

BIG MOUNTAIN FIRE DISTRICT (BMFD) BOARD OF TRUSTEES
MEETING MINUTES JANUARY 25, 2021

CALL TO ORDER: 3:02 pm (virtual meeting)

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

APPROVAL OF MINUTES: A motion to approve the Minutes of the Board's meeting on December 7, 2020 was made by Jerry Meislik and seconded by Sue Oemichen. The motion was passed unanimously.

FIREFIGHTER REPORT:

- BMFD has been moderately busy so far this season.
- A 90-page FEMA Assistance to Firefighters Grant (AFG) application for mobile radios will be submitted on January 27, 2021, assuming the regional fire department group has documented all information required.
- Chief provided numerous documents pertaining to a BMFD firefighter's termination and follow-up District actions to the Flathead County Attorney. The issue has consumed an enormous amount of Chief's time. An arbiter has been selected, with the arbitration process possibly starting in mid-March.
- Chief participated in an unemployment hearing for the dismissed firefighter on January 12, 2021. The hearing's determination has not yet been received, but the former firefighter has been denied twice to date.
- BMFD has experienced issues with its new engine's stabilizing system. The truck is being repaired under warranty.

- The new BMFD Firewise Board held its first meeting on January 21, 2021. The group is developing a detailed plan of action moving forward, to include community education and hazardous fuels reduction. Chief noted that at a recent Firesafe Flathead meeting, the District's Firewise initiatives were noted as the best in the area by Ali Ulwelling, DNRC Forestry Assistance and Fire Information Officer. Also noted was that the term, "defensible space" around residences is now being called "survivable space."
- Chief has supplied a draft of the BMFD Five-Year Capital Plan to the Board of Trustees.
- Chief remains in contact with the Flathead County Health Department on COVID issues. The Health Department will soon be moving into the next phase of vaccinations.
- BMFD's newest firefighters, Robert Sharp and Tommy Hodges, are now on the job.
- Chief met briefly with the developer of the Landmark condominium/hotel being built at Whitefish Mountain Resort. The developer pledged to supply drawings of the new building for BMFD review when he has them in hand.
- Chief has not been recontacted by the U.S. Drug Enforcement Administration (DEA) since their unannounced visit on December 7, 2020. The District has since changed its medication tracking process slightly and will now show audits of medications on its tracking forms.
- Chief has been collecting information/cost quotes to replace the District ambulance. Big Mountain Firefighters Association (BMFA) has agreed to fund up to \$160,000 of the purchase from donations. If one could be found, a demo ambulance likely would cost \$190,000-\$200,000. A new vehicle would run \$240,000 and would require a sizable loan. A Canadian version, if it could be located, would be less expensive but might involve a weight issue. Refurbishing the old ambulance and remounting it on a new chassis would cost \$145,000. At this time, Chief favors a remount.

Treasurer Jay Johnston stated that purchasing a new ambulance would be undesirable because it would require a substantial loan, whereas if a demo were acquired, BMFD capital funds could be used in conjunction with only a \$20,000 loan. Overall, he favors avoiding a new loan, so the Canadian or refurbishing options are preferable. The sale of the old BMFD ambulance would likely yield approximately \$10,000.

- BMFD firefighters are in the process of getting COVID vaccinations. The State of Montana has supplied rapid COVID tests to the District. To date, one has been used.
- Chief reported that National Forest Foundation (NFF) grant money will fund thinning projects in the Taylor-Hellroaring area (290 acres), Stoltze lands (60 acres), other private lands (120 acres), and at Beaver Lake (30 acres). Chief DeVall and Board member Paul Silverman provided letters of support for NFF efforts to Spencer Plumb of NFF's Missoula office and to Dani Southard of the Foundation's Northern Rockies Office in Boise.

TREASURER'S REPORT: (See following financial statements.)

