

Bigfork Fire District Trustee Meeting

November 18, 2015

Trustees in attendance: Zack Anderson, Kristy Oster, Dan Kidd

Trustees absent: Lee Levio, Jeremy Patton

Guests in attendance: Interim Chief Mick Borges, Tracey Gembala, Josh Cox, Cindy Norred

Meeting called to order 18:34

**General Public Comment:** None

**Fire Dept Association report:** Discussion on changing membership meeting to a staff meeting, decision to keep as monthly membership meeting. Bringing back a quarterly pot luck dinner. Vote taken to establish Josh Cox and Tracey Gembala on the Chief hiring committee.

Motion to approve meeting minutes from October 21, 2015 by Kidd, 2<sup>nd</sup> by Oster, all in favor, non opposed.

Motion to approve meeting minutes from October 28, 2015 special meeting by Oster, 2<sup>nd</sup> by Kidd, all in favor, non opposed

Approval of purchase orders motion made by Oster, 2<sup>nd</sup> by Kidd, all in favor with understanding the PO for Ford dealership on ambulance 322 is a moving target until all parts are located and service department can begin tear down of fuel system. Oster asked if insurance was going to cover the costs of the fuel system repair and Borges stated he had not heard their decision yet. Anderson inquired about deductible amount.

**Reconciliation of Financial Statements and bills paid:**

**Profit and loss balance sheet:** Oster inquired about Mutual Aid Ambulance Service line item being used for ALS calls when coverage is not on schedule or if it is for simultaneous calls. Borges and Norred commented it is from simultaneous calls. Comment made that we are not at 100% ALS for all shifts. Oster asked if it is necessary to include ladder truck refinance sheet since it only changes 2 times a year. Norred felt it should be included each meeting since it is debt against the department.

**Expense by vendor:** The word "split" does not explain where the funds were spent and needs to be spelled out.

**Fire Chief's report:** see attached report

**Old Business:**

Establish Capital Outlay Committee: Oster and Kidd agreed to be on the committee along with a couple of members from the department.

Employee Handbook, 3<sup>rd</sup> reading: tabled until corrections can be made and included in the handbook

**New Business:**

Amend Board of Trustees By-Laws Article IV to Reflect Change to Meeting Night and Time (action item) Oster made the motion to approve with amendment to motion to change meeting night only and not include the time as this is not in the original by-laws, Kidd seconded, all in favor, non opposed.

Establish Capital Outlay Fund 7254 for New Apparatus (action item), Kidd made a motion to approve, Oster seconded, all in favor, non opposed. This came from a discussion Norred had in regards to a motion made in the October 21, 2015 to set \$30,000 into capital outlay fund for apparatus. The fund

needed to be established PRIOR to moving the funds. The motion establishes the fund.

Amend FY16 budget to move \$30,000 from capital outlay to Fund 7254 (action item), Oster made a motion to approve, Kidd seconded, all in favor, non opposed.

Discussion of necessity for Board approval of PO's for medical supplies. When supplies need to be ordered, they are researched for best price, a PO is generated and brought to the Board for approval at a later date. More often than not, by the time the PO is approved, the costs have changed and the PO does not reflect the correct price any longer. A weekly email will be sent to the Board with PO s for the week. The approval to purchase will come via the email responses from the Board.

Establish wage for Interim Chief (action item) Kidd made a motion to approve wage at the rate the previous Chief was making and making it retroactive to October 22, 2015, Oster seconded, further discussion and amendment made to motion to appoint Mick Borges as Interim Chief, effective October 22, 2015. All in favor, non opposed.

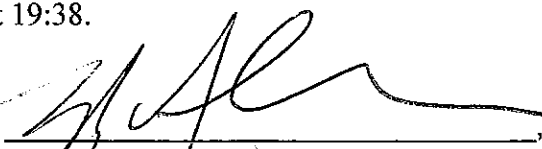
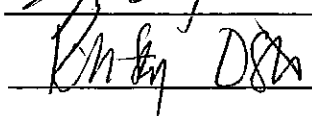
Establish wage or stipend for Jeremy Patton (action item) Kidd made a motion to appoint Patton as Administrative Adviser to the Chief for the remainder of the year with a stipend not to exceed the \$3,000 cap to be inclusive of stipends earned to date, Oster seconded, all in favor, non opposed. Discussion for using all paid staff to help out with the items that Jeremy is being tasked with was brought up by Josh Cox as a way to delegate to existing personnel that are already on the payroll. Interim Chief Borges stated that it was too hard to give tasks to others that are not at the station all of the time.

Hiring Committee for new Chief position will be Zack Anderson as representative of Trustee Board and Tracey Gembala, and Josh Cox as voted on by the membership.

New Chief job description. Kidd presented a rough draft of a job description as a starting point of discussion. The committee will review the current job description, the rough draft submitted by Kidd and any other resources they see fit and make a recommendation at the next Trustee meeting. A 30 day time limit for application submissions was discussed. Advertised wage will be decided at the next Trustee meeting.


