

BIG MOUNTAIN FIRE DISTRICT (BMFD) BOARD OF TRUSTEES
MEETING MINUTES JUNE 19, 2017

CALL TO ORDER: 8:01 AM

ROLL CALL: Paul Okerberg, Glenn Nye, Jay Johnston, Paul Silverman

GUESTS: Chief Ben Devall, CPA Myra Appel, Firefighter Brodie Verworn, Board candidate Phil Waddell

APPROVAL OF MINUTES: Motion to approve minutes of May 31, 2017 meeting was made by Glenn Nye and seconded by Jay Johnston. Motion passed unanimously.

FIREFIGHTER REPORT – Chief Ben DeVall

- Image Trends patient reporting system is finally ready for use. There are educational videos online which firefighters will be watching. Chief will be setting up BMFD account shortly. BMFD will have until December 2017 to use the State program.
- Chief has requested funds from FEMA for the AFG grant of \$21,344.00. They should arrive shortly. Chief has let the County know to expect them. Big Mountain Firefighters Association (BMFA) has agreed to pay the remaining balance of \$1,997.00, which is the cost share for the turnouts purchased.
- Rebuilding of the firehouse deck has begun. It is going well so far.
- Firefighters Cameron Bradley and Kevin Wise planted flowers and are installing a flagpole at the firehouse.

- Chief made contact with a supplier for the Argo slip tank. A quote is expected June 19, 2017
- Kevin set up a barbeque/training session with Big Mountain Bike Patrol. BMFD went over new District equipment and response procedures. Patrol also was introduced to new firefighter Wayne Perry.
- The Western States Governors Conference is being held in Whitefish June 26-28, 2017. Participants will have lunch at the Big Mountain summit on one of those days. Chief is meeting with Whitefish Mountain Resort and security detail to discuss how BMFD will be involved.
- Chief attended the LEPC meeting. There was lots of discussion about the State hazmat teams no longer being funded. Mosquitoes are predicted to be really bad this summer. Flathead County is working on updating the CWPP and emergency response plan.
- Chief has been in contact with Pintler Billing about uncollected accounts. There is no cost estimate yet to follow up with those accounts. Chief will ask Leslie Graves again about the rate they will charge for the collection effort.

PUBLIC COMMENT: None

TREASURER'S REPORT: Jay Johnston and Myra Appel

- Myra presented financials and summary narrative. Highlights included following: Cash in General Fund is \$16,079.04 below last year; overall cash accounts balance is \$1,353.46 less than last year; accrued vacation and sick liability account is underfunded by \$5,561.34 through May 2017; accounts receivable is \$11,006.54 over what it was at same time last year; fixed assets show an increase of \$59,446.67 so far this year; overall income is up 13% from last year at this time; revenue is up by \$55,191.50 over last year; insurance write-offs are up this year by \$6,301.02, a 50 % increase over last year; overall expenses after adjustment have decreased by \$4,141.23

through May; adding employee retirement (FURS) to total labor, there is a \$3,674.44 increase over last year; bottom line, net assets year to date have increased by \$1,256.16, which is almost breakeven compared to a loss of \$8,988.70 at this time last year; overall expenses are below the benchmark of 92% at around 69% of budget 11 months into the year.

- Jay briefed Board on negotiated salary compensation plan for Chief's new full-time employment status. Jay made motion to finalize package. Paul Okerberg seconded motion, and it passed unanimously. Chief's emergency fill-in hourly rate was also reviewed. Glenn Nye made motion to accept. Paul Silverman seconded motion, and it passed unanimously. Chief will supply final contract to Board Chairman, and it will be presented for ratification at next Board meeting.
- Updated Five Year Plan will be issued during week of June 19, 2017, although labor numbers must still be confirmed. Two percent inflation rate is assumed. Rationale for allocating specific training costs versus fixed labor costs has been resolved.
- Jay and Myra presented draft of Fiscal Year 2018 Flathead County Budget Estimates. Firm revenue numbers from County will not be available until August.
- BMFD audit due July 1st will be late because of auditor's vehicular accident. Myra has determined from a phone call to the Montana Local Government Services Bureau Chief, Kim Smith, that up to a six-month delay is permitted.
- Regarding budget, Jay advised that essential turnout gear and other capital equipment such as district vehicle were purchased with FY-17 funds and that no major expenditures in FY-18 are foreseen at this time. Jay noted, however, that health insurance premiums are impossible to predict precisely because of several unknowns such as the future of the Affordable Care Act and healthcare exchanges. Employee retirement line (FURS) in FY-18 Budget is conservative number but will be spent eventually. BMFA will

continue to supply District with optional but very useful firefighting equipment. Jay made motion to accept FY-2018 (July 1, 2017-June 30, 2018) BMFD Budget. Motion was seconded by Glenn Nye and passed unanimously.

- Jay and Chief DeVall are pursuing priority effort to acquire District vehicle. Purchase is likely to occur prior to July 1st. Official business vehicle will be four-wheel drive SUV pre-equipped with appropriate lights, insignia, etc. County guidelines for permitted usage will be added to BMFD Policy Manual.
- Jay made motion to accept Treasurer's Report. Glenn Nye seconded, and motion passed unanimously.

OLD BUSINESS:

- Paul Okerberg has secured the cooperation of Whitefish Mountain Resort Human Resources Department in facilitating ADP background checks for all current and future BMFD firefighters. Cost will be \$45.00-\$50.00 per individual. Paul Silverman will initiate new procedure by obtaining release forms from BMFD personnel and supplying required bio data to WMR HR coordinator.

NEW BUSINESS:

- Phil Waddell was introduced to Board members as candidate to fill Board position vacated May 31, 2017 by Steve Snellen. Chairman Paul Okerberg made motion to formally nominate Phil to County Commissioners for BMFD Board membership. Motion was seconded by Glenn Nye and passed unanimously.

EMPLOYEE COMMENT:

- Firefighter Brodie Verworn advised Board of his participation (representing Bigfork FD) in the multi-jurisdictional emergency response to a mass casualty Lakeside deck collapse. Brodie also briefed members on the Stars Program in Calgary, a mobile emergency response training laboratory which will be coming to Kalispell.

NEXT MEETING: Scheduled for August 17, 2017 at 8:00 AM

ADJOURNMENT: Motion to adjourn was made by Glenn Nye and seconded by Paul Silverman. Motion passed unanimously, and meeting was adjourned at 10:00 AM.