9:53 AM
01/22/21
Accrual Basis

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

	<u>Dec 31, 20</u>
ASSETS	
Current Assets	
Checking/Savings	
1017213 · County Fund #7213	220,081.38
1027243 · County Fund #7243 (PR Accrual)	117,706.88
1027248 · County Fund #7248 (Capital A/C)	54,326.82
Total Checking/Savings	392,115.08
Accounts Receivable	
122000 · Ambulance Fees Receivable	15,069.90
Total Accounts Receivable	15,069.90
Other Current Assets	
113020 · 2020 Real Estate Tax Rec	200,570.16
113019 · 2019 Real Estate Tax Rec	3,306.36
101499 · Undeposited Funds	(784.32)
Total Other Current Assets	203,092.20
Total Current Assets	610,277.18
Fixed Assets	
180000 · Investment in Fixed Assets	656,117.66
Total Fixed Assets	656,117.66
TOTAL ASSETS	<u>1,266,394.84</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
202100 · Accounts Payable	2,258.63
Total Accounts Payable	2,258.63
Other Current Liabilities	
206130 · Payroll Liabilities	3,754.93
215000 · Accrued Vacation/Sick Pay	93,735.12
223000 · Deferred Tax Revenue	203,876.52
Total Other Current Liabilities	301,366.57
Total Current Liabilities	303,625.20
Total Liabilities	303,625.20
Equity	
272000 · Unreserved Retained Earnings	378,473.71
Net Income	584,295.93
Total Equity	962,769.64
TOTAL LIABILITIES & EQUITY	<u>1,266,394.84</u>

9:51 AM
 01/22/21
 Accrual Basis

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

	Jul - Dec 20	Jul - Dec 19	\$ Change
Ordinary Income/Expense			
Income			
310000 · Tax Assessment Revenue	287,093.31	261,128.07	25,965.24
330000 · Intergovernmental Revenue	16,489.92	0.00	16,489.92
342000 · Public Safety	18,373.76	21,031.89	(2,658.13)
362000 · Insurance Reimbursement	0.00	138.00	(138.00)
365000 · Contribution and Donations	537,853.17	0.00	537,853.17
370000 · Interest Income	837.91	2,445.61	(1,607.70)
Total Income	860,648.07	284,743.57	575,904.50
Expense			
420100 · Labor	228,684.52	210,293.26	18,391.26
420210 · Office Supplies	0.00	0.00	0.00
420220 · Operations - General	4,387.77	1,313.18	3,074.59
420221 · Operations - Ambulance	1,046.20	1,712.36	(666.16)
420222 · Personal Equipment	0.00	687.71	(687.71)
420231 · Fuel	963.83	1,110.32	(146.49)
420350 · Administrative Expense	5,393.95	5,243.21	150.74
420362 · Vehicle Maintenance	3,633.85	4,658.82	(1,024.97)
420610 · Health Insurance	15,918.18	19,597.66	(3,679.48)
420511 · Liability/Property Insurance	11,164.00	9,256.00	1,908.00
420390 · Taxes	252.14	0.00	252.14
420430 · Personnel Training	20.00	190.00	(170.00)
420340 · Utilities	3,516.25	3,324.85	191.40
Total Expense	274,980.69	257,387.37	17,593.32
Net Ordinary Income	585,667.38	27,356.20	558,311.18
Other Income/Expense			
Other Expense			
600620 · Interest Expense	717.64	0.00	717.64
800810 · Bad Debt Write Offs	653.81	4,173.98	(3,520.17)
Total Other Expense	1,371.45	4,173.98	(2,802.53)
Net Other Income	(1,371.45)	(4,173.98)	2,802.53
Net Income	584,295.93	23,182.22	561,113.71

