

WILLIAMS RURAL FIRE PROTECTION DISTRICT
REGULAR BOARD MEETING AGENDA

Tuesday, September 10, 2024

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/83896457040?pwd=BpCh4XB2s35RqJNV6w577XnSfMYga5.1>

Meeting ID: 838 9645 7040

Passcode: 8467644

1. Call to Order, Pledge, and Roll Call of Members
2. Announcements
3. Approval of Prior Board Meeting Minutes – previously distributed electronically
 - June 11, 2024 Regular Board Meeting Minutes
 - August 12, 2024 Special Board Meeting Minutes (TABLED)
 - August 12, 2024 Executive Meeting Minutes (TABLED)
 - August 13, 2024 Regular 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 (Nothing to Report)
 - Community Relations Coordinator Report
 - Chair Report
 - Firefighter Input
5. Unfinished Business
 - 5 Year Plan Update
 - Employee Code of Conduct
 - Chief Position
 -

Tabled Unfinished Business
- *The Museum Building Update (Tabled)*
- *Modular Home Update (Tabled)*
- *Solar Panels (Tabled)*
6. New Business
 - Owl Software
 - Safe Deposit Box
 - Old Policy & Procedures
 - Tree in Front of Station
7. Clerk Treasurers Report – Financial Reports and Invoices
8. Announcement of the next regular scheduled board meeting – October 8, 2024 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

- ❖ 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
June 11, 2024

Call to Order: 10:08am

Roll Call:

Board Members Present

Position 1 – Heather Glass

Position 2 – Brian Barton

Position 3 – Claudia Pratt

Position 4 – Bill Ertel

Position 5 – David Applegate

Williams Staff Present

Ash Martell – Community Relations
Coordinator

Public Presence:

Wilma Hyde – Williams Community Member

Zoom Attendees:

None.

Announcements:

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

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

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

Approval of Prior Board Meeting Minutes:

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

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

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

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

- The motion was approved unanimously

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

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

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

Operations Report – Lt. Sundell:

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

District Fire Marshal Report:

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

Community Relations Coordinator Report:

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

Firefighter Input

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

Chair's Report

Nothing to Report

Unfinished Business:

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

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

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

Solar Panels: Tabled.

New Business:

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

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

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

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

- The motion passed unanimously

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

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

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

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

Treasurer's Report:

Clerk/Treasurer reports for May 2024 were reviewed by the board members. Any questions about revenue and expenses for the previous month's expenses previously distributed electronically were discussed. Items of review in the financial reports included spending on

district credit cards, payroll, regular monthly bills, employee benefits package, station maintenance/repairs items, donations, grants, and reimbursements.

Each of the reports reviewed included:

- District credit cards
- The Umpqua Bank Account
- Profit and Loss Statements
- LGIP Account

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

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

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

Discussion: None.

- The motion passed unanimously

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

Public Input:

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

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

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

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

Meeting Adjourned: 11:04am

Respectfully,

Heather Glass, Board Chairperson

WILLIAMS RURAL FIRE PROTECTION DISTRICT
Regular Board Meeting Minutes
August 13, 2024

Call to Order: 10:01am

Roll Call:

Board Members Present

Position 1 – Heather Glass
Position 2 – Brian Barton (Late 10:15am)
Position 3 – Claudia Pratt
Position 4 – Bill Ertel
Position 5 – David Applegate

Williams Staff Present

Interim Chief & Captain Nicco Holt
Lieutenant Oskar Sundell
Firefighter Jasmine Williams
Firefighter Devin Brennan
Ash Martell – Community Relations
Coordinator

Public Presence:

Karen Rogers – Williams Community Member
Wilma Hyde – Williams Community Member

Zoom Attendees:

Illinois Valley Fire Chief, John Holmes
Applegate Valley Fire Chief, Chris Wolfard
Applegate Valley Ops Chief, Cody Goodnough
Allison Cleveland – Williams Community Member

Announcements:

Board Member Claudia Pratt has hearing challenges and was referred by Community Member Wilma Hyde to bring her own recorder or use her phone if she wants recordings. Interim Chief Nicco Holt will record the meeting for Board Member Claudia Pratt.

Board Chair Heather Glass thanked all that participated in the Chief Hiring Process Interviews.

The OSFM Tactical Tender is ready for pick up and there will be a push in ceremony

Before the next Regular Board Meeting will be a Board Workshop on Meetings

Approval of Prior Board Meeting Minutes:

- A motion was made by Brian Barton to approve the June 11, 2024 Regular Board Meeting Minutes with corrections. The motion was seconded by Heather Glass.

Discussion: Board Member Claudia Pratt will not give a vote until she reviews the minutes.

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

- The motion was approved 4 ayes, 1 abstain

- A motion was made by Brian Barton to approve the July 2, 2024 Special Board Meeting Minutes, July 9, 2024 Regular Board Meeting Minutes, July 31, Special Board Meeting Minutes, July 31, 2024 Executive Board Meeting Minutes. The motion was seconded by Heather Glass.

Discussion: Board Member Claudia Pratt stated she has issues with all the minutes.

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

- The motion was approved 4 ayes, 1 abstain

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

The report was given out electronically to the Board for review before the meeting. Board 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.

District Fire Marshal Report:

The report was given out electronically to the Board for review before the meeting. Comments and questions were discussed about the back stairs, hand rails, and fire evacuations from the building.

Community Relations Coordinator Report:

The report was given out electronically to the Board for review before the meeting.

Chair's Report

Nothing to Report

Firefighter Input

Firefighter Devin Brennan conveyed information about the new officers elected to the Williams Firefighter Association and conversation was held over "Firefighter Input" to "WFA (Williams Firefighter Association Input)". President: Devin Brennan; VP: Heather Sundell; Secretary: Jasmine Williams; Member at Large: Ash Martell.

Unfinished Business:

Five Year Plan: Board Member Bill Ertel stated that progress was made, however, awaiting a new Fire Chief to continue forward.

Mobile Home: Carpet is in the process

New Business:

Employee Code of Conduct: Per Board Chair Heather Glass is looking for accountability from the Board down. Comments welcome and no decision per se today. Chief Holmes attests that an employee code of conduct has been a great asset for his fire district and successful with forward movement and positive as an SOG.

Safe Deposit Box:

Board Member Claudia Pratt and Board Secretary David Applegate worked on developing a detailed list and at times Board Member Bill Ertel was involved. Board Member Claudia Pratt had some complaints to express and it was concluded that Board Secretary David Applegate would take the lead on this project.

