

BIG MOUNTAIN FIRE DISTRICT (BMFD) BOARD OF TRUSTEES  
MEETING MINUTES AUG 25, 2017

CALL TO ORDER: 8:12 AM

ROLL CALL: Paul Okerberg, Jay Johnston, Paul Silverman, Phil Waddell, Glenn Nye (via conference call)

GUESTS: Chief Ben DeVall; Firefighters Ken Wensel (union representative), Kevin Wise, Colin Cristopolis, Wayne Perry; Public attendee Bob Lund (BMFD area resident and Big Mountain Sewer Board member)

APPROVAL OF MINUTES: Motion to approve minutes of June 19, 2017 meeting was made by Jay Johnston and seconded by Paul Silverman. Motion passed unanimously.

FIREFIGHTER REPORT - Chief Ben DeVall:

- BMFD has received \$21,334.00 in Assistance for Firefighters Grant (AFG) funds, and Mahugh Fire & Safety Company of Kalispell has been paid for the structural fire gear turnout.
- The front deck reconstruction and flagpole installation have been completed. Work on fixing the roof and back deck is underway.
- Big Mountain Firefighters Association (BMFA) has sent out its yearly letter requesting donations. \$10,400.00 has been collected to date but has not yet been donated to the District.
- As part of the transition to the Pintler Billing agency, BMFD's Medicare application had to be resubmitted. It was approved. Along with the Medicare application, Noridian and Ediss accounts were created/updated. All information for the change in service licensure with the State has been entered, so Image Trends can now be used. BMFD has received approval but is still awaiting access to the Patient Care Report (PCR) site.
- Pintler has been following up with uncollected patient accounts, and current runs have been submitted to them. Chief met with former billing agent Jolene Groves and retrieved the last BMFD holdings in her possession.

- BMFD has purchased a 2007 Ford Explorer for use as a new District vehicle. A siren and radio have been installed, and a light bar has been ordered. It will get decaled as well.
- There was a small fire on Big Mountain just below the Jesus statue on Chair 2. BMFD firefighters Kevin Wise and Cameron Bradley, as well as WSI employees, extinguished it.
- The ARGO tank arrived broken. It was not designed to fit with the EMS package, but BMFD firefighters modified it to work successfully. An engine hoist is being used to take it in and out. Colin made a box for the tank to sit on, and it can be changed from EMS to fire configuration in just a few minutes. The ARGO tracks have been removed for better maneuverability with the added tank weight. BMFD has been using the ARGO to transport patients off Big Mountain.
- Chief attended an EMS Board meeting. The County training position has been eliminated, and Chief was briefed on the new County plan.
- The FF1 Academy, which Firefighters Wayne Perry and Colin Cristopolis were scheduled to attend in early September, was cancelled because there were not enough students.
- Chief participated in a WSI Supervisors and Managers (SAM) meeting and updated senior resort officials on the current fire situation. The area is still in extreme fire danger, despite a small amount of rain and somewhat cooler weather.
- BMFD has had the air tested from its Self-Contained Breathing Apparatus (SCBA) fill system, and it passed.
- Kevin Wise and Cameron Bradley built a new fire training simulation tool.
- Chief contacted Glacier Financial regarding firefighter health insurance. It is still unclear how the insurance issue will be resolved because of federal legislation uncertainty. BMFD may have to switch policies, possibly as soon as November. Chief will stay current on the situation.
- BMFD has been providing mutual aid for the Whitefish Fire Department more often than in the past.
- Chief has begun a purge of medical records which no longer have to be retained.
- Firefighters Colin Cristopolis and Ken Wensel provided medical standby for the Western States Governors Conference. Chief manned the station during the event.

- Painting of the firehouse has started. It should be finished in about a week. The cost will be \$9,000.00.
- Firefighter Ken Wensel was injured in a mountain biking accident. He will be on sick leave for 4-6 weeks.

PUBLIC COMMENT - Bob Lund:

- USAA insurance company has offered its clients access to wildfire property defense plans. The information may be of interest to the local community.
- The advisability of sprinkler systems inside homes was raised. Chief noted that BMFD can't require such installations and that WSI generally recommends against them because of their unreliability. Roof sprinklers are a possible alternative. Chief remarked that BMFA's newsletter provides Firewise guidance to the local community. Unfortunately, the newsletter receives incomplete distribution among residents. Bob Lund suggested that use of the County GIS list might solve this problem. Chief advised he is in discussion with WSI Safety Officer Tom Baffa on a range of community fire safety issues. The Mountain is prepared to deploy snowmaking guns against potential fires within their operational range.
- Local resident Sandy Carpenter has suggested that BMFD host a spaghetti dinner to promote communication among area property owners.