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

	<u>Jul - Dec 20</u>	<u>Jul - Dec 19</u>	<u>\$ Change</u>
Ordinary Income/Expense			
Income			
310000 · Tax Assessment Revenue	287,093.31	261,128.07	25,965.24
330000 · Intergovernmental Revenue	16,489.92	0.00	16,489.92
342000 · Public Safety	18,373.76	21,031.89	(2,658.13)
362000 · Insurance Reimbursement	0.00	138.00	(138.00)
365000 · Contribution and Donations	0.00	0.00	0.00
370000 · Interest Income	837.91	2,445.61	(1,607.70)
Total Income	322,794.90	284,743.57	38,051.33
Expense			
420100 · Labor	228,684.52	210,293.26	18,391.26
420210 · Office Supplies	0.00	0.00	0.00
420220 · Operations - General	4,387.77	1,313.18	3,074.59
420221 · Operations - Ambulance	1,046.20	1,712.36	(666.16)
420222 · Personal Equipment	0.00	687.71	(687.71)
420231 · Fuel	963.83	1,110.32	(146.49)
420350 · Administrative Expense	5,393.95	5,243.21	150.74
420362 · Vehicle Maintenance	3,633.85	4,658.82	(1,024.97)
420510 · Health Insurance	15,918.18	19,597.66	(3,679.48)
420511 · Liability/Property Insurance	11,164.00	9,256.00	1,908.00
420390 · Taxes	252.14	0.00	252.14
420430 · Personnel Training	20.00	190.00	(170.00)
420340 · Utilities	3,516.25	3,324.85	191.40
Total Expense	274,980.69	257,387.37	17,593.32
Net Ordinary Income	47,814.21	27,356.20	20,458.01
Other Income/Expense			
Other Expense			
600620 · Interest Expense	717.64	0.00	717.64
800810 · Bad Debt Write Offs	653.81	4,173.98	(3,520.17)
Total Other Expense	1,371.45	4,173.98	(2,802.53)
Net Other Income	(1,371.45)	(4,173.98)	2,802.53
Net Income	46,442.76	23,182.22	23,260.54

2:45 PM

01/25/21

Accrual Basis

Big Mountain Fire District
Labor Detail - Previous Year Comparison

	Jul - Dec 20	Jul - Dec 19	\$ Change
Ordinary Income/Expense			
Expense			
420100 · Labor			
420113 · Incentive Pay	13,185.13	0.00	13,185.13
420122 · Shift Differential	26,014.51	0.00	26,014.51
420121 · HSA Contributions	7,000.00	2,500.00	4,500.00
420111 · Salaries and Wages - Permanent	137,942.84	151,430.68	(13,487.84)
420120 · Overtime - Permanent	10,431.70	24,681.00	(14,249.30)
420130 · Post-Employment Vac/sick	(569.31)	(2,723.08)	2,153.77
420131 · Holiday Pay	4,077.78	4,005.86	71.92
420141 · MT Unemployment	322.08	263.95	58.13
420142 · Soc Sec/Medicare	3,113.45	2,547.58	565.87
420900 · Employee Retirement (FURS)	24,786.67	21,745.33	3,041.34
420140 · Worker's Comp	881.23	5,841.94	(4,960.71)
Total 420100 · Labor	227,186.08	210,293.26	16,892.82
Total Expense	227,186.08	210,293.26	16,892.82
Net Ordinary Income	(227,186.08)	(210,293.26)	(16,892.82)
Net Income	(227,186.08)	(210,293.26)	(16,892.82)

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

PUBLIC COMMENT: None

OLD BUSINESS:

- Regarding the District budget, property tax revenue increased by \$14,000 in 2020. A meeting requested by BMFD with County commissioners to discuss outstanding tax revenue has not yet been scheduled.
- A potential ambulance transport fee increase has not yet been addressed by Chief DeVall with Pintler Billing.
- Jay Johnston made a motion to appropriate \$512 to fund BMFD rapid access to patient health records via Big Sky Connect. Phil Waddell seconded the motion, and it was passed unanimously.

NEW BUSINESS:

- Jay Johnston announced he will be resigning from the Board effective March 1, 2021. BMFD Trustees asked Sue Oemichen to replace Jay as Treasurer, to which she agreed. A formal motion to pursue this succession plan will be made at the next Board meeting.
- Several candidates were discussed to fill Jay's remaining Board term through May 2021. Chairman Phil Waddell will communicate with them to determine their level of interest, and a formal nomination will be made at the next Board meeting. Paul Silverman will contact the County to renew his Trustee position for another term.

- Sue Oemichen reported that Jen Sato may replace Paul Okerberg as website coordinator for the Big Mountain Community.
- Sue Oemichen also suggested that the Board offer thank-you gifts to District firefighters for their extra holiday shifts. She will present a specific proposal to the Board.

EMPLOYEE COMMENT: Firefighter and Union representative Ken Wensel reported that the Union Grievance Committee is scheduled to meet during the week of February 1, 2021 to discuss the terminated BMFD firefighter.

NEXT MEETING: February 22, 2021, 2:00 pm (virtual)

ADJOURNMENT: A motion to adjourn was made by Paul Silverman and seconded by Jerry Meislik. The motion was passed unanimously, and the meeting adjourned at 4:20 pm.