

BIG MOUNTAIN FIRE DISTRICT (BMFD) BOARD OF TRUSTEES
MEETING MINUTES FEBRUARY 22, 2021

CALL TO ORDER: 2:01pm (virtual meeting)

ROLL CALL: Board Trustees Phil Waddell, Jay Johnston, Jerry Meislik, Sue Oemichen and Paul Silverman; Chief Ben DeVall; Firefighters Wayne Perry and Ken Wensel; Bookkeeper Tracy Armstrong; Subdivision 2 HOA President Tony Patterson.

APPROVAL OF MINUTES: A motion to approve the Minutes from the Board meeting of January 25, 2021 was made by Jerry Meislik and seconded by Jay Johnston. The motion was passed unanimously.

FIREFIGHTER REPORT:

The warranty work on the new BMFD engine is getting done on February 23rd. The department should be without the engine for only two days. Engine #2032 will serve as our primary engine while #2031 is out of service.

Firefighter Tommy Hodges is BMFD's newest hire. He is taking an Emergency Medical Technician – Paramedic (EMT-P) refresher course this weekend.

Employees who have to recertify their Emergency Medical Services (EMS) licenses are working on the required continuing education. Firefighter Wayne Perry has been proctoring some of the hands-on testing.

The Big Mountain Firefighters Association (BMFA) has located a replacement ambulance which will be arriving at the end of February. It is a 2016 F450 Lifestar with 22,000 miles on it. Chief DeVall has contacted both BMFD's insurance carrier and the State, and when the vehicle arrives, he will get the paperwork completed so the ambulance can be put into service. There will be a few minor modifications to be made before it is operational, but none of them should take very long.

Chief will meet with Elyse Knutsen, Whitefish Mountain Resort (WMR) Risk Control Manager, and tour the Summit House to help provide input for a fire safety plan. He will also meet with Rich Wagner, Physical Plant Supervisor, WMR Maintenance Department, to discuss alarms within Winter Sports Inc. (WSI)-managed buildings, specifically to review BMFD responses and actions BMFD would recommend Resort employees take.

Chief met on February 9, 2021 with Firefighter and Union representative Ken Wensel and International Association of Firefighters (IAFF) Local 3995 representative Cole Hadley to discuss terminated BMFD firefighter Cameron Bradley. The Union has made the decision not to pursue arbitration on Bradley's termination. The two reps asked if Chief would consider permitting Bradley to resign rather than be terminated. Chief contacted BMFD's attorney, Kimberly Moore of Crowley Fleck, and was told Chief could not agree to the request, since there had been two hearings (Board of Trustees and Unemployment), and citing resignation would not be truthful about the reason for Bradley's departure. Chief asked Moore whether there was anything he could have provided her on the case which he did not. She responded there was nothing Chief could have done better (thorough investigation, discussion with peers, comprehensive notes, well-documented and explained reasons for termination).

All BMFD employees except Chief DeVall and Tommy Hodges have had their physicals. The physicals likely will cost the department \$500.00 per person, although only one bill has been received to date.

BMFA and the Firewise group are working on an updated contact information list for persons within the District. BMFA will be sending out a newsletter requesting local property owners provide information so they may be contacted by the department in the event of a need to communicate.

Chief talked with Lincoln Chute, Flathead County Fire Service Manager, about an emergency system which enables information to be sent to all persons' cell phones within a given area. BMFD would use this capability if the District experienced a major fire emergency. Several County employees are being trained on the system, and Chief will work with the group to determine what information will be required to request its use.

Bigfork Fire Department (BFD) is hiring a new chief, and BMFD Chief DeVall has been asked to serve on the hiring board, if BFD decides to use one. BFD employees very recently joined the Union, and department officials thought it beneficial to include DeVall, since BMFD is also still new to the Union relationship.

Chief talked with Mike West, Tally Lake Ranger District, who advised that the Forest Service is planning a field trip on April 28th to view hazardous fuels reduction activity undertaken on Big Mountain. Locations will include WMR as well as Ptarmigan Village and the Haney property. Chief also has spoken with Lookout Ridge caretaker Spencer Burris to see about including that property on the tour. The group will primarily consist of representatives from Firesafe Flathead.