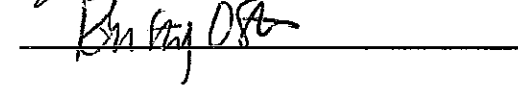
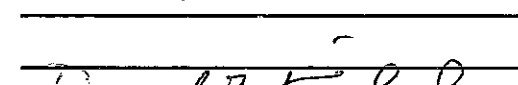
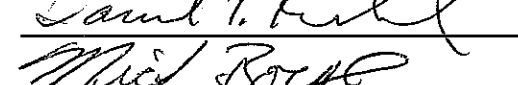
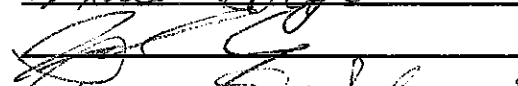
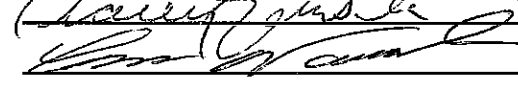
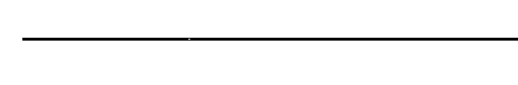
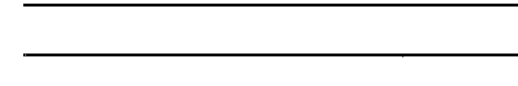
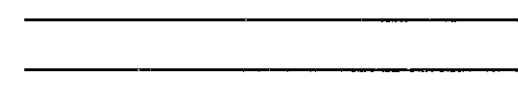
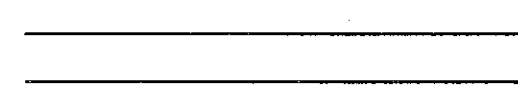
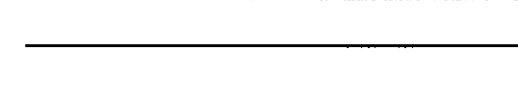
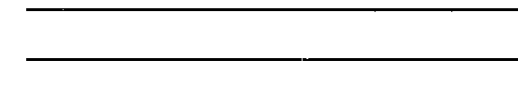
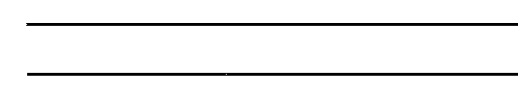
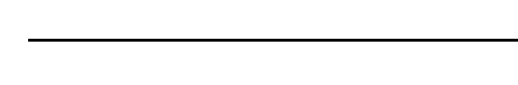
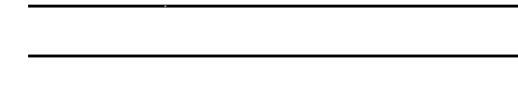
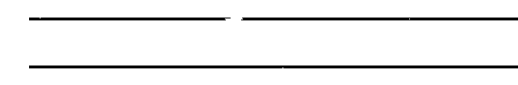
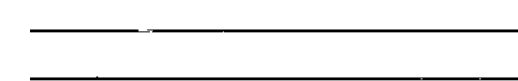
Motion to adjourn by Kidd, Oster seconded, all in favor, non apposed.

Meeting adjourned at 19:38.

Minutes Approved: , Chairman  
, Recorder

# Bigfork Fire District Board of Trustees Meeting

Attendance Sheet for  
November 18th, 2015

Signature	Last Name	First Name	
	Anderson	Zack	Chairman
	Oster	Kristy	Vice-Chairman
	Patton	Jeremy	Secretary/Treasurer
	Leivo	Lee	Trustee
	Kidd	Daniel	Trustee
	Borges	Mick	Chief
	Lox		Guest
	Gembala	Josh	Guest
		Tracy	Guest
			Guest
			Guest
			Guest
			Guest
			Guest
			Guest
			Guest
			Guest

## BIGFORK FIRE DISTRICT TRUSTEE AGENDA – 11/18/2015

- **General Public Comment**
- **Fire Dept. Association Report**
- **Review/Approval of meeting minutes October 21<sup>st</sup>, 2015**
- **Review/Approval of special meeting minutes October 28<sup>th</sup>,2015**
- **Review/Approval of next month's Purchase Orders**
- **Review Reconciliation of Financial Statements and Bills Paid**
- **Fire Chief Report**
- **Old Business**
  1. Establish Capital Outlay Committee
- **New Business**
  1. Amend Board of Trustee By-Laws Article IV to Reflect Change of Meeting Night and Time (action item)
  2. Establish Capital Outlay Fund 7254 for New Apparatus (action item)
  3. Approval to amend FY16 budget to move \$30,000.00 from capital outlay to Fund 7254 (action item)
  4. Discussion on Necessity for Board Approval of PO's for Medical Supplies
  5. Establish wage of Interim Chief (action item)
  6. Establish wage or stipend for Jeremy Patton (action item)
  7. Hiring committee for new Chief position
  8. New Chief job description

Bigfork Fire District Trustee Meeting  
October 21, 2015  
Opened at 17:02

Chief's evaluation in close session began at 17:02 and ended at 1830 hours.

General public comment: There was none.

Fire Department Association Report: There was no meeting, the fire department held open house.

Review/approval of meeting minutes for September 16, 2015: Leivo made a motion to approve, Kidd seconded, all in favor no opposed.

Review/approval of next month's purchase orders: motion was made by Leivo first, Oster second, all in favor, no opposed. The Waterous floto pump was explained to the board. The board agreed to the purchase of the pump.

Review/reconciliation of financial statements and bills paid:

Profit and loss balance sheet: an explanation from Cindy was given as to why Pintler's Accounts Receivable did not match that Bigfork Fire. Pintler will start using reports that are based on date of service rather than on date of entry. See letter attached from Pintler Billing Services.

Expense by vendor: no comments

Fire Chief's report: see attached report

Old business:

Exhaust system (action item) Oster made a motion to approve, Leivo seconded the motion, all in favor, no opposed. The board will be using Airpro. They will use a local contractor to do the installation

Second reading of the employee handbook: no comments

Trustee bylaw amendment (action item) Leivo made a motion to approve, Oster seconded, all in favor, no opposed. There will be an amendment to allow up to two volunteers and include the amended description (see attached).

New business:

Set up apparatus fund and capital outlay (action item) Oster made a motion to approve, Kidd seconded the motion, all in favor, no opposed. The board will set \$30,000 into a capital outlay fund for apparatus.

Motion to adjourn by Oster, the motion was seconded by Kidd, all in favor, no opposed.

Meeting adjourned at 19:31

**BIGFORK FIRE DEPARTMENT**  
Originated by Jeremy Patton

NOV 18 2015

Approved By \_\_\_\_\_ Date 11/17/15  
Chief [Signature]  
Trustee [Signature] Date 11/18/15

Bigfork Fire District Trustee Special Meeting Minutes  
October 28th, 2015  
Opened at 17:04

Accept resignation of Chief Wayne Loeffler (action item) -- Motion made by Kidd, second by Oster, all in favor, no opposed.

Discussion on advertising position of Fire Chief: Oster suggested advertising within and outside of the department. A selection committee will be appointed to determine the opening and closing date of the position.

Appoint selection and interview committee for hiring of new chief: A suggestion was made by Oster to include three on the committee--2 from the membership of the department and one from the Board of Trustees. The Board agreed and appointed Zach Anderson to represent the board on the selection committee. The membership will advise the board of who they have selected to represent the membership on the selection committee. The goal will be to start advertising possibly around November 18<sup>th</sup>.

Board approval of recommendation to hire Dan Magone (action item) Oster made a motion to hire Dan Magone, Kidd seconded, all in favor no opposed.

