Williams Rural Fire Protection District

**Regular Board Meeting Minutes**

**February 25, 2019**

Called to Order at 6:35pm

**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 – Entered meeting via Speaker phone to present his Chief’s report and was in attendance until the end of the meeting

**Announcements:**

None

**Public Input:**

None

**Approval to accept Board Meeting Minutes:**

Special Board Meeting Minutes of February 1, 2019 and Executive Board Meeting Minutes of February 1, 2019 were reviewed. A motion to accept the board minutes was made by Todd Rumery and a second by Dennis Crawford. All minutes stand as presented and were signed by the Chair, Bill Ertel.

**Clerk/Treasurer Report:**

Clerk/Treasurer reports for February 25, 2019 were reviewed by the board members. Jennifer answered questions about revenue and expenses for the previous months expenses. Each line item was reviewed in each financial report. Discussions included the arson school grant of $500, donation of $50 from a community member, payroll taxes, renewal of the liability insurance, and regular monthly bills. 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
* Profit and Loss Statements
* LGIP Account
* A motion to accept the Clerk/Treasurer reports for February 25, 2019 was made by Dennis Crawford and seconded by Wes Nevotti. The motion passed unanimously.

**Fire Chief’s Report:**

* **Number of calls in 2019** 
  + as of February 25, 2019: 25 calls for service
  + We have been able to cover our response without assistance from the agencies
* **Personnel/Recruitment**
  + Hung one banner and purchased another banner
  + Chief Lance was added onto the Facebook group 97544
  + Hung flyers in 3 stores
  + Handed out 10 applications
    - One person in recruitment and back grounds, two more in process
* **Apparatus/Equipment**
  + Mako compressor
    - New part coming and new test gas
    - Once test is complete, test sample can be sent to lab
  + SCBA’s are past their max life. Had a vendor look at them and the SCBA’s were believed to still be in good condition. Just need to do a flow test and the vendor had made an offer to potentially give us some high pressure used ones that are 3-4 years newer than or current ones
  + Reviewed My-Comm quote for 2018 Durango
* **Dispatch**
  + Working with dispatch on CAD access and prior years calls.
  + Implemented Active 911 system. Can add new phones anytime
  + Radio company came in and serviced all our mobile and portable radios.
    - Replaced 3 antennas, narrow band the base station, increased the watts from 50 to 100
* **Station**
  + ARCO has agreed to do the punch list.
    - Asked for $300 for supplies and this was granted if needed.
    - One outstanding bill for the countertops.
  + Working on bids to upgrade the telephone system
    - Looking into VOIP
* **Old Station**
  + Will continue to clean and remove unwanted items
    - Getting together with local people to make sure that historical items are kept intact and not thrown out.
  + Would till like to follow up with the Water Commission
* **Property**
  + Have bids for most of the manufactured home’s set up. Documents under review are:
    - Line items pertaining to site prep, set up, septic system, driveway permit for access, well report, plot plan, flood plain, erosion control plan (need engineered letter to cover this)
      * In regards to the septic, need to find the lines and lid; County has no record due to age of the property; Todd Rumery has offered to come to help locate the lines
      * Septic is under consideration by suggestion that it may need to be pumped and inspected
    - Will look to see about getting a couple of other concrete bids and the removal of the old home
    - Need to still hear back from Pacific Power in regards to power
    - Trenching of water lines to home needs to be investigated
    - Timberline is the only bid received in response to the request of many that were called; looking to see more bids
  + Need to finish ADA access to new building and will work of getting bids for this
* **Meetings**
  + Chief Lighty will be meeting with ISO Wednesday regarding rating and score sheet
  + Met with Chief McLaughlin, standing monthly meeting
  + Spoke with Dave Matthews from AMR
  + Have an email into Dr. Wustle, our physician advisor
  + Rogue Valley fire defense board meeting
    - Fuels reduction and other concerns regarding possible fire threats
* **Safety Committee**
  + Safety meetings are going well and they are regularly happening
  + Annual inspection on 2/26/19 of extinguishers
  + Items that need to be addressed are SCBA and fuel cabinet
* **Grants**
  + SAFER grant is now open. We have our DUNS number and are waiting on our SAM and Cage numbers
    - This grant if awarded could fund a full-time position non matching or four years, 40 hours per week funded by FEMA for recruitment retention
    - Looking into grant writing options and possible candidates to be a grant writer for the department
  + Josephine County grant up to $25k.
    - May be able to use to upgrade the radio system.
* **Safety**
  + Mako compressor needs inspection and is two years out of compliance. Cascade fire will be scheduled for maintenance and air quality testing. Applegate Fire will allow us to use their compressor in the meantime.
  + Air packs will need to be replaced soon
* **Training**
  + **Training Record Program** 
    - TargetSolutions: $1000 annual fee
    - Certification hours can be done through this program
    - Retained online and on desktop
* **Miscellaneous**
  + Fire reporting
    - All of 2019 reports have been entered and will start entering 2018 reports
  + SDA has incentives that the department can take advantage of
  + Worker’s Comp coverage includes: The firemen, the Support Group, and the Board Members
* A motion to authorize Chief Lighty to explore contracting a grant writer for $2500 for the purpose of the SAFER Grant was made and unanimously approved.
* A motion to authorize the Chief to move forward with the $25k grant to upgrade the radio systems was made and unanimously approved.
* A motion to accept the Chief’s report for February 25, 2019 was made by Dennis Crawford and seconded by Todd Rumery. The motion passed unanimously. \*\*\*\*

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

* **Building Remodel** – Covered earlier in meeting
* **Painting Project** – Signed deposit check in the amount of $1800 to begin work
* **Outside Projects**: **Storage house, parking lot, back stairs**
  + Lance will work on mobile home. Anything over $15,000 will need bids
  + Sign design: Lance working on quote – concerned with the colors blending in with the new paint background and will have designer try different color design to help sign stand out
* **Recruitment and Retention *–*** Discussed in Chief’s report.
  + Coffee and Donuts event – Monday March 4, 2019 10am-noon
    - Deputy Simons will be in attendance
    - This will be placed on Jo’s List and Facebook
* **Policies and Procedures Manuals –** Tabled
* **Board Member Compensation –** Tabled
* **911 Alert Notification -** Covered earlier in meeting
* **Operational Phone Lines** 
  + 541-846-7644 is being forwarded to Lance’s cell.
  + Second phone line needs to ring in the building
  + Looking into possibly getting the phones lines with voice mails over VOIP as there are no phone jacks in the offices
* **Firemen Awards**
  + Looking for opportunities to recognize the volunteers
  + An email will be sent in regards to December orders of awards to TaiLese

**New Business:**

* **Building Security**
  + Todd Rumery will need a code
  + External door may need a guest code
* **CPA Office Courtesy Call** – Set up a meeting with the CPA so that Lance and Jennifer can meet the CPA (let Bill know if anyone else wants to attend)
* **2019-2020 Budget Planning**
  + Bill will draft a beginning document that will be worked on by Lance and Jenny
* **Website**
  + Updates are approved to be done to the website in regards to events, history, updating pages that are under construction, and information that will keep the community updated about the department and the department’s involvement with the community.
  + Library as a resource to find historical information
  + Support group information to be added
  + Place numerical statistics on website

**No Executive Session to be held**

**Announcement of Next Regular Board Meeting:**

Monday, March 25, 2019 at 6:30pm

**Motion to Adjourn:**

Motion to adjourn by Dennis Crawford and seconded by Todd Rumery. The Regular Board Meeting adjourned at 8:23pm.

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

Respectfully Submitted:

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Bill Ertel, Chairman