

BIG MOUNTAIN FIRE DISTRICT (BMFD) BOARD OF TRUSTEES
MEETING MINUTES DECEMBER 7, 2020

CALL TO ORDER: 2:27pm (Zoom meeting)

ROLL CALL: Board members Phil Waddell, Jay Johnston, Jerry Meislik, Sue Oemichen, Paul Silverman; Chief Ben DeVall; Bookkeeper Tracy Armstrong; firefighters Ken Wensel, Kevin Wise

APPROVAL OF MINUTES: A motion to approve Minutes of the September 21, 2020 Board Meeting was made by Sue Oemichen and seconded by Jay Johnston. The motion was passed unanimously.

FIREFIGHTER REPORT

- Chief DeVall reported he had just been in a meeting with two officials from the Drug Enforcement Administration (DEA) Denver office, who arrived unannounced at the firehouse. After an extended discussion with Chief, they expressed no concerns about BMFD storage and dispensing of controlled substances.
- BMFD has purchased three fire shelters/packs at a cost of \$1,362.00. The District will be reimbursed \$1,180.00 under a Volunteer Fire Assistance (VFA) grant from the Montana Department of Natural Resources and Conservation (DNRC).
- Firefighter Colin Christopoulos built a storage box for our Emergency Medical Services (EMS) bags in the new BMFD fire engine. Chief Ben DeVall and firefighter Wayne Perry installed shelving. The engine's exterior decals have also been mounted. Big Mountain Firefighters Association (BMFA) continues to purchase needed items for the engine. BMFD's staff continues to train on the engine, and it is now in full service.
- Chief met with Mike West, Tally Lake Ranger District Area Fuels Mitigation Officer, US Forest Service (USFS), regarding status of pile burning along Big Mountain Road on private Haney property and USFS lands. Also discussed was a joint tour of the private Lookout Ridge property, so West can start mapping all areas which have been treated. On September 24, Chief did a walk-through of the tree thinning work done in Ptarmigan Village. Chief provided a letter of support for this project to Deb Starling, who oversees the U.S. Department of Agriculture (USDA) Rural Community Development cost-share grant which helps fund such thinning projects.

- USFS had hoped to undertake burning in Haskill Basin, but their local fire crews were in Colorado and California, so the work has been postponed until next year.
- Chief talked with Spencer Plumb of the National Forest Foundation regarding a forest health and safety project they are working on in conjunction with USFS. Chief provided Plumb with the names of community representatives who may be interested in participating and who would meet with him to discuss potential collaboration.
- BMFD sold its old engine to the Marion, MT Fire Department for \$21,300.00. The truck has been picked up by its new owner.
- BMFD currently has two firefighter job openings, and they have been posted. Two interviews are scheduled this week so far, with two more to go.
- Chief spoke with Leslie Graves of Pintler Billing Services regarding possible increases in BMFD's ambulance transport fees. Chief will discuss the matter with the Board of Trustees and get back to her.
- Firefighter Christopoulos, substituting for Chief DeVall, attended a Zoom meeting regarding the Health Information Exchange provided by Big Sky Connect. Montana is one of two states in the nation not participating. It would give BMFD the ability to track patients through the healthcare system after we transport them for medical issues. Pintler Billing would like the District to use this capability, as it would give Pintler access to patient information so that billing could be more efficient and accurate. The cost to enroll is \$532.00 a year.
- The FEMA Assistance to Firefighters Grant (AFG) providing new radios for Flathead County fire departments is moving forward. Chief is on the grant committee made up of seven individuals representing 23 agencies applying as a group. The grant application process is scheduled to open December 14, 2020, but it may be delayed until early January 2021. Approximately \$1.3 million will be requested to replace both handheld and mobile radios. There will be a cost share of 10% to the District, if the application is successful.
- Chief DeVall and Firefighter Wayne Perry participated in a Zoom ambulance license renewal meeting. The paperwork has been completed and submitted, and BMFD is now waiting for a new sticker.
- The BMFA Newsletter is in the works. BMFA hopes to have it sent within a few weeks.
- Board member Sue Oemichen has been appointed to be the District's Firewise Resident Leader. She submitted paperwork for Firewise certification renewal and received approval for Calendar Year 2021. Chief and Oemichen met with Winter Sports, Inc. (WSI) CEO Dan Graves and requested that WSI provide an individual to sit on the

Firewise Board. BMFD requested and has received confirmation that Elyse Knutsen, WSI Safety Officer, will fill that role.