Discussion on changing the meeting night for the District Board of Trustees: There was no action on this. There was a suggestion by Oster to move the meeting to the first Wednesday of the month at 17:30. This will be voted on during the November meeting and could possibly start December 2<sup>nd</sup>.

General public comment:

Mick advised that the exhaust system grant did not get approved. The Trustee Board would like to know how soon work will be done and a schedule of expected progress on the exhaust system.

Anderson suggested that the department hold a retirement party for Wayne Loeffler.

Gembala said she is happy with the progress with Mick as chief. She mentioned that there is a lot of loose ends with paperwork and procedures that needs cleaned up.

There was a motion to close the meeting by Oster, Kidd seconded the motion.

The meeting was closed at 17:48

**BIGFORK FIRE DEPARTMENT**  
Originated by Jeremy Patton  
NOV 18 2015  
Approved By \_\_\_\_\_ Date 11/17/15  
Chief [Signature]  
Trustee Z.A. Date 11-18-15

Monthly PO Approval  
November 18, 2015

<u>PO #</u>	<u>Vendor</u>	<u>Item(s)</u>	<u>Line Item</u>	<u>Cost per Item</u>	<u>Total Cost</u>
7288	Valley Ford	Fuel System	EMS EQUIP MAINT	\$8,400.00	\$8,400.00
7297	KRMC	EMS SUPPLIES	EMS MED SUPPLIES	\$524.03	\$524.03

**BIGFORK FIRE DEPARTMENT**

Originated by Michael B. [Signature]

NOV 18 2015

**Approved By**

Chief [Signature] Date 11/17/15

Trustee [Signature] Date 11-15-15

**Bigfork Fire District**  
**Profit & Loss Budget vs. Actual**  
 July through October 2015

	<u>Jul - Oct 15</u>	<u>Budget</u>	<u>% of Budget</u>
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
<b>31 · TAXES/ASSESSMENTS</b>			
310005 · EMS Levy Lake County	0.00	2,500.00	0.0%
310001 · Flathead County Taxes	7,663.10	292,804.00	2.6%
310002 · Lake County Taxes	10,916.86	88,974.00	12.3%
310004 · EMS Levy Flathead County	0.00	25,000.00	0.0%
<b>Total 31 · TAXES/ASSESSMENTS</b>	<u>18,579.96</u>	<u>409,278.00</u>	<u>4.5%</u>
<b>33 · INTERGOVERNMENTAL</b>			
335230 · Entitlement	7,187.67	33,475.00	21.5%
335050 · State Ins. Yearly Refund	0.00	300.00	0.0%
337000 · Income - Local Grants	0.00	0.00	0.0%
<b>Total 33 · INTERGOVERNMENTAL</b>	<u>7,187.67</u>	<u>33,775.00</u>	<u>21.3%</u>
<b>34 · CHARGES FOR SERVICES</b>			
342055 · EMS Billing Income	135,093.28	225,000.00	60.0%
342054 · EMS Class Income	1,400.00	0.00	100.0%
<b>342020 · FIRE PROTECTION</b>			
342021 · Fire District Billing	1,005.00	5,000.00	20.1%
342022 · Contract Services-Wildfires	5,390.11		
<b>Total 342020 · FIRE PROTECTION</b>	<u>6,395.11</u>	<u>5,000.00</u>	<u>127.9%</u>
<b>Total 34 · CHARGES FOR SERVICES</b>	<u>142,888.39</u>	<u>230,000.00</u>	<u>62.1%</u>
<b>36 · MISCELLANEOUS</b>			
365015 · District Donations	1,500.00	3,500.00	42.9%
365010 · Reflective Sign Orders	170.00	0.00	100.0%
365008 · FOBF Donations	0.00	0.00	0.0%
362015 · Refunds	4,064.56		
362000 · Tshirt & Hat Sales	1,631.00	0.00	100.0%
362002 · Pop Machine	228.50	0.00	100.0%
362004 · Miscellaneous Income	1,096.75		
362007 · Other Income -General	0.00	500.00	0.0%
362012 · Savings Interest	0.00	0.00	0.0%
365000 · Membership Donations	2,515.00	6,500.00	38.7%
365001 · Memorial Donations	325.00	0.00	100.0%
36 · MISCELLANEOUS - Other	0.00		
<b>Total 36 · MISCELLANEOUS</b>	<u>11,530.81</u>	<u>10,500.00</u>	<u>109.8%</u>
<b>37 · INVESTMENT &amp; ROYALTY EARNINGS</b>			
371009 · Insurance Claim Payment	0.00	0.00	0.0%
371002 · Insurance Dividends	0.00	300.00	0.0%
371003 · Interest Income	1,167.00	4,500.00	25.9%
371007 · Interest Income - Trust	0.00	0.00	0.0%
<b>Total 37 · INVESTMENT &amp; ROYALTY EARNINGS</b>	<u>1,167.00</u>	<u>4,800.00</u>	<u>24.3%</u>
<b>Total Income</b>	<u>181,353.83</u>	<u>688,353.00</u>	<u>26.3%</u>
<b>Expense</b>			
<b>420000 · PUBLIC SAFETY</b>			
<b>420700 · EMERGENCY SERVICES</b>			
<b>420710 · ADMINISTRATION</b>			



