Williams Rural Fire Protection District

**Regular Board Meeting Minutes**

**November 25th, 2019**

Called to Order at 6:45pm

**Roll Call:**

**Board Members Present**

Position 1 – Dennis Crawford

Position 2 – Sue Nevotti

Position 3 – Todd Rumery (Late)

Position 4 – Bill Ertel

Position 5 – Wes Nevotti

**Williams Staff Present**

Administrative Assistant – Jennifer Vetter

Interim Chief – Jim Stearns

**Public Presence:**

Richard Vetter

Wilma Hyde

**Announcements:**

Deputy Clerk Jennifer Vetter - Most recent events include a trailer fire on East Fork and a run-away burn pile. At Applegate District Headquarters, FF2 training on overtaking a propane tank with one person from WRFPD attending.

Chief Jim Stearns - We are averaging 30-40% of the budget on most line items while we have completed 40% of the fiscal year.

**Public Input:**

None.

**Approval of Meeting Agenda:**

A motion to approve the Board Meeting Agenda of November 25, 2019 was made by Dennis Crawford and second made by Sue Nevotti. The agenda was reviewed and unanimously approved as presented.

**Approval to accept Board Meeting Minutes:**

A motion to approve the Board Meeting minutes of October 28, 2019 was made by Dennis Crawford and second made by Sue Nevotti. The minutes were reviewed and unanimously approved as presented.

A motion to approve the Special and Executive Board Meeting minutes of November 4, 2019 was made by Dennis Crawford and second made by Sue Nevotti. The minutes were reviewed and unanimously approved as presented.

**Clerk/Treasurer Report:**

Clerk/Treasurer reports for November 25, 2019 were reviewed by the board members. Interim Chief Stearns and Jennifer Vetter 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, regular monthly bills, and station maintenance/repairs items. Discussions took place regarding closing old district credit cards and the transition to using the new district credit cards.

Each of the reports reviewed included:

* The Chief’s credit card
* The Admin’s credit card
* The Board Chair’s credit card
* The Umpqua Bank Account
* Profit and Loss Statements
* LGIP Account
* A motion to add Wes Nevotti and Jennifer Vetter to the LGIP state pool account and remove previously associated names (Michael Kuntz and Tailese Goodnough) was made by Todd Rumery and seconded by Dennis Crawford. The motion passed unanimously
* A motion to accept the Clerk/Treasurer’s report was made by Bill Ertel and seconded by Sue Nevotti. The motion passed unanimously.