TREASURER'S REPORT – Jay Johnston; Myra Appel (via written report):

- The Sick Liability account is being upgraded.
- The transition to Pintler Billing is ongoing.
- A 40 percent gain in Accounts Receivable is projected, which will reach the audit threshold.
- Five new homes are under construction in BMFD's area of jurisdiction. The mill levy rate has decreased from 44.51 last year to 44.34 this year. Tax value is up by \$60,000.00, and District income is up from \$204,000.00 to \$211,000.00.

- BMFD Cash on Hand as of June 30, 2017 was \$26,347.01 below last year, after a truck transmission replacement (\$11,611.16) and purchase of a new District transportation vehicle (\$11,957.00).
- After adjusting Accrued Vacation and Sick Liability for June 2017, the account is underfunded by \$5,379.42 at fiscal year-end.
- There is \$41,315.38 remaining in Accounts Receivable, \$18,013.72 more than at year-end 2016.
- After depreciation, there was a \$30,899.63 increase in Fixed Assets this past fiscal year compared with 2015-2016.
- Regarding liabilities, Accrued Vacation/Sick Pay is \$6,219.63 more than it was at this time last year. Deferred Tax Revenue is \$6,254.08 more than it was at this time last year. Mortgage Loan Balance was \$30,574.83 at year-end.
- Equity After Net Income increased by \$20,403.03 at year-end. Overall income is up 5.2 percent from last year at this time. BMFA donations are \$16,802.79 less than last year. The Public Safety line is \$3,357.97 more than it was last year.
- Overall expenses increased by \$25,251.48 compared with last year. Labor Expense increased by \$5,056.52, and Bad Debt/Write-offs decreased by \$3,566.89. Overall expenses are at approximately 81.4 percent of budget, well below the 100 percent benchmark.
- Bottom line, year-to-date Net Assets have increased by \$20,403.03 compared to an \$18,323.69 increase last year.
- Motion to approve Treasurer's Report was made by Phil Waddell and seconded by Paul Silverman. Motion passed unanimously.

OLD BUSINESS:

- Phil Waddell has been officially installed as the newest member of BMFD's Board of Trustees.
- Chief's Performance Review remains pending. Paul Okerberg will coordinate with former Board Chairman Steve Snellen and have Review completed by September 30, 2017.
- Chief's new Contract is pending. Once signed, it will be retroactive to July 1, 2017. Phil Waddell is making final edits, and he will meet with Chief and Paul Okerberg during week of August 28, 2017 to complete the document. Goal is to have Contract signed by September 1, 2017.
- Chief is working on written rules for his and BMFD firefighters' use of new District transport vehicle. County guidelines will be modified slightly to conform with specific BMFD situation. Resultant text will be incorporated by Chief into BMFD Policy Manual.
- Subject of employee background checks was discussed at length. Pre-employment screening mandated by County (personal data verification and criminal history) is accepted policy for new hires. Possible updated checks on current firefighters remains issue to be resolved. Board members and firefighters acknowledge that self-reporting and trustworthiness are key components of employee conduct. The Board is concerned about operational liability issues. Board member and attorney Phil Waddell will contact County Attorney to discuss matter. Firefighter and Union Rep Ken Wensel will address subject with both the union and current employees. Paul Silverman will discuss ADP background investigation methodology/criteria with WSI Human Resources. Follow-up consideration of the entire issue will occur at a future Board meeting when all members are present.

#### NEW BUSINESS:

- Chief will screen Pintler Billing payment and/or other queries and act on them as appropriate. He will inform Board of his actions on a continuing basis.

EMPLOYEE COMMENT: Acquisition of winter parkas is a priority, as is resolution of Whitefish FD's as-needed/part-time employee (PRN) policy regarding fill-ins. Once the latter is determined, candidates will be sought, budget permitting.

NEXT MEETING: Scheduled for September 22, 2017 at 8:00 AM

ADJOURNMENT: Motion to adjourn was made by Paul Silverman and seconded by Jay Johnston. Motion passed unanimously, and meeting was adjourned at 10:20 AM.