Fire Chief Update:

The Fire Chief Position has been offered to Cody Goodnough

Treasurer's Report:

Clerk/Treasurer reports for July 2024 were reviewed by the board members. Any questions about revenue and expenses for the previous month's expenses previously distributed electronically were discussed. Items of review in the financial reports included spending on district credit cards, payroll, regular monthly bills, employee benefits package, station maintenance/repairs items, donations, grants, and reimbursements.

Each of the reports reviewed included:

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

Discussion: There were inquiries about transactions, reports, and discussions. Interim Chief and Captain Holt was able to provide answers.

Public Input:

Wilma Hyde wanted to know about Jennifer Vetter's private time on another job. Board Chair Heather Glass stated that this will be addressed at another time.

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

Meeting Adjourned: 10:57am

Respectfully,

Heather Glass, Board Chairperson

WRFPD Chief/Training Report August 2024

❖ Chief Activities

- Meetings
 - B.O.D. x2
 - Williams Firefighter Association
 - Support Team
 - Rogue Valley Fire Chief's Association
 - Rogue Interagency Training Association
 - Coffee-with-the-Chief
 - Staff meeting x2
 - Safety meeting
- Seasonal Upstaffing
 - Seasonal upstaffing is continuing to boost our weekday staffing and add weekend staffing during critical burn hours. We were able to ensure staffing through two Red Flag Warning days during August.
- 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
 - 8 weekdays & 3 weekend days
- Activities involving donated and/or grant funds
 - Met with Josephine County Youth Foundation so they could gather information for their grant reports and see the bay doors in action.
 - Met with Herb Pharm about an upcoming donation
 - Received two pieces of donation-funded exercise equipment.
- Coordinated staffing for two Red Flag Warning days.
- Coordinated logistics for and participated in Chief Interviews
- Coordinated and participated in activities working towards rebuilding team morale.
- Coordinated pick up of the OSFM water tender (8742)
- Coordinated the push-in ceremony for 8742
- Worked with crew to remove a wayward hummingbird from the apparatus bay. The bird was moved outside and flew away.

WRFPD Chief/Training Report August 2024

- ❖ Training Officer Activities
 - Prepare and lead training drills
 - Interact with new applicants in various stages of the process
 - DPSST documentation
 - Training records and task books
 - Work with Operations on refining the district Physical Ability Test, including incorporating one of the new manikins.
 - Work with a member studying for the NREMT exam
- ❖ Weekly Training Drills
 - Trust Training with Bill Gallagher
 - Presentation on his findings
 - Preconnected hose lines
 - Review/practice hose deployment and restoration
 - 8742 familiarization
 - Driving and operating the OSFM water tender
 - Structural Evolution
 - Initial structural fire attack evolution
- ❖ Other Training
 - AHA CPR renewal
 - Additional 8742 training sessions
 - Additional structural evolution training
 - Physical Ability Test practice opportunities
 - Josephine County EMS Webinar
 - OSHA Recordkeeping & Reporting (online class)
 - Ongoing driver training/practice
- ❖ District Alarm Activity
 - 32 alarms – 200 alarms so far this year.
 - 12 EMS
 - 7 Service call
 - 1 Vehicle fire
 - 3 Grass/Brush fire
 - One was mutual aid, the other two were very small.
 - 3 MVC without injury
 - 1 Power line down
 - 1 Unauthorized Burning
 - 4 Cancelled/No Incident Found

Williams Fire Rescue

Board of Directors Agenda Item Explanatory Statement

Date: September 6, 2024

To: Board of Directors

From: Nicco Holt, Interim Chief



Agenda Subject: Oak Tree

Overview of Agenda Subject

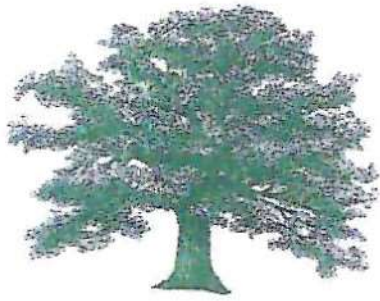
Consideration of the removal of the oak tree in the parking lot, near East Fork Road.

Agenda Subject Brief Background:

Earlier this year a representative from Pacific Power offered the district some tree work. One of the projects considered was the removal of the oak tree near East Fork Road. Staff has had concerns about this tree since around 2019 when it dropped a large branch in the parking area. The tree also interferes with sight lines along East Fork Road when pulling out from the station. A complete removal of the tree and the stump would mitigate safety concerns and improve traffic flow into the parking lot. Not taking the thought of tree removal lightly, I commissioned an evaluation of the tree before broaching the possibility of removal with the Board. I have attached the report, which concedes removal of the tree would be a prudent course of action.

Recommendation- (What is the recommended outcome of the Agenda Subject)

Proceed with removal of the tree. To mitigate the loss of the tree, consider planting another tree either on the property or elsewhere within the fire district.



Southern Oregon Tree Care, LLC

P.O. Box 3815
Central Point, OR 97502
(541) 772-0404
info@sotreecare.com

Tree Removal: Oregon White Oak

Tree Species: Oregon White Oak (*Quercus garryana*)

Diameter at Breast Height (DBH): 34 inches

Overhanging roadway, fire department driveway on 3 sides of tree and paved road on last quarter.

Introduction

The subject tree, an Oregon White Oak with a DBH of 34 inches, has been visually assessed for its overall health, structural integrity, and potential hazards. Based on the observations, its removal is justified due to several critical factors that pose risks to public safety and property.

Health and Structural Concerns

The tree has a significant canker near its base, affecting approximately 40% of its circumference. This canker potentially compromises the structural integrity of the tree, weakening its ability to support its own weight, particularly during adverse weather conditions. It also impacts the tree's health by distorting the cambium possibly affecting the tree's ability to move nutrients and water between roots and canopy.

In addition to the large canker at the base, multiple cankers have been observed in the canopy branches. These cankers increase the likelihood of branch failure, especially in a tree showing signs of past limb breakage, further contributing to the tree's poor to fair structural condition.

Although the tree is in decent health overall, the presence of multiple cankers, coupled with a poor to fair structural rating, indicates that the tree is at a heightened risk of failure. The history of broken limbs exacerbates this risk, as the tree may not withstand additional stressors.

Safety and Property Concerns

The tree overhangs a main roadway, posing a direct threat to vehicles and pedestrians. The compromised structure of the tree increases the likelihood of limb or tree failure, which could result in significant property damage or personal injury.

The tree is located near a driveway that has a history of compaction from both typical cars and trucks as well as heavy fire trucks. Soil compaction can adversely affect root

health, further weakening the tree's stability. This history contributes to the overall assessment that the tree may not be structurally sound.