**Fire Chief’s Report:**

* **Number of calls since last meeting** 
  + 16 calls total
    - 5 Fire calls locally
      * One of the fire calls was for a 5th wheel trailer/residence. The fire was determined to be suspicious in nature and investigation referred to law enforcement
    - 11 Medical calls
    - 1 Traffic Incidents
* **Personnel/Recruitment**
  + Looking to continue funding as it is currently through the fiscal year for Rick and Oskar
  + Proposal to recruit a recruitment and retention officer under the SAFER Grant
  + 5 applications for Fire Chief were reviewed by the Board in Executive Session.
    - 3 candidates have been invited to an interview process to be held January 6, 2020
* A motion was made by Bill Ertel and seconded by Sue Nevottil and passed unanimously to approve the continuance of Rick Vetter and Oskar Sundell’s contracts through the end of May at their current rate of pay.
* **Dispatch**
  + Nothing new to report
* **Station**
  + Rick and Oskar continue working on clearing and clean up of the proposed manufactured home site as well as removing old structures in the area
* **Old Station**
  + Nothing new to report
* **Property**
  + Mobile Home:
    - The septic system has been installed.
    - Electrical and water are being evaluated.
* **Meetings**
  + Attended three volunteer training meetings, one Board meeting, one Rogue Valley Fire Chiefs meeting, fire defense board meeting and an after-action review of the 2019 fire season with Rogue Valley Fire Chiefs.
* **Safety Committee**
  + No Safety Committee meeting to report.
* **Grants**
  + The SAFER Grant
    - We have several new volunteer applications that we are planning to move forward with after the start of the grant process. The grant period begins December 10.
* **Training**
  + Training Officer Nicco Holt, has continued focusing training on physical agility and fitness in an attempt to get the Firefighter one candidates ready for the rigors of the academy. He is certified up to FF1 training cetification.
  + Nicco has secured the use of a SCBA “fit test” machine and will be fit testing all WRFPD personnel
  + We have also continued training on pump operation, hose streams and live fire operations.
  + Rick successfully complete the Firefighter II academy and has begun working on the task book.
  + There is an upcoming EMT course (2 term program) at RCC and would like to get Rick Vetter into the program to get recertified. If he does not finish the course he will not be reimbursed by the District for costs incurred.
  + Discussions to get Rick and/or Oskar (or others in the department) certified in training as well.
  + Rick finished his FF2 Academy
* **Community Outreach**
  + We hosted another “Coffee with the Chief” which was attended by the County Sheriff, the meeting room was at full capacity.
  + Next coffee meeting will be December 4, 2019
* **Apparatus/Vehicles/Equipment**
  + Leaking pump seal on 8701 was repaired and 8701 is back in service
  + Contacted Applegate Fire to investigate a proposal to have their certified mechanic perform repairs on apparatuses.
  + The high bid buyer of the GMC brush unit picked it up on Nov.1, and was pleased with his purchase.
* A motion was made by Dennis Crawford and seconded by Sue Nevoti and passed unanimously to approve the Chief’s Report.

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

* **Chair**
  + Nothing to report
* **Support Group**
  + Christmas Party is scheduled for December 7th. This is a family event.
* **Other**
  + Discussion of Christmas decorations and events for the upcoming holidays for the fire department such as Christmas hot chocolate and kid related items/events.

**Unfinished Business:**

* **Outside Projects** 
  + Rick and Oskar have been cleaning the land
* **Rich Cassidy – Mobile Home Project**
  + Agreement cost plus 10%
  + Finish date of March per Cassidy
* **Proposed Clerk Job Description**
  + Bill Ertel proposed entertaining the thought of making two different descriptions since Jenny performs many duties that can be divided/separated into two groups
    - One description to cover the clerk/administrative duties
    - One description to cover social media/website/public relations/other duties
* **Community Burn Class**
  + Tabled
* **Policies and Procedures Manual Update**
  + Tabled

**New Business:**

* **Harassment Policy**
  + Provided by SDAO
  + Mandatory policy covering various areas of harassment and complaints
* A motion was made by Bill Ertel and seconded by Dennis Crawford and passed unanimously to approve and utilize the Harassment Policy.
* **EAP – Employee Assistance Program**
  + Gives employees a place to turn to for counselling and assistance
* **Training Records** 
  + Nicco Holt’s training report review
* **Official Retirement of 8770**
  + “Discussed in previous month’s meeting”
* **Upcoming Chief’s Interview Process**
  + Monday, January 6, 2020
  + 3 Interviews to take place in the afternoon
* **Board Email Accounts**
  + Board members are encouraged to use the department email system for fire department correspondence
    - Make email accounts for each board member
  + Board members are encouraged to use technology that is solely associated to the District for District business.
    - Get laptops for Wes Nevotti and Bill Ertel (Board Chair and Board Vice Chair, respectively).

**Announcement of Next Regular Board Meeting:**

Monday, December 23, 2019 at 6:30pm

**Motion to Adjourn:**

* A motion to adjourn was made by Bill Ertel and seconded by Dennis Crawford at 8:08pm.

Attachments: Board Meeting Agenda, the Chief’s and Clerk/Treasurer’s reports for November 25, 2019, and Minutes of the previous Board Meetings.

Respectfully Submitted:

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Wes Nevotti, Chairman