**Bigfork Fire District**  
**Profit & Loss Budget vs. Actual**  
 July through October 2015

	<u>Jul - Oct 15</u>	<u>Budget</u>	<u>% of Budget</u>
<b>300-2 · PURCHASED SERVICES</b>			
390-3 · Mutual Aid Ambulance Service	450.00	600.00	75.0%
390-2 · Billing Service Refunds	1,887.30	6,000.00	31.5%
390-1 · Billing Service Fees	10,819.88	18,400.00	58.8%
360-2 · Ambulance Equipment Maintenance	14,036.67	25,000.00	56.1%
<b>Total 300-2 · PURCHASED SERVICES</b>	<u>27,193.85</u>	<u>50,000.00</u>	<u>54.4%</u>
<b>200-2 · SUPPLIES</b>			
220-2 · Medical Supplies	7,843.89	18,000.00	43.6%
231-2 · Fuel for Ambulance	3,253.85	11,000.00	29.6%
226-2 · EMS Personnel Supplies PPE	363.50	3,000.00	12.1%
<b>Total 200-2 · SUPPLIES</b>	<u>11,461.24</u>	<u>32,000.00</u>	<u>35.8%</u>
<b>Total 420710 · ADMINISTRATION</b>	<u>38,655.09</u>	<u>82,000.00</u>	<u>47.1%</u>
<b>Total 420700 · EMERGENCY SERVICES</b>	<u>38,655.09</u>	<u>82,000.00</u>	<u>47.1%</u>
<b>420400 · FIRE PROTECTION &amp; CONTROL</b>			
<b>420410 · ADMINISTRATION</b>			
<b>100 · PERSONNEL SERVICES</b>			
110-1 · Salary & Wage Expenses	103,384.88	323,000.00	32.0%
130-4 · Retirement - Employer	1,704.94	12,000.00	14.2%
140-1 · Medical Insurance-Employer	10,070.31	46,200.00	21.8%
140-2 · Unemployment expense	781.81	2,000.00	39.1%
140-3 · Workmans Comp-State Fund	8,365.55	25,000.00	33.5%
140-4 · Comp FICA-MED & SS	7,931.52	23,000.00	34.5%
<b>Total 100 · PERSONNEL SERVICES</b>	<u>132,239.01</u>	<u>431,200.00</u>	<u>30.7%</u>
<b>200-1 · SUPPLIES</b>			
224-1 · Rehabilitation Expense	282.15	750.00	37.6%
220-1 · Operating Station Supplies	2,608.05	8,000.00	32.6%
210-1 · Office Expenses	2,688.94	13,000.00	20.7%
216-1 · Donations/Gifts	0.00	100.00	0.0%
223-1 · Membership Expenses	755.58	6,500.00	11.6%
226-1 · FIRE Personnel Supplies PPE	2,743.59	10,500.00	26.1%
231-1 · Fuel for Apparatus	3,253.84	8,500.00	38.3%
<b>Total 200-1 · SUPPLIES</b>	<u>12,332.15</u>	<u>47,350.00</u>	<u>26.0%</u>
<b>300-1 · PURCHASED SERVICES</b>			
340-2 · Propane	0.00	3,500.00	0.0%
331-1 · Real Estate/Landfill Taxes	0.00	100.00	0.0%
360-1 · Fire Equipment Maintenance	7,648.97	25,000.00	30.6%
310-1 · Radio Services	42.94	6,000.00	0.7%
335-1 · Merchant Bank Fees	353.93	1,500.00	23.6%
340-1 · Utilities	4,195.90	13,000.00	32.3%
345-1 · Telephone & DSL	1,551.44	6,000.00	25.9%
351-1 · Health & Wellness	1,763.17	9,000.00	19.6%
353-1 · Accounting & Auditing	790.00	10,000.00	7.9%
357-1 · Background Checks	232.80	1,000.00	23.3%
<b>Total 300-1 · PURCHASED SERVICES</b>	<u>16,579.15</u>	<u>75,100.00</u>	<u>22.1%</u>
<b>500 · FIXED CHARGES</b>			
513-1 · General Liability Insurance	0.00	19,535.00	0.0%

**Bigfork Fire District**  
**Profit & Loss Budget vs. Actual**  
 July through October 2015

	<u>Jul - Oct 15</u>	<u>Budget</u>	<u>% of Budget</u>
<b>Total 500 · FIXED CHARGES</b>	0.00	19,535.00	0.0%
<b>900-1 · CAPITAL OUTLAY</b>			
940-2 · New Ambulance	154.00	0.00	100.0%
920-2 · Building Improvements	4,662.00	87,500.00	5.3%
940-1 · Machinery & Equipment	0.00	72,500.00	0.0%
<b>Total 900-1 · CAPITAL OUTLAY</b>	<u>4,816.00</u>	<u>160,000.00</u>	<u>3.0%</u>
<b>Total 420410 · ADMINISTRATION</b>	<u>165,966.31</u>	<u>733,185.00</u>	<u>22.6%</u>
<b>Total 420400 · FIRE PROTECTION &amp; CONTROL</b>	165,966.31	733,185.00	22.6%
<b>420430 · PERSONNEL TRAINING</b>			
380-1 · Training	1,150.06	7,000.00	16.4%
<b>Total 420430 · PERSONNEL TRAINING</b>	<u>1,150.06</u>	<u>7,000.00</u>	<u>16.4%</u>
<b>420440 · FIRE PREVENTION</b>			
210-5 · Fire Prevention Supplies	1,575.00	3,500.00	45.0%
110-2 · Salary & Wages	0.00		
<b>Total 420440 · FIRE PREVENTION</b>	<u>1,575.00</u>	<u>3,500.00</u>	<u>45.0%</u>
<b>420460 · FIRE SUPPRESSION</b>			
100-1 · Volunteer Stipend			
105-1 · Pay Per Call/On Call Stipend	10,385.25	15,000.00	69.2%
<b>Total 100-1 · Volunteer Stipend</b>	<u>10,385.25</u>	<u>15,000.00</u>	<u>69.2%</u>
205-1 · Recruiting	0.00	500.00	0.0%
<b>Total 420460 · FIRE SUPPRESSION</b>	<u>10,385.25</u>	<u>15,500.00</u>	<u>67.0%</u>
<b>Total 420000 · PUBLIC SAFETY</b>	217,731.71	841,185.00	25.9%
<b>420490 · DEBT SERVICE</b>			
600 · DEBT SERVICE			
620-2 · Interest of LTD-342 Loan	1,648.11	3,212.61	51.3%
610-2 · Principal of LTD-342 Loan	48,351.89	96,787.39	50.0%
<b>Total 600 · DEBT SERVICE</b>	<u>50,000.00</u>	<u>100,000.00</u>	<u>50.0%</u>
<b>Total 420490 · DEBT SERVICE</b>	<u>50,000.00</u>	<u>100,000.00</u>	<u>50.0%</u>
<b>Total Expense</b>	<u>267,731.71</u>	<u>941,185.00</u>	<u>28.4%</u>
<b>Net Ordinary Income</b>	-86,377.88	-252,832.00	34.2%
<b>Other Income/Expense</b>			
<b>Other Income</b>			
38 · OTHER FINANCING SOURCES			
381072 · Proceeds sale of capital asset	0.00	0.00	0.0%
<b>Total 38 · OTHER FINANCING SOURCES</b>	<u>0.00</u>	<u>0.00</u>	<u>0.0%</u>
<b>Total Other Income</b>	<u>0.00</u>	<u>0.00</u>	<u>0.0%</u>
<b>Net Other Income</b>	<u>0.00</u>	<u>0.00</u>	<u>0.0%</u>