The tree's location also presents a visibility issue for the fire trucks entering the roadway. The removal of the tree would improve sightlines, thereby enhancing safety for drivers entering or exiting the property.

Mitigation and Salvage Considerations

As part of the tree removal process, it is recommended to plant a suitable replacement tree elsewhere on the property. This would help maintain the ecological balance with a more suitable tree in a better location.

The wood from the removed tree could be salvaged for use in various applications, such as furniture or art, thereby ensuring that the tree continues to provide value even after its removal.

Conclusion

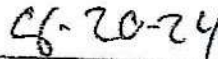
Given the tree's compromised structural integrity due to extensive cankers, its potential threat to public safety, and its contribution to visibility issues, it is justified to remove the Oregon White Oak. While the tree is in decent health, its poor to fair structural condition, combined with the safety risks it poses, makes removal a prudent course of action.

Mitigation efforts, including replacement planting and potential wood salvage, may be pursued to honor the tree's ecological and aesthetic contributions to the property.

Feel free to contact us with any further questions regarding this matter.



Willie Gingg
Southern Oregon Tree Care, Llc
I.S.A. Board Certified Master Arborist



Date

WRFPD OPERATIONS REPORT AUGUST 2024

- OSFM awarded Tactical tender picked up in Salem by, Engineer Vetter, LT. Sundell, Fire Marshal Scaroni. It initially had a brake issue that was resolved. This weekend after the crew was done with pump training, we found out that the engine most likely has bad batteries. New ones to be purchased and installed by our crew. OSFM will pick up the bill.
- Joco County grant awarded SCAB bottles and 450' of 2,5" supply hose picked up from Cascade Fire. Bottles are in service. Hose will be in service when testing has been done.
- Bulletproof Construction looked at bay 8 and they could raise the header of that bay about 6". Estimate came in at \$2000 with some discount. JNP Construction to come out on Tuesday for second opinion.
- Bulletproof Construction will also give me a rough estimate of what a new set of stairs would be.
- New workout equipment available in the gym. We have received an air resistance stationary bike and a stair stepper. Both are great pieces of equipment and the focus is on Aerobic performance. We still have a treadmill coming. Expecting delivery on 9/11.
- Jordan Powers is scheduled to come out for further diagnostic and maintenance on the generator.
- Waiting to start a credit line with 49er's Communication for the purchase of 1 mobile radio and 2 portable radios as agreed with OSFM. As soon as installation is complete and Chief Holt deems it ready, we will put the apparatus ion service.
- I am looking at scheduling our annual apparatus DOT's. I have lost some confidence in the mechanic we have previously utilized and want to look elsewhere for a replacement. I will look around, see what I can find and report back.
- EVT Jeff Loogman to come out a give a rough estimate on building a Pump testing set up on the property. We have discovered that our set up is not adequate and practical. This is a 'down the line" project but would be beneficial to the district.
- Radio charger installed by FF Brennan on 8761. This was an old charger we had in inventory.
- Car Port on back 8 raised up by putting railroad ties under the frame of structure. This will make the tractor fit better with more clearance.
- The recent drop in temperature with accompanying rain was a nice break, however, high temps and low RH% are making a return. Forecast for our area for the next ten days with temps barely dipping below 90 degrees, coupled with blustery winds and low humidity, certainly tells us that fire season is not over. Would not be surprised if ODF kicks it back up to extreme. We continue to up staff and be extra ready until 10/31, as its looking right now.
- I have emailed Chief Wolford regarding a glitch in the 911 system between Joco and Jaco. Seems like, in spite of addressing this issue before, we still sometimes do not get

tones for certain calls right on district boundaries. Last week there was a critical call on Watergap where we could have been helpful. This is no one's fault other than tech issues as far as I'm concerned. I will report with findings.

- In last weeks Joco Operations Supervisor meeting, GP fire let us know that a potential training opportunity will be available for all agencies come Nowember/December. Potential for a large donated building to be available for all kinds of firefighting training.
- 8741 requested for a grass fire in the 10000 block of Williams Hwy. Jon Scaroni and Jasmine Williams Staffed the engine and saved the day.

Monthly Report for August 2024

Written by Ash Martell on September 4, 2024 for the September 10, 2024 Regular Board Meeting
Community Relations Coordinator/Wildfire Resiliency Coordinator/Assist. to the Chief/HR

Community Relations Coordinator

Community Meeting with WFRPD Support Team regarding Siren Restoration on Aug 8, 6pm

- Discussions with Chief and Support Team regarding date and topic
- Creation of event flyer; printing/distribution to local businesses/community gathering locations
- Repeated posting of event flyer on social media; District Facebook page and 8(+) local groups
- Emailing the event flyer to Jo's List in the weeks prior to the event
- Putting event info on pumphouse sign
- Set up Zoom meeting for event
- Communication with the Support Team for assistance at the event
- Day of the event: set up, attended, ran Zoom during event, clean up after event

Coffee with the Chief – September 5, 2024 at 10am

- Discussion with Chief regarding guest – DEQ
- Invitation email and further planning emails with guest
- Creation of event flyer; printing/distribution to local businesses/community gathering locations
- Repeated posting of event flyer on social media; District Facebook page and 8(+) local groups
- Emailing the event flyer to Jo's List in the weeks prior to the event
- Putting event info on pumphouse sign
- Set up Zoom meeting for event
- Communication with the Support Team for assistance at the event

Other duties performed this month for this position (CRC):

- Attended Board meeting on Aug 13, 2024
- Attended Support Team meeting on Aug 12, 2024
- Create Monthly CRC/WRRC/Asst. Report for Board
- Attended Williams First Monday Farmers Market with the Support Team
- Prepped for and attended group mediation meeting on Aug 7

Wildfire Reduction/Resiliency Coordinator

Evacuation Maps

- Discussions with Chief regarding updating the QR code, posting maps to the website and re-distribution of updated information to the community
- Printed and maintained a supply of maps for the document holders on the pumphouse

Other duties performed this month for this position (WRRC):

- Sharing social media posts regarding WFRPD's ongoing efforts to educate the public regarding programs offered, news and other relevant reduction and resiliency information

Assistant to the Chief / HR

Push-In-Ceremony for the arrival of the new tactical tender on Aug 15

- Discussion of ceremony 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
- Emailing the event flyer to Jo's List
- Contacting local media (newspaper and tv) for coverage of the event
- Discussion with Support Team for attendance at the event

Ongoing Projects and Duties (Asst.):

