Williams Rural Fire Protection District

**Regular Board Meeting Minutes**

**September 23rd, 2019**

Called to Order at 6:34pm

**Roll Call:**

**Board Members Present**

Position 1 – Dennis Crawford

Position 2 – Sue Nevotti

Position 3 – Todd Rumery (Absent)

Position 4 – Bill Ertel

Position 5 – Wes Nevotti

**Williams Staff Present**

Administrative Assistant – Jennifer Vetter

Interim Chief – Jim Stearns

**Public Presence:**

Bryan Tedsen

Wilma Hyde

Richard Vetter

Roselyn Faith

Oskar Sundell

**Announcements:**

None.

**Public Input:**

Richard Vetter spoke about his school safety program that he started and is now an adopted hero at Lincoln Elementary. He has been working with the Senator and other officials in District 7 and offered his thanks for the Board for the opportunity to do this as a Williams firefighter.

**Addition of Board Meeting Agenda:**

Bill Ertel added to the agenda the Oath of Office, financial documents review, and Rich Cassidy cannot make it but would like to share documents that Rich Cassidy had sent to Bill.

Chief Stearns added to the new business of the agenda the discussion of adding a part-time training officer to our department.

**Approval to accept Board Meeting Minutes:**

A motion to approve the Board Meeting minutes of August 26, 2019 was made by Dennis Crawford and second made by Bill Ertel. The minutes were reviewed and approved as presented.

**Clerk/Treasurer Report:**

Clerk/Treasurer reports for September 23, 2019 were reviewed by the board members. Interim Chief Stearns 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, the enrollment of Richard Vetter into the Firefighter 2 Academy, payroll, regular monthly bills, and station maintenance/repairs items. There were also donations that were deposited of belt buckles to the department that sold by the Country Store.

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
* Profit and Loss Statements
* LGIP Account
* A motion for move $25k from the LGIP State Pool account to the Umpqua bank account was made by Bill Ertel and seconded by Sue Nevotti. The motion passed unanimously.

**Fire Chief’s Report:**

* **Number of calls since last meeting** 
  + 14 calls total
    - 5 fire calls locally
    - 1 Mutual aid to Rural Metro to help them cover calls
    - 5 Medical calls
    - 3 Traffic Incidents
* **Personnel/Recruitment**
  + 2 new prospective volunteers are coming aboard
  + 3 spots were held for the Firefighter 1 Academy in January
  + Oskar and Rick are working out well
    - Their contracts end at the end of September
* **Dispatch**
  + Nothing new to report
* **Station**
  + Rick and Oskar continue working on station projects
* **Old Station**
  + Not addressed
* **Property**
  + Mobile Home:
    - Rich Cassidy was supposed to make this meeting and was unable due to prior obligation
    - Received DEQ approval on the septic hole inspections in the field
    - Chief McLaughlin of Applegate Fire showed interest in purchasing the mobile home.
* **Meetings**
  + Attended two volunteer training meetings, one Board meeting, one Rogue Valley Fire Chief’s Meeting, and the Fire Defense Board Meeting.
* **Safety Committee**
  + September Safety Committee meeting has not been held at this time
* **Grants**
  + The SAFER Grant was awarded to WRFPD.
    - Written by Lance and Jenny
    - The grant’s value over 4 years is $387k
    - Covers staffing needs, recruitment and retention, funding for outside instructors, PPE, uniforms, and more.
    - Funds must only be spent on items identified in the grant.
* **Training**
  + Working off monthly training assignments and online assignments.
* **Community Outreach**
  + New Facebook page is up and operational
  + On September 16, 2019 Chief was on a panel as a representative for WRFPD to discuss an area served by Rural Metro and County Fire.
* **Apparatus/Vehicles/Equipment**
  + The Support Group vehicle 8770 is a FEPS vehicle and currently is non-operational.
    - Proposed idea is to have a sale in place after fire season
  + 8761 – 1985 GMC pumper truck is non-operational (injector issue)
    - Declared surplus property and hold a sealed bid
* A motion was made by Dennis Crawford and seconded by Bill Ertel to officially retire 8770 and 8761 and to declare them as surplus. 8761 will be sold by sealed bid and 8770 will return to the FEPS program. The motion passed unanimously.
* A motion was made by Dennis Crawford and seconded by Sue Nevottil to approve the Chief’s report for September 23, 2019 and passed unanimously.

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

* **Chair**
  + Nothing to report
* **Support Group**
  + Nothing to report.
* **Policies and Procedures Manuals** 
  + Not Discussed
* **Board Member Compensation –** Not Discussed
* **Fire Department Bell**
  + Not located
* **Building Security**
  + Jenny to order wireless doorbell for the department
* **Concrete Sidewalk Extension**
  + Bill to pay for the concrete work was approved for payment
* **Tractor Swap**
  + Chief Stearns to follow up with Lance (Run-Away Tractor)

**Unfinished Business:**

* **Open House:**
  + Wear name tags so people can identify who they are talking to
  + Get thank you cards out to show appreciation to the people that supported the event
  + Budget for the open house
    - Brian Tedsen – Owner of the Williams Country Store donated most of his efforts, employees, and time toward the open house for the department.
      * 180 servings were made
      * An invoice will be given to the department for $3.50 per serving
* **Clerk Treasurer’s Review:**
  + Reviewed Jennifer’s review rating
  + Reviewed the proposed job description for her position

**New Business:**

* **Training Records** 
  + Nothing to report
* **Part-Time Training Officer**
  + Proposal – $30 per hour for up to 10 hours per week
* A motion was made by Bill Ertel and seconded by Dennis Crawford to approve a $3k cap on training at $30 and passed unanimously.
* **Apparatus Replacement Schedule**
  + Reflects 3-4% inflation over the next 20 years on an accrual basis
* **Rich Cassidy Document**
  + Reviewed cost sheet for mobile home
* **CPA Correspondence**
  + CPA was given reassurance regarding signature authority and separation of duties that are restricted to the board members.
  + Expenditure authorizations are approved by line items
  + Separation of duties are taking place
  + Building security is in tact
  + Operational cards
  + Gift card limits

**Close Regular Board Meeting for Executive Session per ORS 192. 660(2)(b)**

**Regular Board Meeting closed at 8:36pm for Executive Session**

\*\*\*\*\*\*\*\*\*\*EXECUTIVE MEETING IN SESSION\*\*\*\*\*\*\*\*\*\*

**Reconvene Regular Board Meeting**

**Regular Board Meeting Reconvened at 9:50pm**

**Board Swear In:**

Swearing in of the Board and anyone taking official action on behalf of the District

**Announcement of Next Regular Board Meeting:**

Monday, October 28, 2019 at 6:30pm

**Motion to Adjourn:**

* A motion to adjourn was made by Dennis Crawford and seconded by Bill Ertel at 9:55pm.

Attachments: Board Meeting Agenda, the Chief’s and Clerk/Treasurer’s reports for September 23, 2019, and Minutes of the previous Board Meetings.

Respectfully Submitted:

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Wes Nevotti, Chairman