Williams Rural Fire Protection District

**Regular Board Meeting Minutes**

**May 20, 2019**

Called to Order at 6:40PM

**Roll Call:**

**Board Members Present**

Position 1 – Dennis Crawford,

Position 2 – Sue Nevotti

Position 3 – Todd Rumery

Position 4 – Bill Ertel

Position 5 – Wes Nevotti

**Williams Staff Present**

Administrative Assistant – Jennifer Vetter

Interim Chief – Lance Lighty

**Public Presence:**

Glenn Fluhr – Chief’s Guest

Brody Shelton – EMR Trainee

Claudia Pratt

**Announcements:**

None

**Public Input:**

None

**Close Regular Board Meeting for Budget Committee Meeting**

**Regular Board Meeting closed at 6:44pm for Budget Committee Meeting**

\*\*\*\*\*\*\*\*\*\*BUDGET COMMITTE MEETING IN SESSION\*\*\*\*\*\*\*\*\*\*

**Reconvene Regular Board Meeting**

**Regular Board Meeting Reconvened at 7:32pm**

**Approval to accept Board Meeting Agenda:**

Board Meeting Agenda of May 20, 2019 was reviewed. The board meeting minutes were accepted as presented.

**Approval to accept Board Meeting Minutes:**

Board Meeting minutes of April 22, 2019 were reviewed. A motion to accept the board minutes was made by Wes Nevotti and a second by Dennis Crawford. The Board Minutes stand as presented and were signed by the Chair, Bill Ertel.

**Clerk/Treasurer Report:**

Clerk/Treasurer reports for May 20, 2019 were reviewed by the board members. Chief Lighty and Jennifer answered questions about revenue and expenses for the previous month’s expenses. Each line item was reviewed in each financial report. Discussions included spending on district credit cards, payroll, payroll taxes, regular monthly bills, authorization of payment for training of volunteer recruitment. Each of the reports reviewed included:

* The Chief’s credit card ending in 8161
* The Admin’s credit card ending in 7759
* The Umpqua Bank Account
  + Deposit of Josephine County Foundation Grants Money of $10,213.00
* Profit and Loss Statements
* LGIP Account
* A motion to accept the Clerk/Treasurer reports for May 20, 2019 was made by Dennis Crawford and seconded by Todd Rumery. The motion passed unanimously.

**Fire Chief’s Report:**

* **Number of calls in 2019** 
  + For the year through the month of May 20, 2019: 58 calls for service
  + May 1-20, 2019
    - 11 calls, 2 car wrecks, controlled burns, 1 tree into a power line and the rest were medical calls
* **Personnel/Recruitment**
  + Have 9 recruits in the EMR class (in-house class)
  + Classes to end by next week
    - State testing and background checks need to be performed before becoming certified.
    - Class went to Wolf Creek to participate in extrication exercises
    - Ran scenarios with class
    - Doing driver’s training
  + New Shirts, sweatshirts, coats and polos have been ordered will arrive next week
* **Dispatch**
  + New contract signed with dispatch
  + Active 911 - we are now out of the free trial and are a paying customer
* **Station**
  + Received a bid for the handicap walk and ramp.
    - Should pour this week
  + Working on manufactured home placement
  + Board door has new code and new locks are on the old fire station and the exterior doors of the current fire station
* **Old Station**
  + Needs roof repair and some siding work – could use painting
* **Property**
  + Working to trim trees and mow the field prior to fire season (no spray)
  + Purchased a brush hog for tractor and a weed eater
  + Have an offer for a new tractor, trade in old one
  + New locks on old fire station, fence, and generator
* **Meetings**
  + Met with Chief McLaughlin, standing monthly meeting
  + Tomorrow have a Rogue River exercise in Medford
  + Met with ISO, have a packet and will be working on that
  + Coffee with the Chief had a good turn out and questions
  + OSFM CR2K done have a $240 bill for that
* **Safety Committee**
  + Not addressed
* **Grants**
  + SAFER grant has been submitted
    - Waiting to hear back
  + Josephine County Foundation Grant up to $25k.
    - May be able to use to upgrade the radio system, we have to match up to $2500.
    - Have a bid from Sis-Q for $6700 and adjusted the bid to add 10 pagers. (about $450 per pager)
    - We RECEIVED the grant
    - Pagers have been ordered and working on license with FCC
  + AFG coming up soon for SCBAs
    - Working with a Chief Flurhr who will write the grant for free for us.
  + Fire house sub grant
* **Fire Reporting**
  + Up to date
* **Training**
  + **Training Record Program** 
    - TargetSolutions: Up and running, putting in data, using training portion of that with good results.
* **Community Outreach**
  + Gave out 3 address markers
  + Madrona School Event
  + Field calls daily on driveways and burn complaints
  + Next Coffee with the Chief is in June and may be filled in with an open house
* **Apparatus/Vehicles/Equipment**
  + Support Vehicle has an interested party in Sisters Camp Sherman
    - Have reached out but not heard back from Sisters Camp Sherman
* **Chief Hiring Process**
  + Met with Jim Stearns who will be out rep
* A motion to accept the Chief’s report for April 22, 2019 was made by Wes Nevotti and seconded by Dennis Crawford. The motion passed unanimously.

**Other Reports: Chair, Support Group, Other**

* **Chair**
  + Looked into what is needed to cite the mobile home from county
    - Decide where to place the mobile home
    - Decide what to do with the old home
      * Considering using it for training as opposed to a tear down
* **Recruitment and Retention *–*** Discussed in Chief’s report.
* **Policies and Procedures Manuals –** Tabled
* **Board Member Compensation –** Tabled
* **Operational Phone Lines** 
  + 541-846-7644 is being forwarded to Lance’s cell.
  + Purchased phone with expanded cordless handsets
    - Phones now ring inside of the station
    - Need to have a permanent place for base phone inside the bay
    - Cost effective compared to wiring for phones inside the building
* **Fire Department Bell**
  + Bill to call the Webb Family
* **Firemen Awards**
  + Looking for opportunities to recognize the volunteers
  + Chief Lighty to get in contact with TaiLese regarding returning the awards purchased last year for the volunteers
* **Building Security**
  + Look into a door bell for the station

**New Business:**

* **Building Security**
  + 2019-2020 Budget Planning
    - April work session
    - May – Meet with Budget Committee
    - Needs to be completed by June Meeting
* **Permanent Long-Term Chief Position**
  + Post an ad 5/1/19
  + Due 5/17-24
  + Process 6/3-5
  + Psyc Eval, Criminal Background, Medical Exam
* A motion to move approve the Chief’s was made by Todd Rumery and seconded by Dennis Crawford. The motion passed unanimously.
* **Board II Member Election**
  + July – 2019
* **Firemen Awards**
  + Hope to give them out and recognize the volunteers

**Announcement of Next Regular Board Meeting:**

Monday, June 24, 2019 at 6:30pm

**Motion to Adjourn:**

Motion to adjourn by Sue Nevotti and seconded by Wes Nevotti. The Regular Board Meeting adjourned at 8:25pm.

Attachments: Board Meeting Agenda, the Chief’s and Clerk/Treasurer’s reports for May 20, 2019, and Minutes of the previous Board Meetings.

Respectfully Submitted:

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Bill Ertel, Chairman