- Chief has been in contact with Knutsen regarding WSI's winter operation plans. COVID concerns have been addressed as effectively as possible, and the Whitefish Mountain Resort (WMR) has made specific skiing procedure changes to attempt to reduce the virus spread. BMFD's response to WMR needs this winter was also discussed.
- The Medicine Rock sub-development has requested a plat change. They asked that four lots be combined into one. Chief has agreed with the proposed change and provided a letter of support. The modification eliminates a T-turnaround and reduces structure density.
- A BMFD employee has tested positive for COVID. It was not contracted at work. Chief reached out to the County Health Department and was told BMFD exposure was low and that firefighters would not be considered contacts. The employee was symptomatic after his shift, but persons exposed never developed any symptoms. Chief remains in touch with the Health Department regarding the current COVID situation in the County. A plan created for the Flu Clinic will be modified and utilized when a vaccine is available. Chief has been asked to assist with that process.
- Chief has also been in contact with Jordan Owen of Flathead County EMS regarding COVID patient transport. North Valley Hospital is now able to take positive patients, but if they are admitted, they still will need transport to Kalispell Regional Medical Center.
- Chief attended a WMR managers meeting to obtain information on changes to Resort operations this year. Chief advised the group that BMFD's EMS response this ski season may be slightly delayed compared to years past. Regardless, the Department will respond to incidents and can transport suspect/positive COVID cases, but the ambulance will be out of service longer due to decontamination requirements. Dan Graves noted that the new Landmark development plans to begin construction sometime between early spring and late summer on the former Alplinglow site.

PUBLIC COMMENT: None

TREASURER'S REPORT: (See following financial statements)

Big Mountain Fire District
Statement of Net Assets
 As of October 31, 2020

	<u>Oct 31, 20</u>
ASSETS	
Current Assets	
Checking/Savings	
1017213 - County Fund #7213	37,654.88
1027243 - County Fund #7243 (PR Accrual)	117,531.99
1027248 - County Fund #7248 (Capital A/C)	<u>54,246.10</u>
Total Checking/Savings	209,432.97
Accounts Receivable	
122000 - Ambulance Fees Receivable	<u>7,945.07</u>
Total Accounts Receivable	7,945.07
Other Current Assets	
113020 - 2020 Real Estate Tax Rec	442,806.28
113019 - 2019 Real Estate Tax Rec	3,484.48
101499 - Undeposited Funds	<u>875.50</u>
Total Other Current Assets	<u>447,166.26</u>
Total Current Assets	664,544.30
Fixed Assets	
180000 - Investment in Fixed Assets	<u>717,197.33</u>
Total Fixed Assets	<u>717,197.33</u>
TOTAL ASSETS	<u><u>1,381,741.63</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
202100 - Accounts Payable	<u>4,467.60</u>
Total Accounts Payable	4,467.60
Other Current Liabilities	
206130 - Payroll Liabilities	11.20
215000 - Accrued Vacation/Sick Pay	120,798.09
223000 - Deferred Tax Revenue	<u>446,290.76</u>
Total Other Current Liabilities	<u>667,098.05</u>
Total Current Liabilities	<u>571,565.85</u>
Total Liabilities	571,565.85
Equity	
272000 - Unreserved Retained Earnings	418,253.38
Net Income	<u>391,922.60</u>
Total Equity	<u>810,175.98</u>
TOTAL LIABILITIES & EQUITY	<u><u>1,381,741.63</u></u>

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 11/19/20
 Accrual Basis

Big Mountain Fire District
Statement of Activities - Prev Year Comparison
 July through October 2020