- Staff/Volunteer Duty Shift whiteboard updating
- Gathering photos and discussing social media posts with Chief
- Assisting with setup and cleanup of coffee and snacks on Aug 12 during Chief hiring interviews
- Monitoring the info@WRFPD.org email
- CRC/WRRC/AC file and email organization and maintenance

WILLIAMS FIREFIGHTER ASSOCIATION | ESTIMATED BUDGET FOR 2024-2025

EVENT	EST. DATE	EST. COST	EVENT DESCRIPTION
STARTUP COSTS	-----	\$500	THIS ITEM IS ACCOUNTING FOR UNEXPECTED COSTS FOR RUNNING THE WFA
BANK ACCT	ASAP	\$100	OPENING A BANK ACCOUNT
FIREFIGHTER BBQ	MID-LATE OCTOBER	\$1000	HOSTING AND PLANNING THE ANNUAL FIREFIGHTER BBQ
AWARDS BANQUET / PINNING CEREMONY	MARCH-APRIL	\$1500	PLANNING A NEW EVENT THAT FOCUSES ON AND RECOGNIZES OUR PERSONELL. TENURE AWARDS, SERVICE AWARDS, FIREFIGHTER OF THE YEAR, BADGE PINNING FOR NEW RECRUITS
FIREFIGHTER CHILI COOKOFF	UNK	\$400	PLANNING AND HOSTING OUR ANNUAL CHILI COOKOFF

\$3500



WILLIAMS RFPD
Operations Visa
As of August 31, 2024

Cash Basis

Date	Name	Memo	Paid Amo...	Balance
08/01/2024	Operations Business Visa - 1413			1,186.01
08/01/2024	Microsoft	Office Subscription	6.00	1,192.01
08/06/2024	Bound Tree Medical	Manual Suction Handle Replacement	129.99	1,322.00
08/13/2024	Bound Tree Medical	EMS Supplies	127.50	1,449.50
08/14/2024	Amazon.com	Exercise Poster Set	24.99	1,474.49
08/14/2024	Amazon.com	Stair Climber Machine	1,499.99	2,974.48
08/14/2024	Amazon.com	Exercise Air Bike Machine	499.99	3,474.47
08/14/2024	Grainger	Stencil Kit	37.46	3,511.93
08/14/2024	Grainger	Stencil Kit	54.74	3,566.67
08/15/2024	Gas/Fuel Misc Vendor	Staff Car Fuel for Tender Pick up	20.65	3,587.32
08/18/2024	Rogue Community College Market Place	DBrennan & JWilliams BLS Cards	13.00	3,600.32
08/19/2024	Booking.com	JScaroni NFA Incident Safety Course in Coos Bay	233.08	3,833.40
08/26/2024	Food 4 Less	Kitchen Food	250.93	4,084.33
08/28/2024	Grainger	Key Cabinet & Key Hider	126.54	4,210.87
08/28/2024	WJF Gear.com	1.5" & 2.5" Bleeder Caps x4 each	637.00	4,847.87
08/28/2024	Medline at Home	Pulse Oximeter	66.55	4,914.42
08/31/2024	Cardmember Service Umpqua Credit C...	August Statement	-3,659.01	1,255.41
	Total Operations Business Visa - 1413		69.40	1,255.41
	TOTAL		69.40	1,255.41

WILLIAMS RFPD
Admin Visa
 As of August 31, 2024

Cash Basis

Date	Name	Memo	Paid Amount	Balance
	Admin Business Visa - 7440			154.56
08/01/2024	Southern Oregon Sanitation	Monthly Garbage Bill	68.12	222.68
08/06/2024	uAttend Time Clock	Monthly Time Clock Subscription	25.00	247.68
08/12/2024	Zoom Video Communications	Monthly Subscription	25.99	273.67
08/15/2024	Instalnk	Operations Office Ink	13.99	287.66
08/15/2024	Instalnk	Admin Printer Ink	54.99	342.65
08/21/2024	Sierra Springs - Mt. Shasta Sp...	Water Subscription	100.40	443.05
08/21/2024	McDonalds	JScaroni Class Meal Expense	16.07	459.12
08/24/2024	EZ Thai Restaurant	JScaroni Class Meal Expense	20.00	479.12
08/30/2024	Cardmember ServiceUmpqua...	August Statement	-342.65	136.47
	Total Admin Business Visa - 7440		-18.09	136.47
	TOTAL		-18.09	136.47