PUBLIC COMMENT: Chairman Phil Waddell welcomed Tony Patterson to the meeting. (See New Business below.)

TREASURER'S REPORT (See following financial statements):

11:02 AM

02/19/21

Accrual Basis

Big Mountain Fire District
Statement of Net Assets
As of January 31, 2021

	<u>Jan 31, 21</u>
ASSETS	
Current Assets	
Checking/Savings	
1017213 - County Fund #7213	181,381.18
1027243 - County Fund #7243 (PR Accrual)	117,731.17
1027248 - County Fund #7248 (Capital A/C)	54,338.03
Total Checking/Savings	<u>353,450.38</u>
Accounts Receivable	
122000 - Ambulance Fees Receivable	11,531.13
Total Accounts Receivable	<u>11,531.13</u>
Other Current Assets	
113020 - 2020 Real Estate Tax Rec	196,603.11
113019 - 2019 Real Estate Tax Rec	3,306.36
101499 - Undeposited Funds	884.32
Total Other Current Assets	<u>200,793.79</u>
Total Current Assets	<u>565,775.30</u>
Fixed Assets	
180000 - Investment in Fixed Assets	656,117.66
Total Fixed Assets	<u>656,117.66</u>
TOTAL ASSETS	<u><u>1,221,892.96</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
202100 - Accounts Payable	3,708.82
Total Accounts Payable	<u>3,708.82</u>
Other Current Liabilities	
206130 - Payroll Liabilities	3,867.85
215000 - Accrued Vacation/Sick Pay	43,658.07
223000 - Deferred Tax Revenue	199,909.47
Total Other Current Liabilities	<u>247,435.39</u>
Total Current Liabilities	<u>251,144.21</u>
Total Liabilities	<u>251,144.21</u>
Equity	
272000 - Unreserved Retained Earnings	378,473.71
Net Income	592,275.04
Total Equity	<u>970,748.75</u>
TOTAL LIABILITIES & EQUITY	<u><u>1,221,892.96</u></u>

11:00 AM

02/19/21

Accrual Basis

Big Mountain Fire District
Statement of Activities - Prev Year Comparison
July 2020 through January 2021

	Jul '20 - Jan 21	Jul '19 - Jan 20	\$ Change
Ordinary Income/Expense			
Income			
310000 · Tax Assessment Revenue	291,060.36	270,373.62	20,686.74
330000 · Intergovernmental Revenue	7,096.51	7,283.09	(186.58)
342000 · Public Safety	21,434.91	31,137.32	(9,702.41)
362000 · Insurance Reimbursement	325.00	138.00	187.00
365000 · Contribution and Donations	537,853.17	0.00	537,853.17
370000 · Interest Income	909.70	3,113.63	(2,203.93)
Total Income	858,679.65	312,045.66	546,633.99
Expense			
420100 · Labor	213,002.65	260,629.12	(47,626.47)
420210 · Office Supplies	0.00	0.00	0.00
420220 · Operations - General	6,308.27	3,443.87	2,864.40
420221 · Operations - Ambulance	1,087.90	1,781.59	(713.69)
420222 · Personal Equipment	306.00	687.71	(381.71)
420231 · Fuel	1,152.39	1,256.30	(103.91)
420350 · Administrative Expense	6,173.92	5,892.21	281.71
420362 · Vehicle Maintenance	3,751.82	7,510.02	(3,758.20)
420510 · Health Insurance	17,364.03	22,862.21	(5,498.18)
420511 · Liability/Property Insurance	11,164.00	9,256.00	1,908.00
420390 · Taxes	252.14	0.00	252.14
420430 · Personnel Training	339.00	190.00	149.00
420340 · Utilities	4,151.04	4,005.81	145.23
Total Expense	266,033.16	317,514.84	(52,481.68)
Net Ordinary Income	593,646.49	(5,469.18)	599,115.67
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	592,275.04	(9,643.16)	601,918.20

