Williams Rural Fire Protection District

**Special Board Meeting Minutes**

**October 7th, 2019**

Called to Order at 1:00pm

**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 – Jim Stearns

**Guests:**

Karen Rogers

Wilma Hyde

**Announcements:**

None

**Public Input:**

 Karen Rogers stated that she enjoyed coming to a ‘well-run’ meeting.

**Chief Hiring Process Review:**

Hiring for Chief Position Options

1. Same hiring process as before (Cost is approximately $700 from SDAO)
2. Share/Contract chief services from Applegate
3. Keep things the way they are:
	1. Part-Time Chief and move some of the budgeted funds for 2 firefighter positions (full-time in summer; part-time in winter)
	2. So far, this has received a lot of positive feedback
4. Promote from within (in-house and have consultant on call)

Board Comments:

* Todd discussed his thoughts regarding the four options and would like to see a fusion of option 3 and 4

**Employee Contracts:**

Richard Vetter & Oskar Sundell Contracts

* Ratify their employment contracts thru the end of November
* Lessen their hours into the fall from 40 hours for each employee to 32 hours each employee and keep their pay rates the same
* If their positions are going to continue, this will happen in December
* A motion to ratify Richard Vetter’s and Oskar Sundell’s employment contracts was made by Bill Ertel and seconded by Dennis Crawford. The motion passed unanimously.

**Mobile Home:**

Point(s) of Contact

* Bill to be the point of contact with Rich Cassidy and the workings of the mobile home set up
* Chief to take up for when Bill is not available
* A motion to Bill of the point of contact for the mobile home was made by Dennis Crawford and seconded by Sue Nevotti. The motion passed unanimously.

**Employee Benefits Package:**

Discussion of 401k Possibility

* Discussion to understand how to administer and if the Board is interested in the administration of a retirement plan

**Grant Administration:**

Grant Administration and Management

* Discussion of Wesley Nevotti as the Grant Administrator and Chief Stearns as the Grant Manager
* A motion to appoint Wes Nevotti as the Grant Administrator was made by Bill Crawford and seconded by Todd Rumery. The motion passed unanimously.

**Department Credit Cards:**

Credit Card Action to Pursue Umpqua Bank Visa Community Card Credit Card

* Discussion to change our current credit card disposition from business cards to corporate cards
* If the Board approves, Jennifer will submit financials to Umpqua Bank to begin the application process.
* The current cards will stay in use until new credit is established
* A motion to move forward with the Visa Community Card was made by Bill Crawford and seconded by Todd Rumery. The motion passed unanimously.

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

**Special Board Meeting closed at 1:38pm for Executive Session**

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

**Reconvene Special Board Meeting**

**Special Board Meeting Reconvened at 2:22 pm**

**Motion to Adjourn:**

Motion to adjourn by Dennis Crawford and seconded by Sue Nevotti. The Special Board Meeting adjourned at 2:22pm.

Respectfully Submitted:

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Wes Nevotti, Chairman