12:06 PM  
11/13/15  
Cash Basis

Bigfork Fire District  
Profit & Loss Budget vs. Actual  
July through October 2015

	<u>Jul - Oct 15</u>	<u>Budget</u>	<u>% of Budget</u>
Net Income	<u>-86,377.88</u>	<u>-252,832.00</u>	<u>34.2%</u>

BIGFORK FIRE DEPARTMENT  
Originated by Cindy Norred

NOV 18 2015

Approved By \_\_\_\_\_ Date 11/17/15  
Chief [Signature]  
Trustee [Signature] Date 1-16-15

**Bigfork Fire District**  
**Balance Sheet**  
 As of October 31, 2015

Oct 31, 15

<b>ASSETS</b>		
Current Assets		
Checking/Savings		
101000 · CASH ALL FUNDS		
1010001 · GENERAL FUND		
1010011 · General-Glacier Bank - County	455,876.15	
1011001 · General-Retirement Savings	305.34	
<b>Total 1010001 · GENERAL FUND</b>	<b>456,181.49</b>	
1020000 · RESTRICTED CASH		
1020003 · Ralph Barton Trust Fund-Flathd	31,529.71	
<b>Total 1020000 · RESTRICTED CASH</b>	<b>31,529.71</b>	
<b>Total 101000 · CASH ALL FUNDS</b>	<b>487,711.20</b>	
<b>Total Checking/Savings</b>		<b>487,711.20</b>
<b>Total Current Assets</b>		<b>487,711.20</b>
<b>TOTAL ASSETS</b>		<b>487,711.20</b>
<b>LIABILITIES &amp; EQUITY</b>		
Liabilities		
Current Liabilities		
Other Current Liabilities		
206130 · ACCRUED PAYROLL PAYABLE		
2061302 · Aflac	57.86	
2061311 · Payroll-SWHMT	1,463.00	
2061321 · Payroll - UI	128.22	
2061381 · Retirement Payable	100.00	
<b>Total 206130 · ACCRUED PAYROLL PAYABLE</b>	<b>1,749.08</b>	
<b>Total Other Current Liabilities</b>		<b>1,749.08</b>
<b>Total Current Liabilities</b>		<b>1,749.08</b>
<b>Total Liabilities</b>		<b>1,749.08</b>
Equity		
271000 · Retained Earnings	-1,470,641.55	
1 · General fund	107,692.33	
2 · Fire Dept Contribution Fund	11,938.14	
3 · Ralph Barton Trust Fund	33,848.21	
9500 · GFAAG ACCOUNT GROUP		
9501 · Restatement	10,198.99	
9500 · GFAAG ACCOUNT GROUP - Other	1,879,303.88	
<b>Total 9500 · GFAAG ACCOUNT GROUP</b>	<b>1,889,502.87</b>	
<b>Net Income</b>	<b>-86,377.88</b>	
<b>Total Equity</b>	<b>485,962.12</b>	
<b>TOTAL LIABILITIES &amp; EQUITY</b>		<b>487,711.20</b>

**BIGFORK FIRE DEPARTMENT**  
 Originated by Cindy Norred  
 NOV 18 2015  
 Approved By \_\_\_\_\_  
 Chief [Signature] Date 11/17/15  
 Trustee [Signature] Date 11/19/15



Bigfork Fire District  
 Reference 342 Ladder Truck----2393-01  
 Total Loan Commitment: \$602,144.99  
 Final Payment: 02/15/2022

# of payments: 20 Date of this Draw: 01/27/2012 Date of Agreement: 01/27/2012

Payment Due	Interest Rate	#Days Due	Interest Payment	Principal Payment	Ex princ pd	Loan Balance	Total Amount of Payment	Year
BEGINNING BALANCE*								
2/15/2012	1.95%	19	\$611.22			\$602,144.99		
8/15/2012	1.25%	182	\$3,742.84	\$99,257.16		\$602,144.99		
2/15/2013	1.25%	184	\$3,160.22	\$44,728.56		\$502,887.83	\$103,611.22	
8/15/2013	1.00%	181	\$2,271.97	\$47,728.03		\$458,159.27	\$47,888.78	
2/15/2014	1.00%	184	\$2,069.02	\$47,930.98		\$410,431.24	\$50,000.00	
8/15/2014	1.00%	181	\$1,797.60	\$48,202.40		\$362,500.26	\$50,000.00	
2/15/2015	1.00%	184	\$1,584.41	\$48,415.59		\$314,297.86	\$50,000.00	
8/15/2015	1.25%	181	\$1,648.11	\$17,603.68	\$30,748.21	\$265,882.27	\$50,000.01	June 30th 2015-Balance
2/15/2016	1.25%	184	\$1,564.50	\$17,730.22	\$30,705.28	\$217,530.38	\$50,000.00	FY16
8/15/2016	0.00%	182	\$0.00	\$17,938.51	\$32,061.49	\$169,094.88	\$50,000.00	FY16
2/15/2017	0.00%	184	\$0.00	\$18,087.21	\$31,912.79	\$119,094.88	\$50,000.00	FY17
8/15/2017	0.00%	181	\$0.00	\$18,293.72	\$31,706.28	\$69,094.88	\$50,000.00	FY17
2/15/2018	0.00%	184	\$0.00	\$18,438.48	\$656.40	\$19,094.88	\$50,000.00	FY18
8/15/2018	0.00%	181	\$0.00	\$0.00		\$0.00	\$19,094.88	FY18
2/15/2019	0.00%	184	\$0.00	\$0.00		\$0.00	\$0.00	
8/15/2019	0.00%	181	\$0.00	\$0.00		\$0.00	\$0.00	
2/15/2020	0.00%	184	\$0.00	\$0.00		\$0.00	\$0.00	
8/15/2020	0.00%	182	\$0.00	\$0.00		\$0.00	\$0.00	
2/15/2021	0.00%	184	\$0.00	\$0.00		\$0.00	\$0.00	
8/15/2021	0.00%	181	\$0.00	\$0.00		\$0.00	\$0.00	
2/15/2022	0.00%	184	\$0.00	\$0.00		\$0.00	\$0.00	

BIGFORK FIRE DEPARTMENT  
 Originated by Gindy Narred

NOV 18 2015

Approved By [Signature]  
 Chief [Signature] Date 11/17/18  
 Trustee [Signature] Date 11-18-15