WILLIAMS RFPD
Umpqua Business Checking Account
 As of August 31, 2024

Cash Basis

Date	Num	Name	Memo	Paid Amo...
08/01/2024		General Fund / Umpqua Bank Ckng		
08/01/2024	DDJuly	*Jennifer M. Vetter (HR Manager)	July 2024 \$3622.25	0.00
08/01/2024	DDJuly	*Nicolas G Holt (Interim Chief)	July 2024 \$4076.53	0.00
08/01/2024	DDJuly	*Oskar D. Sundell (Lieutenant)	July 2024 \$3797.89	0.00
08/01/2024	DDJuly	*Devin N Biennan (Capacity FF)	July Capacity FF \$2346.68	0.00
08/01/2024	DDJuly	*Jon Scaroril (Fire Prevention)	July Capacity Prevention \$2494.63	0.00
08/01/2024	JulGra...		Recategorized - Allocated to Capacity Grant	6,612.95
08/01/2024	JulGra...		Recategorized - Allocated to Capacity Grant	871.93
08/01/2024	JulGra...		Recategorize - Allocate to Grant	1,150.00
08/01/2024	JulGra...		Recategorize - Allocate to Grant	500.00
08/01/2024	JulGra...		Recategorize Chipper Wages	42.50
08/01/2024	JulGra...		Recategorize - Allocate to Grant	4.32
08/02/2024			Recategorize - Allocate to Grant	10,387.83
08/02/2024			Created by Payroll Service on 08/01/2024	-36.82
08/02/2024			Created by Payroll Service on 08/01/2024	-1,275.96
08/05/2024	DDJuly	QuickBooks Payroll Service	CWRR Chipper Payroll \$36.82	0.00
08/05/2024	13013	QuickBooks Payroll Service	OSFM Upstaffing Payroll July 2024	-575.84
08/05/2024	DDJuly	Desiree G Anderson (Chipper)	OSFM Upstaffing Payroll July 2024 \$1275.96	0.00
08/05/2024	13014	**Benjamin Brian (Upstaffing PT)	OSFM Upstaffing Payroll July 2024	-2,036.43
08/05/2024	13015	**Charles HooperLee (UpStaffi...)	OSFM Upstaffing Payroll July 2024	-2,169.79
08/05/2024	EFT	**Elizabeth Dunlap (Upstaffing ...)	OSFM Upstaffing Payroll July 2024	-835.69
08/07/2024	13016	**Jasmine Williams (Upstaffing ...)	Electric Service Items	-1,493.11
08/07/2024	13017	Carson Propane	557.6 Gallons Propane (tank fill)	-29.58
08/07/2024	13018	Fields Home Imprvmt Cntr	CWRR Signs and Halogen Bulbs	-1,566.82
08/07/2024	13019	Hays Oil Co.	Gas Tank Fill	-554.09
08/07/2024	13020	Williams Country Store	June Statement	-4,200.00
08/07/2024	13021	Bill Gallagher - Team Works	Mediation x 16 people	-11.00
08/07/2024	13022	Premier Oxygen	D tanks x2	-330.08
08/08/2024	EFT	City of Grants Pass	Dispatch Monthly 911 Bill	-242.35
08/08/2024	EFT	US Cellular	Cell and Data Expense	300.00
08/10/2024	EFT	SAIF	RV Space Rent Income	-1,215.52
08/12/2024	EFT	Special Districts Insurance Ser...	Payroll Audit Calculation 2023-2024	-8,217.00
08/13/2024	EFT	Department of Justice	Employee Benefits Package	-498.00
08/14/2024	Donation	Bill Ertel	930700111	-45.00
08/14/2024	Donation	Brian Barton	Monthly Board of Director Associated Costs	-45.00
08/14/2024	Donation	David Applegate	Monthly Board of Director Associated Costs	-45.00
08/14/2024	Donation	Heather Glass	Monthly Board of Director Associated Costs	180.00
08/14/2024	Donation		Board Member Donations to Support Group	-180.00
08/15/2024	13023	Williams Fire Department Supp...	Donated Board Member Compensation	1,400.00
08/15/2024			July Rent Modular Home	220.60
08/15/2024			159 E. Fork Electric Reimbursement	172.00
08/15/2024			Deposit	2,500.00
08/15/2024			Donation	2,495.00
08/16/2024	Ins Ca...	Umpqua Bank	Recategorized - Allocated to Capacity Grant	-6,628.46
08/16/2024	EFTPS	Oregon Department of Revenue	93-0700111	-3,293.90
08/16/2024	EFT	Oregon Saves	01863569-3	-1,752.48
08/16/2024	EFT	Cardmember Service Umpqua ...	01863569-3	-3,205.25
08/27/2024		QuickBooks Payroll Service	Created by Direct Deposit Service on 08/23/2024	-1.75

WILLIAMS RFPD
Umpqua Business Checking Account
 As of August 31, 2024

Cash Basis

Date	Num	Name	Memo	Paid Amo...
08/28/2024		Claudia Pratt	Monthly Board of Director Associated Costs	-45.00
08/28/2024	13024	Bio-Med	KJohnson & DAnderson Backgrounds	-81.00
08/28/2024	13025	Cascade File Equipment	SCBA Bottles x4; Attack Line 2.5 x8	-8,182.00
08/28/2024	13026	Clean Tech Supplies	Wash-n-wax and Hose n-gear	-918.88
08/28/2024	13027	Fields Home Imprvmt Cntr		-30.36
08/28/2024	13028	GoodFellas Towing	8742 Tow to Shop	-1,203.75
08/29/2024		QuickBooks Payroll Service	Created by Direct Deposit Service on 08/23/2024	
08/29/2024	13029	Century Lark	VOID: 503-T22-8698-337B - Special Circuit	-1.75
08/29/2024	13030	Les Schwab Tires	8766 Tires x4	0.00
08/29/2024		QuickBooks Payroll Service	Created by Payroll Service on 08/27/2024	-1,143.84
08/29/2024		QuickBooks Payroll Service	Created by Payroll Service on 08/28/2024	-12,386.85
08/29/2024		QuickBooks Payroll Service	Funds Transfer	-5,209.72
08/30/2024		Ash Martell	Direct Deposit	20,000.00
08/30/2024	DDAug...	*Jennifer M. Vetter {HR Manager}	August 2024 \$3838.24	-980.00
08/30/2024	DDAug...	*Nicolas G Holt {Interim Chief}	August 2024 \$3835.80	0.00
08/30/2024	DDAug...	*Oskar D. Sundell {Lieutenant}	August 2024 \$4712.81	0.00
08/30/2024	DDAug...	*Jon Scaroni {Fire Prevention}	August Capacity Prevention \$2663.43	0.00
08/30/2024	DDAug...	*Devin N Brennan {Capacity FF}	August Capacity FF \$2546.29	0.00
08/31/2024	EFT	Cardmember Service Umpqua ...		-4,001.66
08/31/2024	13031	Williams Country Store	July Statement	-248.99
Total General Fund / Umpqua Bank Cng				-28,126.63
TOTAL				-28,126.63

WILLIAMS RFPD
Profit & Loss Budget vs. Actual FY 23-24
 July 2024 through June 2025

Cash Basis

	Jul '24 - Jun 25	Budget	\$ Over Budget	% of Budget
Income				
General Fund				
Current Year Tax	1,527.27	10,000.00	-8,472.73	15.3%
Interest Income	1,028.83	396,300.00	-395,271.17	0.3%
Prior Year Tax				
Current Year Tax - Other	1,724.00	778,600.00	-776,876.00	0.2%
Total Current Year Tax	4,280.10	1,184,900.00	-1,180,619.90	0.4%
Grant Income	0.00	100,000.00	-100,000.00	0.0%
Local Option Tax Fund				
Current Year Tax	1,061.99	0.00	1,061.99	100.0%
Prior Year Tax	628.05	0.00	628.05	100.0%
Total Local Option Tax Fund	1,690.04	0.00	1,690.04	100.0%
Misc. Donations	2,500.00	0.00	2,500.00	100.0%
Mobile Home Income				
Reimburse Electric Expense	404.60	0.00	404.60	100.0%
Rent	2,800.00	0.00	2,800.00	100.0%
Mobile Home Income - Other	0.00	22,000.00	-22,000.00	0.0%
Total Mobile Home Income	3,204.60	22,000.00	-18,795.40	14.6%
RV Space Income				
Rent	600.00	0.00	600.00	100.0%
Total RV Space Income	600.00	0.00	600.00	100.0%
Total General Fund	12,274.74	1,306,900.00	-1,294,625.26	0.9%
Total Income	12,274.74	1,306,900.00	-1,294,625.26	0.9%
Gross Profit	12,274.74	1,306,900.00	-1,294,625.26	0.9%
Expense				
General Fund Expenditures				
Capital Outlay				
Apparatus and Fire Equipment	0.00	75,000.00	-75,000.00	0.0%
Building Improvements	24,259.98	30,000.00	-5,740.02	80.9%
Capital Outlay - Other	0.00	20,000.00	-20,000.00	0.0%
Fire Equipment	8,465.14	0.00	8,465.14	100.0%
Total Capital Outlay	32,725.12	125,000.00	-92,274.88	26.2%
General Operating Contingency	0.00	83,900.00	-83,900.00	0.0%

