Bigfork Fire District Trustee Meeting

October 30th, 2018

Trustees: Zack Anderson, Mick Borges, Andrew Sliter, Seth Price, Daniel Elwell

Guests: Chief-Mark Thiry, Cindy Norred, Jeremy Patton

Opened at 17:34

1. **General Public Comment:** None

2. **Review/Approval of meeting minutes September 25th, 2018:** A motion was made to approve September 25th, 2018 meeting minutes: Sliter (1st), Borges (2nd) all in favor, none opposed.

3. **Review/Approval of Purchase Orders:** Presented was purchase order #7825 for upgrading heaters to Echo Lake and Woodsbay halls. No dollar amount was listed, since bids were still coming in and this needs to be done sooner before winter hits. Patton will be getting three bids for each. Carson Brothers was requested by board to get a bid from too.

   A motion was made to approve purchase order #7825 for upgrading heaters at Woods Bay and Echo Lake stations up to $5,000.00 and will leave it up to Patton and Thiry to decide based on availability to get done sooner: Borges (1st), Elwell (2nd) all in favor, none opposed.

4. **Review Reconciliation of Financial Statements and Bills Paid**: Anderson asked about the Hydrant Charge and Thiry explained that should be the last one. The board agreed that the district will use the reader board, Bigfork Fire's Facebook and website to get messages out to the public on clearing hydrants, in return for waiving the hydrant fee. Sliter asked about the Zoll Warranty, it was explained that it covers the two Zoll Monitors on the ambulances for servicing them each year and having loaners while they are being serviced, includes software updates and higher-end parts for three years.

5. **Fire Chief Report:** See attached.

6. **Apparatus Committee Report**: Central Valley is waiting for approval on Ladder Truck from their board. Ambulance in process. Horton rep is coming and brining by an ambulance for district to look at next week.

Old Business

A. **Revision of Policy 205.00 Employee Types** – Final Reading
   Discussion on definitions, cons and pros. Thiry explained it will have no impact on the district operation.

A motion was made to approve Policy 205:00 Employee Types as presented with highlighted text added and red font words removed: Price (1st), Sliter (2nd) all in favor, none opposed

B. **Revision of Policy 226.00 Holidays and Benefits** – Final Reading Sliter was concerned about the definitions for short-term, seasonal, temporary employees conflicting with being eligible for benefits. Discussion on pros and cons.

   A motion was made to approve Policy 226:00 Holiday and Benefits as presented with highlighted added and red removed: Elwell (1st), Price (2nd) all in favor, Sliter opposed.

C. **Wildland Call Out Policy -1st Reading:** This policy 105.04 will set parameters governing the callout of Bigfork Fire District assets and establish a fee schedule for non-contract request for Wildland fire assistance outside the Geographical Area Control Center (GACC). It will also serve as the foundation to the SOG on Wildland Fire Callouts which set guidelines for Bigfork assets contracted to assist within the GACC. Thiry explained that he will bring a fee schedule for personnel that will be set and trucks, that will be added to Appendix H for approval. Discussion on concerns with volunteer going out and only receiving pay from the respective agency and not the district. Discussion was that they volunteer to go, and they do not have to. They are volunteers, not a paid employee. The only way to fix that would be to become a paid employee explained Thiry. If paid staff is going they will be working for the district making their wage and still will be eligible for their benefits. Then the district will be bringing in extra money.

   A motion was made to remove paragraph KK on policy 101.00 that the board has seen three times as presented: Elwell (1st), Price (2nd) all in favor, no opposed.

D. **Ladder Truck proposal with Central Valley:** Counter-offer was issued on September 27th, 2018 to Central Valley for Vehicle and $75,000.00 cash. Return email from Central Valley stated approval in concept, but it would go before the City Council on November 5th, 2018 for approval vote. A motion was made if Central Valley approves the $75,000.00 counter-offer, and everyone is ok with the inspections, then move forward. Elwell (1st), Borges (2nd) all in favor, no opposed

E. **Montana Fire Trustees Association Letter & Invoice:** This body offers training to Fire Boards through conferences and seminars. Provides legislative representation of Montana Fire Districts at the State level. Offers website for networking, resources, and classified Ads to members. Provides the opportunity to exchange ideas and discuss issues involving Fire District Administration. Anderson asked if they reviewed polices. Discussion on any other association that will double check policies. Thiry will make a call. Tabled per Anderson until further information.

7. **New Business**

   A. **Year End Closing FY17 & FY18-Adjustments Entered In QB.** Reports were presented for the board to see with the adjustment entered into books.

   B. **FY18 Approve-Annual Financial Report to Department of Administration-Local Government Services Bureau-P/L, Balance Sheets, A/R, Liabilities:**

      A motion was made to approve Annual Financial Report for FY Ending 2018 as presented: Sliter (1st), Elwell (2nd) all in favor, none opposed

   C. **KC, MH, Resignations Approval:** A motion was made to approve resignations for KC and MH: Elwell (1st), Borges (2nd) all in favor, none opposed

   D. **LW Termination Recommendation:** A motion was made to approve recommendation for termination: Elwell (1st), Borges (2nd) all in favor, none opposed

8. **General Public Comment:** None

9. **Motion to Adjourn:** Sliter (1st), Elwell (2nd) all in favor, none opposed.

Meeting adjourned at 19:19

Minutes Approved: _____, Chairman -Zack Anderson

_____, Recorder-Cindy Norred