Williams Rural Fire Protection District

Board Meeting

# Agenda for September 26th, 2018

1. Call to order and Pledge of Allegiance
2. Roll call of members by the Secretary
3. Announcements and agenda review
4. Public input – two minutes per person are allowed under the rules
5. Approval of Board Meeting Minutes for August 22nd, 2018 and September 6, 2018
6. Station Renovation & ARCO Presentation Update
   1. Invoice Reconciliation
   2. Projects completed
   3. List of projects to be finished
   4. Projects to be cancelled
   5. Projects to be completed by other contractors
      1. Exterior Painting
      2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
   6. Projects to be completed by district
      1. Pump House
      2. Appliance installation
      3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
   7. ORW Contract
7. Clerk Treasurer Reports
   1. Expense approval/documentation
   2. Review reports
8. Fire Chief’s Report and/or Assistant Fire Chief’s Report
9. Other Reports:
   1. Support Group
10. Unfinished Business:
    1. Building Remodel Update – See item 6
    2. Fund Office Equipment
       1. Authorize Office Furniture Purchase with Spending Limit
    3. Recruitment and Retention
       1. Personnel Update and Roster
       2. New Volunteers – Gil Hays
       3. Advertisement of openings
    4. Update on Mobile Home Site Prep – Tour of Site
       1. Site selection other than existing home site
       2. Foundation preparation
       3. Electrical
       4. Plumbing and sewer
       5. Moving mobile home
    5. Policies and Procedures Manual
       1. Member copies – Flash drive
       2. Update – Section, recommendations, and contract
    6. Board Member Compensation
    7. Tractor Utilization
       1. Currently located at Dick Rodgers residence
    8. Report Distribution
       1. Send draft of Board Meeting Minutes within 7 days of meeting
    9. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
11. Correspondence:
    1. Board Chairman
    2. Secretary
       1. CPA Annual Review Update
    3. Fire Chief
12. New Business:
    1. Appointment of Acting/Interim Fire Chief
       1. Salary, scope, duties, policy
    2. Administrative phone
    3. 911 Tones Equipment
    4. Schedule Election of 2018-2019 Board Officers
    5. Library Planning and Construction
       1. Confirming what property is owned by fire district
    6. Continuing Education and Training
       1. EMT for Rick Vetter
       2. Leadership Training for Assistant Chief Roeloffs
    7. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
13. Announcement of next regular meeting of the Board:

Wednesday October 24th, 2018 at the Williams Rural Fire Protection District station at 6:30 p.m.

1. Executive Session concerning personnel administration. The executive session will be pursuant to ORS 192.660(2)(b).
2. Motion to adjourn

Posted on September 24th, 2018 in accordance with ORS 192.640 and WRFPD Policies and Procedures Manual chapter 4.1, paragraph B and H.

Bill Ertel, Chairman, Williams Rural Fire Protection District Board of Directors