	Jul - Oct 20	Jul - Oct 19	\$ Change
Ordinary Income/Expense			
Income			
310000 · Tax Assessment Revenue	38,220.37	24,959.27	13,261.10
342000 · Public Safety	7,649.14	11,491.78	(3,842.64)
362000 · Insurance Reimbursement	0.00	138.00	(138.00)
365000 · Contribution and Donations	537,853.17	0.00	537,853.17
370000 · Interest Income	485.21	1,742.60	(1,257.39)
Total Income	<u>584,207.89</u>	<u>38,331.65</u>	<u>545,876.24</u>
Expense			
420100 · Labor	151,665.20	153,734.72	(2,069.52)
420210 · Office Supplies	0.00	0.00	0.00
420220 · Operations - General	3,134.69	774.87	2,359.82
420221 · Operations - Ambulance	32.05	963.28	(931.23)
420231 · Fuel	742.71	807.53	(64.82)
420350 · Administrative Expense	3,727.88	3,788.43	(60.55)
420362 · Vehicle Maintenance	3,478.92	4,658.82	(1,179.90)
420510 · Health Insurance	14,490.57	13,068.56	1,422.01
420511 · Liability/Property Insurance	11,164.00	9,256.00	1,908.00
420390 · Taxes	171.41	0.00	171.41
420430 · Personnel Training	20.00	0.00	20.00
420340 · Utilities	2,236.41	1,825.16	411.25
Total Expense	<u>190,863.84</u>	<u>188,877.37</u>	<u>1,986.47</u>
Net Ordinary Income	<u>393,344.05</u>	<u>(150,545.72)</u>	<u>543,889.77</u>
Other Income/Expense			
Other Expense			
600620 · Interest Expense	717.64	0.00	717.64
800810 · Bad Debt Write Offs	703.81	4,242.35	(3,538.54)
Total Other Expense	<u>1,421.45</u>	<u>4,242.35</u>	<u>(2,820.90)</u>
Net Other Income	<u>(1,421.45)</u>	<u>(4,242.35)</u>	<u>2,820.90</u>
Net Income	<u><u>391,922.60</u></u>	<u><u>(154,788.07)</u></u>	<u><u>546,710.67</u></u>

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11/19/20

Accrual Basis

Big Mountain Fire District Labor Detail - Previous Year Comparison

	Jul - Oct 20	Jul - Oct 19	\$ Change
Ordinary Income/Expense			
Expense			
420100 · Labor			
420113 · Incentive Pay	13,185.13	0.00	13,185.13
420122 · Shift Differential	12,905.23	0.00	12,905.23
420121 · HSA Contributions	7,000.00	2,500.00	4,500.00
420111 · Salaries and Wages - Permanent	93,268.08	104,699.72	(11,431.64)
420120 · Overtime - Permanent	1,978.74	18,789.29	(16,810.55)
420130 · Post-Employment Vac/sick	1,801.93	1,065.81	736.12
420131 · Holiday Pay	1,720.74	1,987.59	(266.85)
420141 · MT Unemployment	120.47	218.76	(98.29)
420142 · Soc Sec/Medicare	1,765.13	1,775.02	(9.89)
420800 · Employee Retirement (FURS)	15,459.83	15,034.81	425.02
420140 · Worker's Comp	2,459.92	7,663.72	(5,203.80)
Total 420100 · Labor	151,665.20	153,734.72	(2,069.52)
Total Expense	151,665.20	153,734.72	(2,069.52)
Net Ordinary Income	(151,665.20)	(153,734.72)	2,069.52
Net Income	(151,665.20)	(153,734.72)	2,069.52