Big Mountain Fire District
Statement of Activities - Prev Year Comparison
July 2020 through January 2021

	Jul '20 - Jan 21	Jul '19 - Jan 20	\$ Change
Ordinary Income/Expense			
Income			
310000 · Tax Assessment Revenue	291,060.36	270,373.62	20,686.74
330000 · Intergovernmental Revenue	7,096.51	7,283.09	(186.58)
342000 · Public Safety	21,434.91	31,137.32	(9,702.41)
362000 · Insurance Reimbursement	325.00	138.00	187.00
365000 · Contribution and Donations	0.00	0.00	0.00
370000 · Interest Income	909.70	3,113.63	(2,203.93)
Total Income	320,826.48	312,045.66	8,780.82
Expense			
420100 · Labor	213,002.65	260,629.12	(47,626.47)
420210 · Office Supplies	0.00	0.00	0.00
420220 · Operations - General	6,308.27	3,443.87	2,864.40
420221 · Operations - Ambulance	1,067.90	1,781.59	(713.69)
420222 · Personal Equipment	306.00	687.71	(381.71)
420231 · Fuel	1,152.39	1,256.30	(103.91)
420350 · Administrative Expense	6,173.92	5,892.21	281.71
420362 · Vehicle Maintenance	3,751.82	7,510.02	(3,758.20)
420510 · Health Insurance	17,364.03	22,862.21	(5,498.18)
420511 · Liability/Property Insurance	11,164.00	9,256.00	1,908.00
420390 · Taxes	252.14	0.00	252.14
420430 · Personnel Training	339.00	190.00	149.00
420340 · Utilities	4,151.04	4,005.81	145.23
Total Expense	265,033.16	317,514.84	(52,481.68)
Net Ordinary Income	55,793.32	(5,469.18)	61,262.50
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	54,421.87	(9,643.16)	64,065.03

8:40 AM

02/22/21

Accrual Basis

Big Mountain Fire District Labor Detail - Previous Year Comparison

	Jul '20 - Jan 21	Jul '19 - Jan 20	\$ Change
Ordinary Income/Expense			
Expense			
420100 · Labor			
420113 · Incentive Pay	13,185.13	0.00	13,185.13
420122 · Shift Differential	29,702.29	0.00	29,702.29
420121 · HSA Contributions	7,000.00	6,000.00	1,000.00
420111 · Salaries and Wages - Permanent	157,675.72	174,796.16	(17,120.44)
420120 · Overtime - Permanent	13,220.02	28,619.80	(15,399.78)
420130 · Post-Employment Vac/sick	(48,809.52)	10,538.83	(59,348.35)
420131 · Holiday Pay	6,117.54	5,326.48	791.06
420141 · MT Unemployment	363.81	305.86	57.95
420142 · Soc Sec/Medicare	3,516.74	2,952.78	563.96
420900 · Employee Retirement (FURS)	27,695.84	25,100.59	2,595.25
420140 · Worker's Comp	3,335.08	6,988.62	(3,653.54)
Total 420100 · Labor	213,002.65	260,629.12	(47,626.47)
Total Expense	213,002.65	260,629.12	(47,626.47)
Net Ordinary Income	(213,002.65)	(260,629.12)	47,626.47
Net Income	(213,002.65)	(260,629.12)	47,626.47