**Big Mountain Fire District**  
**Statement of Net Assets (Preliminary)**  
As of August 31st 2017

Aug. 31st, 2017

**ASSETS**

Current Assets

Checking/Savings

1017213 · County Fund #7213 \$ 216,218.09

1027248 · County Fund #7248 (Capital A/C) 31,999.23

1027243 · County Fund #7243 (PR Accrual) 75,824.62

Total Checking/Savings 324,041.94

Accounts Receivable

122000 · Ambulance Fees Receivable 24,538.23

Total Accounts Receivable 24,538.23

Other Current Assets

113016 · 2016 Real Taxes Recv 700.03

Total Other Current Assets 700.03

Total Current Assets 349,280.20

Fixed Assets

180000 · Investment in Fixed Assets 242,714.40

Total Fixed Assets 242,714.40

**TOTAL ASSETS**

**\$ 591,994.60**

**LIABILITIES & EQUITY**

Liabilities

Current Liabilities

Accounts Payable \$ 7,798.26

Other Current Liabilities

206130 · Payroll Liabilities 920.34

204400 · Current Portion of Loans Pay 5,648.20

215000 · Accrued Vacation/Sick Pay 81,890.21

215010 · Accrued Salaries Payable 2,018.60

223000 · Deferred Tax Revenue 700.03

Offset to Capital Outlay 1,129.64

Total Other Current Liabilities 92,307.02

Total Current Liabilities 100,105.28

Long Term Liabilities

235405 · TRB Mortgage Loan #62456301 23,796.99

Total Long Term Liabilities 23,796.99

Total Liabilities \$ 123,902.27

Equity

272000 · Unreserved Retained Earnings \$ 540,347.93

Net Income (72,255.60)

Total Equity 468,092.33

**TOTAL LIABILITIES & EQUITY**

**\$ 591,994.60**

These financial statements have not been audited or reviewed, and no assurance is provided on them.  
All disclosures ordinarily included in financial statements prepared in accordance with OCBOA are not included.

**Statement of Activities - Prev Year Comparison (Preliminary)**

For the Two Months Ending August 2017

	Jul - Aug 2017	Jul - Aug 2016	\$ Change
<b>Program and General Revenues:</b>			
310000 · Tax Assessment Revenue	\$ 15,087.38	\$ 9,199.10	\$ 5,888.28
342000 · Public Safety	(1,118.47)	6,602.03	(7,720.50)
365000 · Contributions and Donations	0.00	0.00	0.00
370000 · Interest Income	306.30	495.15	(188.85)
<b>Total Program and General Revenues:</b>	<b>\$ 14,275.21</b>	<b>\$ 16,296.28</b>	<b>\$ (2,021.07)</b>
<b>Expenses:</b>			
420100 · Labor	\$ 57,651.79	\$ 65,023.67	\$ (7,371.88)
420210 · Office Supplies	248.39	236.51	11.88
420220 · Operations - General	660.46	749.01	(88.55)
420221 · Operations - Ambulance	134.22	189.95	(55.73)
420222 · Personal Equipment	0.00	351.50	(351.50)
420231 · Fuel	388.01	205.82	182.19
420330 · Dues & Subscriptions	76.50	0.00	76.50
420350 · Administrative Expense	1,754.47	1,861.86	(107.39)
420361 · Building Repairs & Maintenance	2,132.56	0.00	2,132.56
420362 · Vehicle Maintenance	1,231.24	743.95	487.29
420480 · Communications	683.00	0.00	683.00
420510 · Health Insurance	5,880.00	5,914.02	(34.02)
420511 · Liability/Property Insurance	2,188.00	0.00	2,188.00
420430 · Personnel Training	105.24	0.00	105.24
420340 · Utilities	1,157.51	1,246.43	(88.92)
420900 · Employee Retirement (FURS)	6,025.12	0.00	6,025.12
<b>Total Expenses:</b>	<b>80,316.51</b>	<b>76,522.72</b>	<b>3,793.79</b>
<b>Net Revenues</b>	<b>\$ (66,041.30)</b>	<b>\$ (60,226.44)</b>	<b>\$ (5,814.86)</b>
<b>Other Expenses:</b>			
600610 · Debt Service	\$ 1,129.64	\$ 564.82	\$ 564.82
800810 · Bad Debt Write Offs	5,084.66	1,957.85	3,126.81
<b>Total Other Expenses:</b>	<b>6,214.30</b>	<b>2,522.67</b>	<b>3,691.63</b>
<b>Change in Net Assets</b>	<b>\$ (72,255.60)</b>	<b>\$ (62,749.11)</b>	<b>\$ (9,506.49)</b>

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**Big Mountain Fire District**  
**Labor Detail - Previous Year Comparison**  
July-August 2017 and 2016