WILLIAMS RFPD

Profit & Loss Budget vs. Actual FY 23-24

July 2024 through June 2025

	Jul '24 - Jun 25	Budget	\$ Over Budget	% of Budget
Materials and Services				
0100 Apparatus Maintenance				
8750 - Staff Vehicle	1,143.84	0.00	1,143.84	100.0%
8765 - 2020 ChevPU	330.00	0.00	330.00	100.0%
0100 Apparatus Maintenance - Other	1,919.24	30,000.00	-28,080.76	6.4%
Total 0100 Apparatus Maintenance	4,596.83	30,000.00	-25,403.17	15.3%
0200 Building Maintenance	275.12	8,000.00	-7,724.88	3.4%
0300 Communications				
Special Circuit Vehicle	254.39	0.00	254.39	100.0%
Vehicle	173.21	0.00	173.21	100.0%
0300 Communications - Other	1,060.23	10,000.00	-8,939.77	10.6%
Total 0300 Communications	1,487.83	10,000.00	-8,512.17	14.9%
0400 Dues & Fees				
Payroll Subscription	-420.00	0.00	-420.00	100.0%
0400 Dues & Fees - Other	52.03	6,000.00	-5,947.97	0.9%
Total 0400 Dues & Fees	-367.97	6,000.00	-6,367.97	-6.1%
0500 Elections	0.00	2,000.00	-2,000.00	0.0%
0600 EMS Supplies	335.04	3,000.00	-2,664.96	11.2%
0700 Small Equip. Maintenance	0.00	7,000.00	-7,000.00	0.0%
0900 Fire Equipment/Supplies	846.67	45,000.00	-44,153.33	1.9%
1000 Fire Prevention	0.00	16,000.00	-16,000.00	0.0%
1100 Miscellaneous				
Kitchen	881.97	0.00	881.97	100.0%
1100 Miscellaneous - Other	238.48	10,000.00	-9,761.52	2.4%
Total 1100 Miscellaneous	1,120.45	10,000.00	-8,879.55	11.2%
1200 Fuel				
Diesel	94.00	0.00	94.00	100.0%
Gas	1,850.53	0.00	1,850.53	100.0%
Propane	1,495.06	0.00	1,495.06	100.0%
1200 Fuel - Other	0.00	20,000.00	-20,000.00	0.0%
Total 1200 Fuel	3,439.59	20,000.00	-16,560.41	17.2%
1300 Insurance	-322.00	25,000.00	-25,322.00	-1.3%
1400 Accountant's Annual Review	0.00	17,000.00	-17,000.00	0.0%
1500 Office Supplies				
Ink	197.45	0.00	197.45	100.0%
Software	12.00	0.00	12.00	100.0%
1500 Office Supplies - Other	0.00	6,000.00	-6,000.00	0.0%
Total 1500 Office Supplies	209.45	6,000.00	-5,790.55	3.5%

WILLIAMS RFPD
Profit & Loss Budget vs. Actual FY 23-24
 July 2024 through June 2025

Cash Basis

	Jul '24 - Jun 25	Budget	\$ Over Budget	% of Budget
1600 Personal Prictve Equipmnt				
1800 Training	0.00	24,000.00	-24,000.00	0.0%
Classes				
1800 Training - Other	253.08	0.00	253.08	100.0%
	26.97	38,000.00	-37,973.03	0.1%
Total 1800 Training	280.05	38,000.00	-37,719.95	0.7%
1900 Utilities				
Electricity Expense				
159 - Mobile Home	545.99	0.00	545.99	100.0%
Electricity Expense - Other	1,692.16	0.00	1,692.16	100.0%
Total Electricity Expense	2,238.15	0.00	2,238.15	100.0%
Garbage Expense				
Internet Expense	204.36	0.00	204.36	100.0%
Telephone Expense	560.97	0.00	560.97	100.0%
Department Cell Phone				
Telephone Expense - Other	250.06	0.00	250.06	100.0%
	629.32	0.00	629.32	100.0%
Total Telephone Expense	879.38	0.00	879.38	100.0%
1900 Utilities - Other	0.00	18,000.00	-18,000.00	0.0%
Total 1900 Utilities	3,882.86	18,000.00	-14,117.14	21.6%
2300 Uniforms	0.00	2,000.00	-2,000.00	0.0%
2400 Travel Expenses	36.07	2,000.00	-1,963.93	1.8%
Grounds Maintenance	13.00	0.00	13.00	100.0%
Postage and Delivery Charges	28.55	0.00	28.55	100.0%
Service Charges	20.00	0.00	20.00	100.0%
1450 - Professional Fees/Consultants				
Consultant Fees	4,200.00	0.00	4,200.00	100.0%
1450 - Professional Fees/Consultants - Ot...	0.00	4,000.00	-4,000.00	0.0%
Total 1450 - Professional Fees/Consultants	4,200.00	4,000.00	200.00	105.0%
Total Materials and Services	20,081.54	293,000.00	-272,918.46	6.9%
Personnel Services				
Accidental Death & Dismember	520.00	4,000.00	-3,480.00	13.0%
CWRR Grant				
CWRR Personnel	4,554.00	36,000.00	-31,446.00	12.7%
OSFM CWRR Grant Administration	750.00	0.00	750.00	100.0%
Total CWRR Grant	5,304.00	36,000.00	-30,696.00	14.7%
Insurance Benefits	11,968.00	85,000.00	-73,032.00	14.1%

WILLIAMS RFPD
Profit & Loss Budget vs. Actual FY 23-24
 July 2024 through June 2025