11:01 AM

02/19/21

Accrual Basis

**Big Mountain Fire District
Budget vs. Actual
July 2020 through January 2021**

	Jul '20 - Jan 21	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
310000 · Tax Assessment Revenue	291,060.36	479,929.00	(188,868.64)	60.6%
330000 · Intergovernmental Revenue	7,096.51	14,741.00	(7,644.49)	48.1%
342000 · Public Safety	21,434.91	40,000.00	(18,565.09)	53.6%
362000 · Insurance Reimbursement	325.00			
365000 · Contribution and Donations	537,853.17	5,000.00	532,853.17	10,757.1%
370000 · Interest Income	909.70	2,000.00	(1,090.30)	45.5%
Total Income	858,679.65	541,670.00	317,009.65	158.5%
Expense				
420100 · Labor	213,002.65	498,093.00	(285,090.35)	42.8%
420210 · Office Supplies	0.00	500.00	(500.00)	0.0%
420220 · Operations - General	6,308.27	5,000.00	1,308.27	126.2%
420221 · Operations - Ambulance	1,067.90	2,500.00	(1,432.10)	42.7%
420222 · Personal Equipment	306.00	4,500.00	(4,194.00)	6.8%
420231 · Fuel	1,152.39	2,300.00	(1,147.61)	50.1%
420330 · Dues & Subscriptions	0.00	160.00	(160.00)	0.0%
420350 · Administrative Expense	6,173.92	12,500.00	(6,326.08)	49.4%
420361 · Building Repairs & Maintenance	0.00	2,500.00	(2,500.00)	0.0%
420362 · Vehicle Maintenance	3,751.82	4,000.00	(248.18)	93.8%
420480 · Communications	0.00	200.00	(200.00)	0.0%
420510 · Health Insurance	17,364.03	44,000.00	(26,635.97)	39.5%
420511 · Liability/Property Insurance	11,164.00	11,000.00	164.00	101.5%
420390 · Taxes	252.14	898.00	(645.86)	28.1%
420430 · Personnel Training	339.00	3,000.00	(2,661.00)	11.3%
420340 · Utilities	4,151.04	7,000.00	(2,848.96)	59.3%
Total Expense	265,033.16	598,151.00	(333,117.84)	44.3%
Net Ordinary Income	593,646.49	(56,481.00)	650,127.49	(1,051.1)%
Other Income/Expense				
Other Expense				
600620 · Interest Expense	717.64			
800810 · Bad Debt Write Offs	653.81	0.00	653.81	100.0%
Total Other Expense	1,371.45	0.00	1,371.45	100.0%
Net Other Income	(1,371.45)	0.00	(1,371.45)	100.0%
Net Income	592,275.04	(56,481.00)	648,756.04	(1,048.6)%

Big Mountain Fire District
Budget vs. Actual
July 2020 through January 2021

	Jul '20 - Jan 21	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
310000 - Tax Assessment Revenue	291,060.36	479,929.00	(188,868.64)	60.65%
330000 - Intergovernmental Revenue	7,096.51	14,741.00	(7,644.49)	48.14%
342000 - Public Safety	21,434.91	40,000.00	(18,565.09)	53.59%
362000 - Insurance Reimbursement	325.00			
365000 - Contribution and Donations	0.00	5,000.00	(5,000.00)	0.0%
370000 - Interest Income	909.70	2,000.00	(1,090.30)	45.49%
Total Income	320,826.48	541,670.00	(220,843.52)	59.23%
Expense				
420100 - Labor	213,002.65	498,093.00	(285,090.35)	42.76%
420210 - Office Supplies	0.00	500.00	(500.00)	0.0%
420220 - Operations - General	6,308.27	5,000.00	1,308.27	126.17%
420221 - Operations - Ambulance	1,067.90	2,500.00	(1,432.10)	42.72%
420222 - Personal Equipment	306.00	4,500.00	(4,194.00)	6.8%
420231 - Fuel	1,152.39	2,300.00	(1,147.61)	50.1%
420330 - Dues & Subscriptions	0.00	160.00	(160.00)	0.0%
420350 - Administrative Expense	6,173.92	12,500.00	(6,326.08)	49.39%
420361 - Building Repairs & Maintenance	0.00	2,500.00	(2,500.00)	0.0%
420362 - Vehicle Maintenance	3,751.82	4,000.00	(248.18)	93.8%
420480 - Communications	0.00	200.00	(200.00)	0.0%
420510 - Health Insurance	17,364.03	44,000.00	(26,635.97)	39.46%
420511 - Liability/Property Insurance	11,164.00	11,000.00	164.00	101.49%
420990 - Taxes	252.14	898.00	(645.86)	28.08%
420430 - Personnel Training	339.00	3,000.00	(2,661.00)	11.3%
420340 - Utilities	4,151.04	7,000.00	(2,848.96)	59.3%
Total Expense	265,033.16	598,151.00	(333,117.84)	44.31%
Net Ordinary Income	55,793.32	(56,481.00)	112,274.32	(98.78%)
Other Income/Expense				
Other Expense				
600620 - Interest Expense	717.64			
800810 - Bad Debt Write Offs	653.81	0.00	653.81	100.0%
Total Other Expense	1,371.45	0.00	1,371.45	100.0%
Net Other Income	(1,371.45)	0.00	(1,371.45)	100.0%
Net Income	54,421.87	(56,481.00)	110,902.87	(96.35%)