BIGFORK FIRE DISTRICT-Ending October 31st 2015-EMS & Fire Billing Receivables-PINTLER BILLING

	September 2015 AGING	CHARGES	PAYMENTS	Additional Income for insurance not paying on time??	REFUNDS	ADJUSTMENTS MEDICAID, Write Offs Etc.	ASSIGNED TO COLLECTIONS	BACK FROM COLLECTIONS	OCTOBER AGING BALANCE	Difference	Pintler Reports A/R
AMBULANCE	\$118,362.81	\$46,081.20	\$36,202.14		\$1,174.55	\$13,525.41	\$3,065.01	\$0.00	\$112,826.00	\$17,719.15	\$95,106.85
FIRE	\$5,220.00								\$5,220.00	\$2,750.00	\$2,470.00
TOTAL	\$123,582.81	\$46,081.20	\$36,202.14	\$0.00	\$1,174.55	\$13,525.41	\$3,065.01	\$0.00	\$118,046.00		\$97,576.85

BIGFORK FIRE DISTRICT-Ending October 31st 2015-Collection Receivables-CENTRON/PINTLER BILLING

#004476	September 2015 AGING	ASSIGNED TO CENTRON	COLLECTION PAYMENTS	COMMISSIONS ADJUSTMENTS	BACK to PINTLER	CLOSED ACCOUNTS	OCTOBER AGING BALANCE
COLLECTION RECEIVABLES	\$60,170.34	\$3,065.01	\$0.00	\$0.00	\$0.00	\$3,382.35	\$59,853.00

BIGFORK FIRE DISTRICT-Ending October 31st 2015-Collection Receivables-CENTRON/BIGFORK AMBULANCE OLD

#004472	September 2015 AGING	COLLECTION PAYMENTS Received	COMMISSIONS ADJUSTMENTS	CLOSED ACCOUNTS	OCTOBER AGING BALANCE
BIGFORK AMBULANCE COLLECTION RECEIVABLES	\$20,663.00	\$34.58	\$28.29	\$1,926.13	\$18,674.00

TOTAL AGING RECEIVABLES	\$196,573.00
-------------------------	--------------

BIGFORK FIRE DEPARTMENT  
 Originated by Cindy Norfed

NOV 18 2015

Approved By [Signature] Date 11/17/15  
 Trustee [Signature] Date 11-18-15

**Bigfork Fire District**  
**Transaction List by Vendor**  
October 2015

Type	Date	Num	Memo	Split	Amount
<b>*JStewart</b>					
Check	10/16/2015	18068	Volunteer Stipend	105-1 · Pay Per Call/On Call Stipend	-15.00
<b>*KPatton</b>					
Check	10/01/2015	18034	Volunteer stipend	105-1 · Pay Per Call/On Call Stipend	-16.10
Check	10/16/2015	18069	Volunteer stipend	105-1 · Pay Per Call/On Call Stipend	-47.20
<b>*LKidd</b>					
Check	10/01/2015	18033	Volunteer Stipend	105-1 · Pay Per Call/On Call Stipend	-16.10
<b>*MShea</b>					
Check	10/01/2015	18031	Volunteer Stipend	105-1 · Pay Per Call/On Call Stipend	-80.50
<b>*SAnderson</b>					
Check	10/01/2015	18032	Volunteer stipend	105-1 · Pay Per Call/On Call Stipend	-159.90
<b>Aflac</b>					
Liability Check	10/01/2015	18028	FLA89	2061321 · Payroll - UI	-57.86
<b>Alert-all Corp.</b>					
Check	10/01/2015	18046		210-5 · Fire Prevention Supplies	-1,425.00
<b>Arrow International Inc.</b>					
Check	10/01/2015	18040	1051032	220-2 · Medical Supplies	-560.79
<b>Bigfork Booster Club</b>					
Check	10/16/2015	18079		226-2 · EMS Personnel Supplies PPE	-165.00
<b>Bigfork Harvest Foods</b>					
Check	10/16/2015	18071	8374590	-SPLIT-	-162.61
<b>Bigfork Water &amp; Sewer</b>					
Check	10/16/2015	18054	0145-00 & 0144-00	-SPLIT-	-455.68
<b>Blue Cross &amp; Blue Shield of Montana</b>					
Check	10/21/2015	18086	X54820221	140-1 · Medical Insurance-Employer	-2,271.41
<b>Bound Tree Medical, LLC</b>					
Check	10/01/2015	18045	106222	220-2 · Medical Supplies	-142.66
<b>Brodie Verworn</b>					
Check	10/01/2015	18042		380-1 · Training	-25.00
<b>CenturyLink</b>					
Check	10/01/2015	18050	300053941, 30005222...	345-1 · Telephone & DSL	-312.60
<b>Chad Oster</b>					
Check	10/01/2015	18048		380-1 · Training	-42.11
<b>CLIA Laboratory Program</b>					
Check	10/01/2015	18037	27D2102223	360-2 · Ambulance Equipment Maintenance	-150.00
<b>Culligan</b>					
Check	10/16/2015	18059	246450	223-1 · Membership Expenses	-34.02
<b>Dept. Of Revenue</b>					
Liability Check	10/01/2015	18029	4033665-002-WTH	2061311 · Payroll-SWHMT	-1,069.00
<b>EFTPS</b>					
Liability Check	10/05/2015	ACH	81-0480959	-SPLIT-	-3,098.98
Liability Check	10/19/2015	ACH	81-0480959	-SPLIT-	-3,029.30
Liability Check	10/29/2015	ACH	81-0480959	-SPLIT-	-2,679.12
<b>Emergency Medical Products, Inc.</b>					
Check	10/01/2015	18038	1139	220-2 · Medical Supplies	-683.94
Check	10/01/2015	18039	1139	220-2 · Medical Supplies	-1,849.50
<b>First Bankcard</b>					
Check	10/21/2015	18087	4988659132833683	-SPLIT-	-775.80
Check	10/21/2015	18088	4988659124026403	-SPLIT-	-32.50
<b>Flathead County EMS</b>					
Check	10/21/2015	18085		380-1 · Training	-62.50
<b>Flathead Electric Co-op Inc.</b>					
Check	10/16/2015	18074	1044500,1053813,105...	-SPLIT-	-362.00
<b>Hallstrom Plumbing &amp; Heating, Inc.</b>					
Check	10/16/2015	18078		220-1 · Operating Station Supplies	-105.99
<b>Hire Right, LLC</b>					
Check	10/16/2015	18072	64162	357-1 · Background Checks	-76.40
<b>J2 Office Products</b>					
Check	10/01/2015	18047	27415	220-1 · Operating Station Supplies	-13.90
Check	10/16/2015	18067	27415	220-1 · Operating Station Supplies	-16.87

