

**WILLIAMS RURAL FIRE PROTECTION DISTRICT**  
**Special Board Meeting Minutes**  
**November 22, 2024**

Call to Order: 1:32pm

**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**

IFire Chief – Nicco Holt

Fire Marshall- Jon Scaroni

FF – Devin Brennen

Lieutenant- Oskar Sundell

Community Coordinator- Ash Martell

FF- Jasmine Williams

**Public Presence:**

None

**Zoom Attendees:**

Chief Wolfard Applegate

Support Group- Alison Cleveland

**Announcements:**

None

**Internal Controls**

Nicco and Bill worked on the internal controls.

- A motion was made by Bill Ertel to approve the Internal Controls document as presented. The motion was seconded by Heather Glass.

Discussion: Claudia would like to see the following changes.

- Separation of Duties -should have treasurer and not chair for review of financials.
- Security- doesn't believe a board member needs a key to the office. If a board member has a key, it should be documented who has the key.
- Credit Cards-Should list the name of who has the credit cards
- Financial statements- should be reviewed by the treasurer not the chair
- Safe Deposit box- Needs an address attached to the Umpqua bank.

- ✚ Heather Glass -Aye
- ✚ Brian Barton – Aye
- ✚ Claudia Pratt –Abstain  
due to issues she  
wants put in.
- ✚ Bill Ertel – Aye
- ✚ David Applegate – Aye

- The motion was approved 4 ayes, 1 abstain (17 minutes)
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**Fire Chief Hiring Process:**

Discussion regarding salary and hours was had and debated. It was decided to leave the hours and salary the same. We agreed to change the wording on the residency to live within 30 minutes' drive time of the station. We decided to eliminate the EFO under desired. Change to Oregon license for EMT and paramedic instead of National

- A motion was made by Heather to approve the position description with changes noted. The motion was seconded by David.

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

- The motion was approved unanimously, (58 minutes)
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- A motion was made by Heather to start the chief process over and anyone previously applied needs to reapply. Gordon will notify the applicants that the position is open again. The motion was seconded by David.

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

- The motion was approved unanimously, (1 hour and 6 minutes)
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Some discussion was had about keeping the panel process for interviews or changing. It was decided to see how many applicants we get before deciding.

- A motion was made by Brian to approve the timeline for chief hiring process. The motion was seconded by Heather.

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

- The motion was approved unanimously, (1 hour and 11 minutes)
- A motion was made by Bill to approve the consulting service agreement for the hiring process. The motion was seconded by Brian.
- Discussion- Claudia brought up Gordon said it would be about \$2,000 in our last meeting. It was stated this is just the standard form and it will probably not go to the \$6000 listed. We agreed that Gordon did say that, but we need to sign the form regardless as it is the standard form.

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

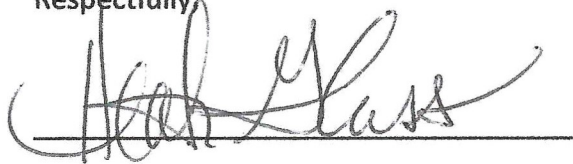
- The motion was approved unanimously, (1 hour and 15 minutes)

#### Public Input

Ash asked if volunteers could be included in the process.

Meeting Adjourned: 2:42pm

Respectfully,

A handwritten signature in cursive script, appearing to read "Heather Glass", is written over a solid horizontal line.

Heather Glass, Board Chairperson