Cash Basis

	Jul '24 - Jun 25	Budget	\$ Over Budget	% of Budget
Non-Regular Payroll				
Bonus Pay	643.88	10,000.00	-9,356.12	6.4%
Total Non-Regular Payroll	643.88	10,000.00	-9,356.12	6.4%
OSFM Capacity Grant Administrat	750.00	18,500.00	-17,750.00	4.1%
OSFM Capacity Grant Personnel				
OSFM Fire Prevention Officer	9,851.66	40,000.00	-30,148.34	24.6%
OSFM Firefighter	10,102.44	40,000.00	-29,897.56	25.3%
Total OSFM Capacity Grant Personnel	19,954.10	80,000.00	-60,045.90	24.9%
Social Security/Medicare	7,435.48	65,000.00	-57,564.52	11.4%
Workman's Compensation	7,162.56	21,000.00	-13,837.44	34.1%
4000 · Associated Personnel Costs	897.56	33,000.00	-32,102.44	2.7%
4100 · Volunteer Compensation	2,501.01	12,000.00	-9,498.99	20.8%
4300 · Seasonal Hires-Misc Work				
OSFM Seasonal Grant	23,713.48	31,500.00	-7,786.52	75.3%
4300 · Seasonal Hires-Misc Work - Other	1,440.00	18,000.00	-16,560.00	8.0%
Total 4300 · Seasonal Hires-Misc Work	25,153.48	49,500.00	-24,346.52	50.8%
5100 · Fire Chief	0.00	80,000.00	-80,000.00	0.0%
5200 · Human Resource Manager	10,875.00	45,000.00	-34,125.00	24.2%
5400 · Lieutenant of Operations	11,467.74	47,000.00	-35,532.26	24.4%
5500 · SAFER Duty Officer	6,650.00	26,000.00	-19,350.00	25.6%
5600 · Training Officer	8,497.50	53,000.00	-44,502.50	16.0%
Total Personnel Services	119,780.31	665,000.00	-545,219.69	18.0%
Total General Fund Expenditures	172,586.97	1,166,900.00	-994,313.03	14.8%
Total Expense	188,182.87	1,166,900.00	-978,717.13	16.1%
Net Income	-175,908.13	140,000.00	-315,908.13	-125.6%

WILLIAMS RFPD
Profit & Loss
 July through August 2024

Cash Basis

	Jul - Aug 24
Income	
General Fund	
Current Year Tax	1,527.27
Interest Income	1,028.83
Prior Year Tax	1,724.00
Current Year Tax - Other	4,280.10
Total Current Year Tax	8,560.20
Local Option Tax Fund	
Current Year Tax	1,061.99
Prior Year Tax	628.05
Total Local Option Tax Fund	1,690.04
Misc. Donations	2,500.00
Mobile Home Income	
Reimburse Electric Expense	404.60
Rent	2,800.00
Total Mobile Home Income	3,204.60
RV Space Income	
Rent	600.00
Total RV Space Income	600.00
Total General Fund	12,274.74
Total Income	12,274.74
Gross Profit	12,274.74
Expense	
General Fund Expenditures	
Capital Outlay	
Building Improvements	24,259.98
Fire Equipment	8,182.00
Total Capital Outlay	32,441.98
Materials and Services	
0100 Apparatus Maintenance	
8742 - Tactical Tender	1,203.75
8750 - Staff Vehicle	1,143.84
0100 Apparatus Maintenance - Other	1,919.24
Total 0100 Apparatus Maintenance	4,266.83
0200 Building Maintenance	244.82

WILLIAMS RFPD
 Profit & Loss
 July through August 2024

	Jul - Aug 24
0300 Communications	
Special Circuit Vehicle	143.40
0300 Communications - Other	173.21
Total 0300 Communications	730.15
	1,046.76
0400 Dues & Fees	
Payroll/Subscription	-420.00
0400 Dues & Fees - Other	52.03
Total 0400 Dues & Fees	-367.97
0600 EMS Supplies	335.04
0900 Fire Equipment/Supplies	846.67
1100 Miscellaneous	
Kitchen	881.97
1100 Miscellaneous - Other	238.48
Total 1100 Miscellaneous	1,120.45
1200 Fuel	
Diesel	94.00
Gas	1,850.53
Propane	1,495.06
Total 1200 Fuel	3,439.59
1300 Insurance	13.00
1500 Office Supplies	
Ink	197.45
Software	12.00
Total 1500 Office Supplies	209.45
1800 Training	
Classes	253.08
1800 Training - Other	26.97
Total 1800 Training	280.05
1900 Utilities	
Electricity Expense	
159 - Mobile Home	280.78
Electricity Expense - Other	1,252.88
Total Electricity Expense	1,533.66
Garbage Expense	136.24
Internet Expense	373.98

WILLIAMS RFP D
Profit & Loss
 July through August 2024

Cash Basis

	Jul - Aug 24
Telephone Expense	
Department Cell Phone	250.06
Telephone Expense - Other	418.98
Total Telephone Expense	669.04
Total 1900 Utilities	2,712.92
2400 Travel Expenses	36.07
Grounds Maintenance	13.00
Postage and Delivery Charges	28.55
Service Charges	20.00
1450 - Professional Fees/Consultants	
Consultant Fees	4,200.00
Total 1450 - Professional Fees/Consulta...	4,200.00
Total Materials and Services	18,445.23
Personnel Services	
Accidental/Death & Dismember	520.00
CWRR Grant	
CWRR Personnel	4,554.00
OSFM CWRR Grant Administration	750.00
Total CWRR Grant	5,304.00
Insurance Benefits	
Non-Regular Payroll	11,968.00
Bonus Pay	643.88
Total Non-Regular Payroll	643.88
OSFM Capacity Grant Administrat	
OSFM Capacity Grant Personnel	750.00
OSFM Fire Prevention Officer	
OSFM Firefighter	9,851.66
Total OSFM Capacity Grant Personnel	10,102.44
Social Security/Medicare	19,954.10
Workman's Compensation	6,933.12
4000 - Associated Personnel Costs	7,162.56
4100 - Volunteer Compensation	851.31
	2,501.01

Cash Basis

WILLIAMS RFP D
Profit & Loss
July through August 2024

	Jul - Aug 24
4300 · Seasonal Hires-Misc Work	
OSFM Seasonal Grant	17,227.14
4300 · Seasonal Hires-Misc Work - Ot...	1,440.00
Total 4300 · Seasonal Hires-Misc Work	18,667.14
5200 · Human Resource Manager	10,875.00
5400 · Lieutenant of Operations	11,467.74
5500 · SAFER Duty Officer	6,650.00
5600 · Training Officer	8,497.50
Total Personnel Services	112,745.36
Total General Fund Expenditures	163,632.57
6560 · Payroll Expenses	15,376.32
Total Expense	179,008.89
Net Income	-166,734.15

