

## BIG MOUNTAIN BOARD OF TRUSTEES MEETING MINUTES

December 8, 2015

**CALL TO ORDER:** 8:00 AM

**ROLL CALL:** Steve Snellen, Glenn Nye, Jay Johnston, Paul Silverman, Paul Okerberg

**GUEST:** Myra Appel (CPA)

**APPROVAL OF MINUTES:** Glenn Nye made a motion to approve the November 9, 2015 minutes. Jay Johnston seconded it and it was passed.

**FIREFIGHTER'S REPORT:** Ben Devall

- Flathead County Search and Rescue took the snowmobile and performed some maintenance and have returned it.
- Dr. Briles, Flathead County Medical Director, will conduct a run review/training with BMFD on December 21, 2015.
- Chief Devall will meet with Steve Ferguson of Prylovent while in Denver for training. Prylovent sells the exhaust system for fire house vehicle spaces.
- Jay, Myra, Kevin and Chief Devall met to discuss financials. Jay will provide the summary of the meeting.
- BMFD participated with Big Mountain Ski Patrol in a training session with Two Bear Air and discussed respective capabilities and protocol on when to call Two Bear.
- BMFD Firefighter Sal Baccaro wired a charger/base station in 2031 for the handheld radio.
- Cameron mounted a hand held charger in 2081 and worked on fixing an oil leak coming from the dipstick.
- The Big Mountain Firefighter's Association will be sending out a newsletter in the next couple of weeks.
- Ken, Kevin and Chief Devall will be attending the county's EMT refresher in January.

**TREASURER'S REPORT:**

Jay Johnston provided a summary of a November 16, 2015 meeting with Flathead County Staff Accountant Tamara Helmstetler:

- The County allows a cash reserve of no more than 33%. It is calculated by Cash Reserve/Total Expenditures - %. The BMFD budget for 2016 is \$181,812/\$570,638 – 31.86%.

- Funds over the 33% at the time of the budget need to be placed into the Capital Improvement Plan (CIP). In the event of an emergency, CIP funds can be used for another project after a public notice has been issued and a special meeting has been held.
- The County is concerned when a Cash Reserve is below 25% and does not allow a balance below 15%.
- A review of the past six years revealed BMFD budgets have resulted in a cash balance of over \$100,000 in three of the past six years. This issue is to be reviewed.
- County Attorney David Randall was provided the Employee Handbook for review.

Jay Johnston also provided a summary of a November 20, 2015 Budget Process meeting with Myra Appel, Chief Devall, Kevin Wise and Jay:

- BMFD five year trend was reviewed. It was determined that the past three years had a yearend carry over and it was placed in the labor line and then not spent.
- Projected budget scenarios from Myra revealed that the funding for FURS is not achievable as Cash Reserves would fall below the mandatory 15% should revenue remain the same.
- Items to evaluate: Reduce the percentage of sick and vacation expense in the budget; increase the projected revenue.
- Possible ways to reduce expenses: Reduce staff – savings of approximately \$61,000; reduce staff compensation by 5% - savings of approximately \$18,000 per employee.

Possible alternative to FURS: Budget cash reserves at 25%; all funds not needed for CIP could be disbursed to employees in two payments – December and June.

Steve Snellen made a motion to amend Budget based on updated financials; seconded by Paul Okerberg.

**PUBLIC COMMENT:** No comments.

**OLD BUSINESS:**

- A review on Aging Accounts, the BMFD has a \$14,071 unpaid balance. The collection rate on these accounts is 75%.
- Chief Devall provided a review on residents not being charged for ambulance/medical assistance and the total was \$4,000.

Union Contract – No current updates since last Board meeting.

Fire Wise Update - No action from WSI on Thinning project proposal. This issue is to be discussed with WSI at the Big Mountain HOA Annual meeting on December 30<sup>th</sup>.

**NEW BUSINESS:**

Myra Appel's accounting contract renewal was discussed. Steve Snellen made a motion to renew her contract; Jay Johnston seconded it.

Firefighter's request to opt out of Social Security; and FLSA concerns over work/sleep hours to be evaluated.

**NEXT MEETING:** Scheduled for February 2, 2016 at 8:00 AM.

**ADJOURNED:** Paul Silverman made a motion to adjourn at 9:00 AM and Paul Okerberg seconded it. Meeting was adjourned.