

BIG MOUNTAIN FIRE DISTRICT BOARD OF TRUSTEES
MEETING MINUTES FEBRUARY 5, 2018

CALL TO ORDER: 3:32pm

ROLL CALL: Paul Okerberg, Glenn Nye, Jay Johnston, Phil Waddell, Paul Silverman, Chief Ben DeVall, CPA Myra Appel, Firefighters Cameron Bradley and Kevin Wise, Big Mountain HOA representative David Lippoff, Lower Loop HOA representative Bob Lund

APPROVAL OF MINUTES: Motion to approve Minutes of December 13, 2017 Board meeting was made by Phil Waddell and seconded by Jay Johnston. Motion passed unanimously.

FIREFIGHTER REPORT

- Chief DeVall and BMFD firefighters Kevin Wise and Ken Wensel attended the Flathead County Emergency Management Technician (EMT) refresher over two Saturdays and completed online course work.
- Firefighter Wayne Perry attended the S130-S190 Wildland Firefighting class which lasted two days and was instructed by DNRC officials.
- Kevin Wise attended Fire Officer 1 class, instructed by the Montana State University Fire Training School.
- Firefighters Colin Cristopolous and Wayne Perry have been registered to attend a week-long Firefighter 1 course in April 2018.
- Wayne Perry put together a list of hand tools needed by BMFD, and they were purchased. Wayne, as well as Colin Cristopolous and Cameron Bradley have been rebuilding and reorganizing the firehouse tool room.

- The County's new Computer Aided Dispatch (CAD) system is up and running. So far there have not been any issues. Chief met with County officials on multiple occasions to design BMFD's response/dispatch plans.
- Big Mountain Firefighters Association (BMFA) is waiting for a bid from a second electrician regarding a backup generator for the firehouse.
- BMFD did not apply for an Assistance to Firefighters Grant (AFG) this year. Items that would have a high probability of grant success could not be identified, and Chief still has not received the closeout information from the turnout grant received by the District in 2015.
- BMFD is still awaiting delivery of high-visibility coats ordered by BMFA.
- The District's Medicaid application had to be resubmitted again due to an error by the State. BMFD is working well with Pintler Billing and the two are finally in sync. Chief will be sending some runs shortly.
- There was an electrical issue in the BMFD ambulance, but it has been rectified.
- Firefighter Wayne Perry installed a new motion detector light for the upstairs entrance to the firehouse.
- Firefighter Ken Wensel is out with a grade-2 sprained ankle.
- Chief DeVall and Board member Paul Silverman attended a Firesafe Flathead meeting on January 25, 2018 at which fire safety initiatives being pursued by various County districts and organizations were discussed. Bill Swope of DNRC/Flathead Economic Policy Center also updated guidelines for Hazardous Fuels Reduction Grants.
- The County has hired a new Emergency Management System (EMS) Director. Dick Sine is retiring in mid March, and the new Director, Lisa Swanson, will spend a week overlapping with him to learn the job.

- BMFD's handheld radio batteries are getting weak and not holding charge. They will have to be replaced in the somewhat near future at a cost of around \$60 per battery.

PUBLIC COMMENT:

- David Lippoff noted that he serves as Big Mountain HOA's safety liaison with both BMFD and Morris Snow Plowing. He raised the issue of snow removal from Sunrise Ridge and Wood Run fire hydrants. Chief DeVall explained that hydrants must have at least three feet of snow clearance from fire hose hookups. Chief will speak with Morris to confirm this requirement. Lippoff will research what the HOA's contract with Morris stipulates on the subject.
- Bob Lund questioned whether Big Mountain Water Company (BMWC), owner of the hydrants, is responsible for clearing them of snow. There is a BMWC shoveler who performs the role, at least at certain times and places.
- Lund also invited Chief DeVall to speak at the next Lower Loop HOA meeting on February 17, 2018 at 3pm. He offered Chief a written list of topics which would be of interest to property owners.

TREASURER'S REPORT:

Big Mountain Fire District
Statement of Net Assets
As of December 31st, 2017

	<u>Dec. 31st, 2017</u>
ASSETS	
Current Assets	
Checking/Savings	
1017213 - County Fund #7213	\$ 290,464.24
1027248 - County Fund #7248 (Capital A/C)	32,134.99
1027243 - County Fund #7243 (PR Accrual)	76,146.32
Total Checking/Savings	<u>398,745.55</u>
Accounts Receivable	
122000 - Ambulance Fees Receivable	23,613.05
Total Accounts Receivable	<u>23,613.05</u>
Other Current Assets	
113017 - 2017 Real Estate Taxes Recv	166,829.00
Total Other Current Assets	<u>166,829.00</u>
Total Current Assets	<u>589,187.60</u>
Fixed Assets	
180000 - Investment in Fixed Assets	245,714.40
Total Fixed Assets	<u>245,714.40</u>
TOTAL ASSETS	<u>\$ 834,902.00</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	\$ 141.62
Other Current Liabilities	
206130 - Payroll Liabilities	2,572.01
204400 - Current Portion of Loans Pay	3,388.92
215000 - Accrued Vacation/Sick Pay	90,974.32
223000 - Deferred Tax Revenue	166,829.00
Offset to Capital Outlay	3,388.92
Total Other Current Liabilities	<u>267,153.17</u>
Total Current Liabilities	<u>267,294.79</u>
Long Term Liabilities	
235405 - TRB Mortgage Loan #62456301	23,796.99
Total Long Term Liabilities	<u>23,796.99</u>
Total Liabilities	<u>\$ 291,091.78</u>
Equity	
272000 - Unreserved Retained Earnings	\$ 542,988.49
Net Income	821.82
Total Equity	<u>543,810.31</u>
TOTAL LIABILITIES & EQUITY	<u>\$ 834,902.09</u>

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.

Big Mountain Fire District
Statement of Activities - Prev Year Comparison
For the Six Months Ending December 2017

	Jul - Dec 2017	Jul - Dec 2016	\$ Change
Program and General Revenues:			
310000 · Tax Assessment Revenue	\$ 260,426.62	\$ 230,899.51	\$ 29,527.11
330000 · Intergovernmental Revenue	0.00	15,000.00	(15,000.00)
342000 · Public Safety	12,782.03	30,012.13	(17,230.10)
365000 · Contributions and Donations **	9,000.00	26,393.60	(17,393.60)
370000 · Interest Income	1,553.25	1,288.14	265.11
Total Program and General Revenues:	\$ 283,761.90	\$ 303,593.38	\$ (19,831.48)
Expenses:			
420100 · Labor	\$ 190,044.29	\$ 209,591.18	\$ (19,546.89)
420210 · Office Supplies	294.39	272.91	21.48
420220 · Operations - General	3,571.84	2,790.24	781.60
420221 · Operations - Ambulance	1,644.96	1,794.34	(149.38)
420222 · Personal Equipment	0.00	351.50	(351.50)
420231 · Fuel	1,367.73	588.16	779.57
420330 · Dues & Subscriptions	76.50	0.00	76.50
420350 · Administrative Expense	12,087.66	5,512.81	6,574.85
420361 · Building Repairs & Maintenance	11,739.11	0.00	11,739.11
420362 · Vehicle Maintenance	3,325.04	1,501.34	1,823.70
420480 · Communications	683.00	0.00	683.00
420510 · Health Insurance	18,611.00	17,725.05	885.95
420511 · Liability/Property Insurance	4,314.00	4,455.00	(141.00)
420390 · Taxes	161.46	161.46	0.00
420430 · Personnel Training	800.24	200.00	600.24
420340 · Utilities	3,984.07	3,853.30	130.77
420900 · Employee Retirement (FURS)	20,810.44	0.00	20,810.44
Total Expenses:	273,515.73	248,797.29	24,718.44
Net Revenues	\$ 10,246.17	\$ 54,796.09	\$ (44,549.92)
Other Expenses:			
600610 · Debt Service	\$ 3,388.92	\$ 3,388.92	\$ -
800810 · Bad Debt Write Offs	6,035.43	1,957.85	4,077.58
Total Other Expenses:	9,424.35	5,346.77	4,077.58
Change in Net Assets	\$ 821.82	\$ 49,449.32	\$ (48,627.50)
** Net of Donations	\$ 821.82	\$ 23,055.72	\$ (22,233.90)

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

	Jul - Dec 2017	Jul - Dec 2016	\$ Change
420100 · Labor & 420900 - FURS			
420121 · HSA Contributions **	\$ -	\$ 7,000.00	\$ (7,000.00)
420111 · Salaries and Wages - Permanent	144,919.77	140,705.37	4,214.40
420120 · Overtime - Permanent	21,866.99	22,640.53	(773.54)
420130 · Post-Employment Vac/sick	9,833.39	10,704.69	(871.30)
420131 · Holiday Pay	3,884.67	6,024.23	(2,139.56)
420141 · MT Unemployment	426.68	266.97	159.71
420142 · Soc Sec/Medicare	2,294.98	13,512.26	(11,217.28)
420145 · Simple IRA Employer Match	0.00	2,219.48	(2,219.48)
420900 · Employee Retirement (FURS)	20,810.44	0.00	20,810.44
420140 · Worker's Comp	6,817.81	6,517.65	300.16
Total 420100 · Labor + FURS	\$210,854.73	\$209,591.18	\$ 1,263.55
** Timing difference - w/o the HSA	\$210,854.73	\$202,591.18	\$ 8,263.55
FICA/Medicare/SIMPLE costs vs FURS	23,105.42	15,731.74	7,373.68
Estimated annual increase			14,747.36