**Bigfork Fire District**  
**Transaction List by Vendor**  
October 2015

Type	Date	Num	Memo	Split	Amount
Check	10/21/2015	18092	27415	-SPLIT-	-828.71
<b>Kaiser Permanente</b>					
Check	10/01/2015	18051	EMI claim#: 32015201...	390-2 · Billing Service Refunds	-1,174.55
<b>Kalispell Medical Equipment</b>					
Check	10/01/2015	18049		220-2 · Medical Supplies	-176.20
Check	10/21/2015	18091		220-2 · Medical Supplies	-35.31
<b>KRMC</b>					
Check	10/16/2015	18066	5 BGFK FIRE	-SPLIT-	-684.14
<b>Life Assist</b>					
Check	10/16/2015	18076	59911FD	220-2 · Medical Supplies	-205.00
<b>Lord Abbett</b>					
Liability Check	10/05/2015	ACH	222	-SPLIT-	-789.72
Liability Check	10/19/2015	ACH	222	-SPLIT-	-837.52
<b>Moline Inc.</b>					
Check	10/01/2015	18043	00001800	226-1 · FIRE Personnel Supplies PPE	-100.00
Check	10/01/2015	18044	00001800	360-1 · Fire Equipment Maintenance	-1,800.00
<b>Montana Athletic Club</b>					
Check	10/16/2015	18060	902	351-1 · Health & Wellness	-14.00
<b>Montana State Fund</b>					
Check	10/21/2015	18089	03-118937-6	140-3 · Workmans Comp-State Fund	-2,550.51
<b>Napa Auto &amp; Truck Parts</b>					
Check	10/16/2015	18057		-SPLIT-	-57.22
<b>Nivindel, LLC</b>					
Check	10/16/2015	18064		210-1 · Office Expenses	-60.00
<b>NorthWestern Energy</b>					
Check	10/16/2015	18055	0632980-9, 0646143-8	-SPLIT-	-50.27
<b>Occupational Health Services KRH</b>					
Check	10/16/2015	18073		351-1 · Health & Wellness	-500.00
<b>Pintler Billing Services</b>					
Check	10/16/2015	18062		390-1 · Billing Service Fees	-2,551.67
<b>Republic Services #889</b>					
Check	10/16/2015	18053	3-0889-0001136	220-1 · Operating Station Supplies	-62.22
<b>Sage Payment Solutions</b>					
Check	10/20/2015	ACH	3948908340000021	335-1 · Merchant Bank Fees	-67.84
<b>Sliters</b>					
Check	10/01/2015	18036	4230	-SPLIT-	-30.40
<b>Staples Credit Plan</b>					
Check	10/16/2015	18075	7972220000866585	210-1 · Office Expenses	-62.43
<b>State Treasurer</b>					
Check	10/16/2015	18077		353-1 · Accounting & Auditing	-550.00
<b>The UPS Store # 2556</b>					
Check	10/16/2015	18070		210-1 · Office Expenses	-13.25
<b>TNT Truck Parts</b>					
Check	10/01/2015	18041		360-1 · Fire Equipment Maintenance	-76.62
<b>Tracey Gembala</b>					
Check	10/21/2015	18090		220-1 · Operating Station Supplies	-27.97
<b>Unemployment Insurance Division</b>					
Liability Check	10/01/2015	18030	VOID: 010 0061	-SPLIT-	0.00
Liability Check	10/05/2015	18052	010 0061	-SPLIT-	-244.62
<b>Valley Ford, Inc.</b>					
Check	10/01/2015	18035		360-2 · Ambulance Equipment Maintenance	-280.98
<b>Verizon Wireless</b>					
Check	10/16/2015	18056	872357702-00001	345-1 · Telephone & DSL	-80.04
<b>Void</b>					
Check	10/01/2015	18021		36 · MISCELLANEOUS	
<b>Wayne E. Loeffler</b>					
Check	10/16/2015	18061		220-1 · Operating Station Supplies	-38.97
<b>WEX</b>					
Check	10/16/2015	18065	0496-00-179508-7	-SPLIT-	-1,033.53
<b>Woods Bay Water</b>					



Bigfork Fire District  
Transaction List by Vendor  
October 2015

Type	Date	Num	Memo	Split	Amount
Check	10/16/2015	18058		340-1 · Utilities	-48.75

**BIGFORK FIRE DEPARTMENT**

Originated by Cindy Norred

NOV 18 2015

Approved By  
Chief [Signature] Date 11/17/15  
Trustee [Signature] Date 11-18-15

Chiefs Report

Membership meeting

I told the member ship, the trustee board would like 2 members to set on the committee for hiring a new chief. At that time we had people nominate someone. We put those names on the board handed out ballots. Took the 2 lead votes Tracey Gembala and Josh Cox.

322 still in Ford waiting on parts.

325 Leveling valve

Lighting replacement in the main hall is complete.

Christmas Dinner Dec.4<sup>th</sup>

Station exhaust system looks like they will start week of Dec. 7.

25 PrePlans done within the last month by Duty EMS CREWS and put into IPAD.

**BIGFORK FIRE DEPARTMENT**

Originated by Michael

NOV 18 2015

Chief Michael  
Trustee ZA

Approved By \_\_\_\_\_  
Date 11/16/15  
Date 1-16-19

**BIGFORK FIRE DEPARTMENT**

Originated by Tamara Helmstetler  
Email

**NOV 18 2015**



**Subject:** RE: Establishing Fund 7254  
**From:** Tamara Helmstetler <thelmstetler@flathead.mt.gov>  
**Date:** 11/16/2015 12:56 PM  
**To:** 'Cindy Norred' <cnorred@bigforkfire.com>

Approved By  
Chief MW Date 11/17/15  
Trustee ZH Date 11-18-15

Cindy,  
Ok, I did some research and couldn't find anywhere that says you have to do a resolution to establish the fund. So, go ahead and delete that one. I think it should be noted in the minutes that you are establishing it and creating a budget for it via the budget amendment resolution. You'll also need to adopt a capital plan, but I think you're ok without a resolution there.  
Sorry for taking so long to get back to you on this!  
Tamara

-----Original Message-----

From: Cindy Norred [<mailto:cnorred@bigforkfire.com>]  
Sent: Wednesday, November 11, 2015 9:59 AM  
To: Tamara Helmstetler  
Subject: Establishing Fund 7254

Can you take a look at the attached resolutions and see if this is correct or do we need to do something different. We have meeting November 18th which these will be two action items.