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 11/19/20
 Accrual Basis

Big Mountain Fire District
Budget vs. Actual
July through October 2020

	Jul - Oct 20	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
310000 · Tax Assessment Revenue	38,220.37	479,929.00	(441,708.63)	8.0%
330000 · Intergovernmental Revenue	0.00	14,741.00	(14,741.00)	0.0%
342000 · Public Safety	7,649.14	40,000.00	(32,350.86)	19.1%
365000 · Contribution and Donations	537,853.17	5,000.00	532,853.17	10,757.1%
370000 · Interest Income	485.21	2,000.00	(1,514.79)	24.3%
Total Income	584,207.89	541,670.00	42,537.89	107.9%
Expense				
420100 · Labor	151,665.20	498,093.00	(346,427.80)	30.4%
420210 · Office Supplies	0.00	500.00	(500.00)	0.0%
420220 · Operations - General	3,134.69	5,000.00	(1,865.31)	62.7%
420221 · Operations - Ambulance	32.05	2,500.00	(2,467.95)	1.3%
420222 · Personal Equipment	0.00	4,500.00	(4,500.00)	0.0%
420231 · Fuel	742.71	2,300.00	(1,557.29)	32.3%
420330 · Dues & Subscriptions	0.00	160.00	(160.00)	0.0%
420350 · Administrative Expense	3,727.88	12,500.00	(8,772.12)	29.8%
420361 · Building Repairs & Maintenance	0.00	2,500.00	(2,500.00)	0.0%
420382 · Vehicle Maintenance	3,478.92	4,000.00	(521.08)	87.0%
420480 · Communications	0.00	200.00	(200.00)	0.0%
420510 · Health Insurance	14,490.57	44,000.00	(29,509.43)	32.9%
420511 · Liability/Property Insurance	11,164.00	11,000.00	164.00	101.5%
420390 · Taxes	171.41	898.00	(726.59)	19.1%
420430 · Personnel Training	20.00	3,000.00	(2,980.00)	0.7%
420340 · Utilities	2,236.41	7,000.00	(4,763.59)	31.9%
Total Expense	190,863.84	598,151.00	(407,287.16)	31.9%
Net Ordinary Income	393,344.05	(56,481.00)	449,825.05	(696.4)%
Other Income/Expense				
Other Expense				
600620 · Interest Expense	717.64			
800810 · Bad Debt Write Offs	703.81	0.00	703.81	100.0%
Total Other Expense	1,421.45	0.00	1,421.45	100.0%
Net Other Income	(1,421.45)	0.00	(1,421.45)	100.0%
Net Income	391,922.60	(56,481.00)	448,403.60	(693.9)%

A motion to approve the Treasurer's Report was made by Paul Silverman and seconded by Jerry Meislik. The motion was passed unanimously.

OLD BUSINESS:

- A motion to formally approve Sue Oemichen as Firewise Resident Leader was made by Phil Waddell and seconded by Jerry Meislik. The motion was passed unanimously. Chief DeVall, Elyse Knutsen of WSI, and BMFD Board Trustee Paul Silverman will also sit on the new Firewise Board. The first of three annual Board meetings will be held in January 2021. Ali Ulwelling of DNRC is expected to attend the kickoff meeting.
- The State of Montana is providing COVID tests for first responders. Forty 15-minute tests have been delivered to BMFD.
- Following protracted BMFD negotiations with the Firefighters Union, a Collective Bargaining Agreement has been ratified.
- Montana experienced a normal fire season in 2020. Firefighters from the state assisted on fires in California, Nevada, Oregon, and New Mexico.
- BMFD firefighter physicals are underway at Glacier Medical Associates in Whitefish.
- Chief DeVall and BMFD Board Treasurer Jay Johnston are developing an agenda for a meeting with the Flathead County Commission to discuss property tax revenue due to the District. The meeting has not yet been scheduled.
- Chief DeVall has notified Flathead County EMS that BMFD likely will not be moving forward with File of Life activity.
- Step 4 of the grievance process stemming from termination of a BMFD firefighter is proceeding. The Board will hold a hearing with a Union representative on December 11th and will issue a decision within five days thereafter. All parties are pleased with the level of communication on the matter to date.

NEW BUSINESS:

- Chief is working on the BMFD Five-Year Plan, with active input from BMFD firefighters. A draft report is expected within two weeks.
- Chief is undertaking interviews to fill two BMFD firefighter vacancies. Three male candidates and one female applicant have been identified. Background checks will be

contracted as needed to the same firm which conducts employee screening for Whitefish Mountain Resort.

EMPLOYEE COMMENT: None

NEXT MEETING: January 25, 2021, 2 pm

ADJOURNMENT: A motion to adjourn was made by Jerry Meislik and seconded by Phil Waddell. The motion was passed unanimously, and the meeting was adjourned at 3:36 pm.