Cash Basis

WILLIAMS RFP D
State Pool Account
As of August 31, 2024

Type	Date	Num	Name	Memo	Paid Amount	Balance
State Pool 5210						115,762.51
Cap Proj Fd (St. Pool Sub Acct)						467,356.08
Total Cap Proj Fd (St. Pool Sub Acct)						467,356.08
FlexLease (St. Pool Sub Acct)						-195,110.00
Total FlexLease (St. Pool Sub Acct)						-195,110.00
Reserve (State Pool Sub Acct)						-257,111.00
Total Reserve (State Pool Sub Acct)						-257,111.00
State Pool Grant 1 - Sub Acct						195,110.00
Total State Pool Grant 1 - Sub Acct						195,110.00
State Pool 5210 - Other						-94,482.57
Deposit	08/14/2024			Deposit	1,644.99	-92,837.58
Transfer	08/29/2024			Funds Transfer	-20,000.00	-112,837.58
Total State Pool 5210 - Other					-18,355.01	-112,837.58
Total State Pool 5210					-18,355.01	97,407.50
TOTAL					-18,355.01	97,407.50

WILLIAMS RFPD
OSFM Seasonal Upstaffing Report
 2024 Wildland Season

Cash Basis

Type	Date	Num	Name	Original Amount	Paid Amount
General Fund Expenditures					
Personnel Services					
4300 - Seasonal Hires-Misc Work					
OSFM Seasonal Grant					
Paycheck	07/01/2024	DDJune	*Jennifer M. Vetter {HR Manager}	560.00	560.00
Paycheck	07/01/2024	DDJune	*Jennifer M. Vetter {HR Manager}	104.55	104.55
Paycheck	07/01/2024	DDJune	*Nicolas G Holt {Interim Chief}	0.00	0.00
Paycheck	07/01/2024	DDJune	*Oskar D. Sundell {Lieutenant}	0.00	0.00
Paycheck	07/01/2024	DDJune	*Devin N Brennan {Capacity FF}	0.00	0.00
Paycheck	07/01/2024	DDJune	*Devin N Brennan {Capacity FF}	0.00	0.00
Paycheck	07/01/2024	DDJune	*Jon Scaroni {Fire Prevention}	154.20	154.20
Paycheck	07/01/2024	DDJune	*Jon Scaroni {Fire Prevention}	405.62	405.62
Paycheck	07/05/2024	12983	**Benjamin Brian {Upstaffing PT}	56.00	56.00
Paycheck	07/05/2024	DDJune	**Charles HooperLee {UpStaffing PT}	437.33	437.33
Paycheck	07/05/2024	12994	**Elizabeth Dunlap {Upstaffing FT}	464.00	464.00
Paycheck	07/05/2024	12995	**Jasmine Williams {Upstaffing FT}	514.67	514.67
Credit Card Char...	07/06/2024		uAttend Time Clock	25.00	25.00
Paycheck	07/08/2024	DDDeploy	*Jennifer M. Vetter {HR Manager}	0.00	0.00
Paycheck	07/08/2024	DDDeploy	*Jennifer M. Vetter {HR Manager}	0.00	0.00
Paycheck	07/08/2024	DDDeploy	*Oskar D. Sundell {Lieutenant}	280.00	280.00
Paycheck	08/01/2024	DDJuly	*Jennifer M. Vetter {HR Manager}	560.00	560.00
Paycheck	08/01/2024	DDJuly	*Nicolas G Holt {Interim Chief}	104.55	104.55
Paycheck	08/01/2024	DDJuly	*Oskar D. Sundell {Lieutenant}	1,120.00	1,120.00
Paycheck	08/01/2024	DDJuly	*Devin N Brennan {Capacity FF}	560.00	560.00
Paycheck	08/01/2024	DDJuly	*Devin N Brennan {Capacity FF}	233.82	233.82
Paycheck	08/01/2024	DDJuly	*Jon Scaroni {Fire Prevention}	177.19	177.19
Paycheck	08/01/2024	DDJuly	*Jon Scaroni {Fire Prevention}	282.45	282.45
Paycheck	08/05/2024	13013	**Benjamin Brian {Upstaffing PT}	83.16	83.16
Paycheck	08/05/2024	DDJuly	**Charles HooperLee {UpStaffing PT}	728.00	728.00
Paycheck	08/05/2024	13014	**Elizabeth Dunlap {Upstaffing FT}	1,525.33	1,525.33
Paycheck	08/05/2024	13014	**Elizabeth Dunlap {Upstaffing FT}	2,384.00	2,384.00
Paycheck	08/05/2024	13015	**Jasmine Williams {Upstaffing FT}	36.00	36.00
Paycheck	08/05/2024	13015	**Jasmine Williams {Upstaffing FT}	2,589.33	2,589.33
Credit Card Char...	08/06/2024		uAttend Time Clock	4.00	4.00
Paycheck	08/30/2024	DDAugust	*Devin N Brennan {Capacity FF}	25.00	25.00
Paycheck	08/30/2024	DDAugust	*Devin N Brennan {Capacity FF}	0.00	0.00
Paycheck	08/30/2024	DDAugust	*Jon Scaroni {Fire Prevention}	574.39	574.39
Paycheck	08/30/2024	DDAugust	*Jon Scaroni {Fire Prevention}	547.21	547.21
Paycheck	08/30/2024	DDAugust	*Jennifer M. Vetter {HR Manager}	66.79	66.79
Paycheck	08/30/2024	DDAugust	*Jennifer M. Vetter {HR Manager}	490.00	490.00
Paycheck	08/30/2024	DDAugust	*Nicolas G Holt {Interim Chief}	104.55	104.55
Paycheck	08/30/2024	DDAugust	*Oskar D. Sundell {Lieutenant}	910.00	910.00
Paycheck	09/05/2024	13034	**Benjamin Brian {Upstaffing PT}	1,120.00	1,120.00
Paycheck	09/05/2024	DDAugust	**Charles HooperLee {UpStaffing PT}	0.00	0.00
Paycheck	09/05/2024	DDAugust	**Elizabeth Dunlap {Upstaffing FT}	1,624.00	1,624.00
Paycheck	09/05/2024	DDAugust	**Elizabeth Dunlap {Upstaffing FT}	1,506.67	1,506.67
Paycheck	09/05/2024	DDAugust	**Jasmine Williams {Upstaffing FT}	2,554.67	2,554.67

WILLIAMS RFP D
OSFM Seasonal Upstaffing Report
2024 Wildland Season

Cash Basis

Type	Date	Num	Name	Original Amount	Paid Amount
Paycheck	09/05/2024	DDAugust	**Jasmine Williams (Upstaffing FT)	32.00	32.00
Paycheck	09/05/2024	13038	**Benjamin Brian (Upstaffing PT)	744.00	744.00
Total OSFM Seasonal Grant					23,688.48
Total 4300 - Seasonal Hires-Misc Work					23,688.48
Total Personnel Services					23,688.48
Total General Fund Expenditures					23,688.48
TOTAL					23,688.48