

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

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

Discussion: none

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

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

### **Credit Cards:**

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

### **Internal Controls**

Claudia would like to see the following changes:

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

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

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

### **Motion and Vote**

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

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

**Board Positions:**

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

Discussion:

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

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

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

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

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

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

Bill Ertel – Aye

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

**Treasurer's Report:**

Treasurer reports were reviewed by the board members. Any questions about revenue and expenses for the previous month's expenses previously distributed electronically were discussed. Items of review in the financial reports included spending on district credit cards, payroll, regular monthly bills, employee benefits package, station maintenance/repairs items, donations, grants, and reimbursements.

Each of the reports reviewed included:

- District credit cards
- The Umpqua Bank Account
- Profit and Loss Statements
- LGIP Account
- Modular and RV Report
- OSFM Upstaffing Report

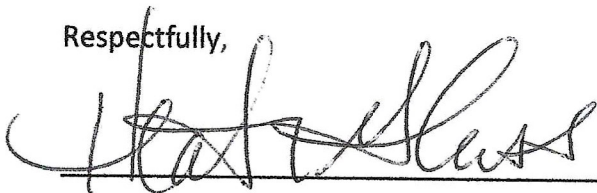
Discussion: There were inquiries about transactions, reports, and discussions. Nicco and Tallie were able to provide answers.

**Public/Volunteer Input**

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

Meeting Adjourned: 11:36am

Respectfully,

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

Heather Glass, Board Chairperson