	Jul - Aug 2017	Jul - Aug 2016	\$ Change
420100 · Labor & 420900 - FURS			
420121 · HSA Contributions	\$ -	\$ 3,500.00	\$ (3,500.00)
420111 · Salaries and Wages - Permanent	43,976.52	43,554.80	421.72
420120 · Overtime - Permanent	6,178.59	5,575.18	603.41
420130 · Post-Employment Vac/sick	749.37	366.28	383.09
420131 · Holiday Pay	636.66	698.59	(61.93)
420141 · MT Unemployment	108.94	71.79	37.15
420142 · Soc Sec/Medicare	615.65	3,811.86	(3,196.21)
420145 · Simple IRA Employer Match	0.00	661.49	(661.49)
420900 - Employee Retirement (FURS)	6,025.12	0.00	6,025.12
420140 · Worker's Comp	5,386.06	6,783.68	(1,397.62)
<b>Total 420100 · Labor + FURS</b>	<b>\$ 63,676.91</b>	<b>\$ 65,023.67</b>	<b>\$ (1,346.76)</b>

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**Big Mountain Fire District**  
**Budget vs. Actual (Preliminary)**  
For the Two Months Ending August 31 2017

	July - Aug 2017	(Total 2017-2018 Fiscal Year Budget)		
		Budget	Over/(Under) Budget	% of Budget
<b>Program and General Revenues:</b>				
310000 · Tax Assessment Revenue	\$ 15,087.38	\$ 423,045.00	\$ (407,957.62)	3.57%
330000 · Intergovernmental Revenue	0.00	12,800.00	(12,800.00)	0.0%
342000 · Public Safety	15,658.68	50,000.00	(34,341.32)	31.32%
365000 · Contributions and Donations	0.00	12,000.00	(12,000.00)	0.0%
370000 · Interest Income	306.30	1,500.00	(1,193.70)	20.42%
<b>Total Program and General Revenues:</b>	<b>\$ 31,052.36</b>	<b>\$ 499,345.00</b>	<b>\$ (468,292.64)</b>	<b>6.22%</b>
<b>Expenses:</b>				
420100 · Labor	\$ 56,395.22	\$ 436,128.00	\$ (379,732.78)	12.93%
420210 · Office Supplies	23.89	450.00	(426.11)	5.31%
420220 · Operations - General	658.33	9,000.00	(8,341.67)	7.32%
420221 · Operations - Ambulance	280.64	3,200.00	(2,919.36)	8.77%
420222 · Personal Equipment	0.00	1,000.00	(1,000.00)	0.0%
420231 · Fuel	388.01	1,500.00	(1,111.99)	25.87%
420330 · Dues & Subscriptions	76.50	150.00	(73.50)	51.0%
420350 · Administrative Expense	1,344.89	20,400.00	(19,055.11)	6.59%
420361 · Building Repairs & Maintenance	1,175.29	11,400.00	(10,224.71)	10.31%
420362 · Vehicle Maintenance	915.26	6,000.00	(5,084.74)	15.25%
420480 · Communications	683.00	200.00	483.00	341.5%
420510 · Health Insurance	5,880.00	35,280.00	(29,400.00)	16.67%
420511 · Liability/Property Insurance	61.00	9,800.00	(9,739.00)	0.62%
420390 · Taxes	0.00	186.00	(186.00)	0.0%
420430 · Personnel Training	120.87	5,500.00	(5,379.13)	2.2%
420340 · Utilities	650.05	9,800.00	(9,149.95)	6.63%
420900 · Employee Retirement (FURS)	6,025.12	75,500.00	(69,474.88)	7.98%
<b>Total Expenses:</b>	<b>74,678.07</b>	<b>625,494.00</b>	<b>(550,815.93)</b>	<b>11.94%</b>
<b>Net Revenues</b>	<b>\$ (43,625.71)</b>	<b>\$ (126,149.00)</b>	<b>\$ 82,523.29</b>	<b>34.58%</b>
<b>Other Expenses:</b>				
900 - Capital Outlay	\$ -	\$ 12,000.00	\$ (12,000.00)	0.0%
600610 · Debt Service	1,129.64	6,780.00	(5,650.36)	4.5%
800810 · Bad Debt Write Offs	5,084.66	-	-	
<b>Total Other Expenses:</b>	<b>6,214.30</b>	<b>18,780.00</b>	<b>(12,565.70)</b>	<b>33.09%</b>
<b>Change in Net Assets</b>	<b>\$ (49,840.01)</b>	<b>\$ (144,929.00)</b>	<b>\$ 95,088.99</b>	<b>34.39%</b>

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