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Big Mountain Fire District
Budget vs. Actual
For the Six Months Ending December 31st 2017

	July - Dec 2017	[Total 2017-2018 Fiscal Year Budget]		
		Budget	Over/(Under) Budget	% of Budget
Program and General Revenues:				
310000 · Tax Assessment Revenue	\$ 260,426.62	\$ 423,045.00	\$ (162,618.38)	61.56%
330000 · Intergovernmental Revenue	0.00	12,800.00	(12,800.00)	0.0%
342000 · Public Safety	30,484.36	50,000.00	(19,515.64)	60.97%
365000 · Contributions and Donations	9,000.00	12,000.00	(3,000.00)	75.0%
370000 · Interest Income	1,553.25	1,500.00	53.25	103.55%
Total Program and General Revenues:	\$ 301,464.23	\$ 499,345.00	\$ (197,880.77)	60.37%
Expenses:				
420100 · Labor	\$ 190,044.29	\$ 436,128.00	\$ (246,083.71)	43.58%
420210 · Office Supplies	294.39	450.00	(155.61)	65.42%
420220 · Operations - General	3,626.28	9,000.00	(5,373.72)	40.29%
420221 · Operations - Ambulance	1,811.44	3,200.00	(1,388.56)	56.61%
420222 · Personal Equipment	0.00	1,000.00	(1,000.00)	0.0%
420231 · Fuel	1,367.73	1,500.00	(132.27)	91.18%
420330 · Dues & Subscriptions	76.50	150.00	(73.50)	51.0%
420350 · Administrative Expense	12,203.08	20,400.00	(8,196.92)	59.82%
420361 · Building Repairs & Maintenance	12,853.51	11,400.00	1,453.51	112.75%
420362 · Vehicle Maintenance	3,325.04	6,000.00	(2,674.96)	55.42%
420480 · Communications	683.00	200.00	483.00	341.5%
420510 · Health Insurance	18,611.00	35,280.00	(16,669.00)	52.75%
420511 · Liability/Property Insurance	4,314.00	9,800.00	(5,486.00)	44.02%
420390 · Taxes	80.73	186.00	(105.27)	43.4%
420430 · Personnel Training	883.61	5,500.00	(4,616.39)	16.07%
420340 · Utilities	3,984.07	9,800.00	(5,815.93)	40.65%
420900 · Employee Retirement (FURS)	20,810.44	75,500.00	(54,689.56)	27.56%
Total Expenses:	274,969.11	625,494.00	(350,524.89)	43.96%
Net Revenues	\$ 26,495.12	\$ (126,149.00)	\$ 152,644.12	(21.0%)
Other Expenses:				
900 · Capital Outlay	\$ -	\$ 12,000.00	\$ (12,000.00)	0.0%
600610 · Debt Service	3,388.92	6,780.00	(3,391.08)	49.98%
800810 · Bad Debt Write Offs	6,035.43	-	-	-
Total Other Expenses:	9,424.35	18,780.00	(9,355.65)	50.18%
Change in Net Assets	\$ 17,070.77	\$ (144,929.00)	\$ 161,999.77	(11.78%)

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Motion to approve Treasurer's Report was made by Paul Okerberg and seconded by Phil Waddell. Motion passed unanimously.

OLD BUSINESS:

- BMFD Board continues to await firefighters union input on negotiations previously requested by the union.
- Winter Sports, Inc. (WSI) has established an excellent working relationship with Praesidium, Inc. to conduct new-hire background checks. In view of this positive WSI experience, Paul Silverman has entered into discussions with Praesidium to implement BMFD firefighter screening. Background investigations customized for District candidates will include seven-year criminal and DMV record checks, as well as employment and personal data verification. The total cost per applicant will be approximately \$65, with some variation based on the number of applicant residences and jobs. Should any difficulties occur with Praesidium, Flathead County Human Resources recommends another supplier, Pinnacle Investigations of Spokane, which the County utilizes for its employee screening.
- Chief DeVall will enter new District vehicle driving guidelines, approved by the Board, into the BMFD Policy Manual.
- Chief will arrange access to the new County CAD system for BMFD Board members.
- Jay Johnston and Paul Silverman have both completed the County-mandated filing of their intent to run for reelection in May 2018.

NEW BUSINESS:

Flathead County has stipulated that only two periodic BMFD documents may be submitted to the County, Board Meeting Minutes and Meeting Agendas.

Attachments cannot be accepted, and all required information must be contained in the Minutes text. There is no file size limitation to such submissions. Board resolved that statistical Financial Statements, without Items of Note narrative, will be included in future Minutes.

EMPLOYEE COMMENT: None

NEXT MEETING: Scheduled for April 20, 2018 at 8am.

ADJOURNMENT: Motion to adjourn was made by Glenn Nye and seconded by Paul Silverman. Motion passed unanimously, and meeting adjourned at 5:15pm.