Please note that figures on pages 2 and 5 above include the private donation of a new fire truck to the District, whereas figures on pages 3 and 6 do not.

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

OLD BUSINESS:

BMFD firefighters who want COVID vaccinations have received them from the Flathead County Health Department, which is administering only the Pfizer vaccine. The County currently is receiving 1,500 doses per week.

BMFD's Assistance to Firefighters Grant (AFG) application has been submitted. Feedback is expected in six months. A total of \$1.55 million has been requested by 20 regional departments.

A BMFD discussion with County commissioners on District property tax revenue remains pending. Board Chairman Waddell and Chief DeVall will attend the meeting, once it is scheduled. The recent appointment of a new County Commissioner may be contributing to the delay.

Chief is continuing his dialogue with Pintler Billing about a possible ambulance fee increase. Fewer recent ambulance runs than in the past have resulted in a decline in fees collected, while the cost of supplies has increased. Nonetheless, the fees currently being charged appear to be approximately correct. Chief will submit an updated report on the subject at the next Board meeting.

Jen Sato has assumed Paul Okerberg's former role coordinating the Big Mountain Community website. She is planning to meet with the Big Mountain HOA Board to discuss their hesitancy to date to join the Community organization.

Sue Oemichen noted the Firewise group is working on a detailed Action Plan and that the first Firewise newsletter was sent to 1,100 recipients on February 9th. A follow-up communication in March on wildfire preparedness will piggyback on a Big Mountain Community email addressing the same issue. In April, Firewise plans to email area property owners on the subject of survivable space around their homes. In May, the newsletter will inform residents that a neighborhood brush collection initiative will occur in late June. The effort likely will be expanded from Sunrise Ridge and Wood Run to other HOAs showing interest. The next Firewise Board meeting will be held on May 3rd at 10am.

Ali Ulwelling, DNRC Forestry Assistance and Fire Information Officer, intends to recommend additional locations on Big Mountain for fire danger alert signs. New posting sites would include the firehouse and other places to be designated in consultation with WMR.

Sue Oemichen, in conjunction with the full BMFD Board, is working to finalize specifics of a plan to tangibly recognize District firefighters for their extra service during the recent holidays.

NEW BUSINESS:

Jay Johnston will be resigning from the BMFD Board of Trustees effective March 1, 2021. Chairman Phil Waddell expressed the Board's sincere appreciation to Jay for his years of dedicated service to the District. Phil noted that among numerous accomplishments, Jay had been instrumental in the Board's adoption of many clearer procedures and practices during his tenure. All Trustees echoed the recognition. Jay will sign BMFD checks for the last time this week. He will inform Trish Haverkorn at the Flathead County Treasurer's Office of his impending departure.

Two motions were made by Jerry Meislik and seconded by Paul Silverman, one to install Sue Oemichen as new Board Treasurer, and another to nominate Tony Patterson to fill Jay Johnston's unexpired Board term ending June 1, 2021, with the intent to install him for a full term thereafter. Both motions were passed unanimously.

EMPLOYEE COMMENT: None.

NEXT MEETING: May 3, 2021, 3:00pm

ADJOURNMENT: A motion to adjourn the meeting was made by Jay Johnston and seconded by Jerry Meislik. The motion was passed unanimously, and the meeting adjourned at 3:20pm.