Thanks for your help!:-)

Cindy Norred  
Bigfork Fire District  
(406)837-4590  
810 Grand Ave  
Bigfork, MT 59911

NOTE: This communication is intended for the use of the individual or entity to which it is addressed, and may contain information which is privileged, confidential, and exempt from disclosure, copying, or distribution under applicable law. If the reader of this communication is not the intended recipient, or the employee or agent responsible for delivering the message to the intended recipient, you are hereby notified that any dissemination, distribution or copying of this communication is strictly prohibited. If received in error, please contact Bigfork Fire Department at (406) 837-4590. Thank you.



# Bigfork Fire District

810 Grand Dr, Bigfork, MT 59911

406-837-4590 406-837-4690(fax)

[www.bigforkfire.com](http://www.bigforkfire.com)

Resolution NO. 2016-2

A resolution for Fund 7205 authorizing an decrease of \$30,000 to the capital outlay budget and increasing \$30,000.00 to Fund 7254

**Whereas**, the Bigfork Fire District currently has \$160,00.00 in the capital outlay budget fiscal year ending June 30<sup>th</sup> 2016.

**Therefore**, be it resolved by Bigfork Fire District Board of Trustees, amends the FY 2016 budget to reflect the line item change described above and authorizes decreasing \$30,000.00 from capital outlay and increasing Fund 7254. After which the capital outlay budget will be set at \$130,000 total. Plan for capital outlay is attached for the \$130,000.

Adopted this 18<sup>th</sup> day of November, 2015

BIGFORK FIRE DISTRICT

BOARD OF TRUSTEES

ATTEST:

By: \_\_\_\_\_  
Chairman, Zack Anderson

By: \_\_\_\_\_  
Secretary, Jeremy Patton

**BIGFORK FIRE DEPARTMENT**  
Originated by Cindy Norred

NOV 18 2015

Approved By \_\_\_\_\_ Date 11/17/15  
Chief [Signature]  
Trustee [Signature] Date 11-16-15

FUND NAME: BIGFORK FIRE  
 FUND NUMBER: 7205

	Prior Year Budget FY15	Dept Request	Final Budget FY16
<b>NON-TAX REVENUE</b>			
Billing Income	\$ 230,000	\$ 230,000	\$ 230,000
Donations	3,500	3,500	3,500
EMS-Flathead County	25,000	25,000	27,000
EMS-Lake County	2,500	2,500	2,500
Entitlement-Flathead County	27,913	27,913	28,751
Entitlement-Lake County	5,562	5,562	6,473
Insurance Dividends	300	300	300
Interest Revenue	4,500	4,500	4,500
Membership Donations	6,500	6,500	6,500
Other Income	500	500	500
State Insurance Refund	300	300	300
<b>Total Non-Tax Revenue</b>	<b>\$ 306,575</b>	<b>\$ 306,575</b>	<b>\$ 310,324</b>
<b>TAX REVENUE</b>			
	Mill Levy		
Flathead Co Tax/Assessment Revenue =	17.2	\$ 292,804	\$ 299,412
Flathead Co 2015 Taxable Value =	17,407,666		
Lake Co Tax/Assessment Revenue =	17.56	\$ 88,974	\$ 89,846
Lake Co 2015 Taxable Value =	5,116,514		
<b>Total Tax Revenue</b>		<b>\$ 381,778</b>	<b>\$ 389,258</b>
<b>TOTAL REVENUE</b>		<b>\$ 688,353</b>	<b>\$ 699,582</b>
<b>OTHER RESOURCES</b>			
Cash available @ June 30th		\$ 788,418	\$ 545,535
Lake Co Cash Available @ June 30th		7,156	7,740
Less outstanding warrants @ June 30th		10,033	6,122
<b>Total Other Resources</b>		<b>\$ 785,540</b>	<b>\$ 547,153</b>
<b>TOTAL RESOURCES</b>		<b>\$ 1,473,893</b>	<b>\$ 1,246,735</b>

**BIGFORK FIRE DEPARTMENT**  
 Originated by Cindy Norred  
 Resubmission #2  
**NOV 18 2015**

Approved By \_\_\_\_\_ Date 11/17/15  
 Chief [Signature]  
 Trustee [Signature] Date 11-18-15

FUND NAME: BIGFORK FIRE

FUND NUMBER: 7205

	Prior Year Budget FY15	Dept Request	Final Budget FY16
<b>MAINTENANCE &amp; OPERATION EXPENDITURES</b>			
342 Loan Pay	\$ 100,000	\$ 100,000	\$ 100,000
Accounting & Auditing	20,200	10,000	10,000
Ambulance Equipment Maint	15,000	25,000	25,000
Background Checks	3,000	1,000	1,000
Billing Service Fess (8% of collections to billing co)	17,200	18,400	18,400
Billing Service Refunds	10,000	6,000	6,000
Compensated Absences	20,000	20,000	20,000
Donations/Gifts	100	100	100
EMS Personnel Supplies PPE	3,000	3,000	3,000
FICA	19,000	23,000	23,000
Fire Equipment Maint	25,000	25,000	25,000
FIRE Personnel Supplies PPE	10,500	10,500	10,500
Food-District Rehabilitation Expenses	750	750	750
Fuel for Ambulance	13,000	11,000	11,000
Fuel for Apparatus	10,000	8,500	8,500
General Liability Insurance	19,400	19,535	19,535
Health & Wellness	5,000	9,000	9,000
Medical Insurance	30,500	46,200	46,200
Medical Supplies	15,000	18,000	18,000
Membership Fund Expenses	6,500	6,500	6,500
Merchant Bank Fees	1,500	1,500	1,500
MT Mutual Aid	600	600	600
Office Expenses	15,000	13,000	13,000
Operation Station Supplies	9,000	8,000	8,000
Prevention	3,500	3,500	3,500
Propane	3,500	3,500	3,500
Radio Services	6,000	6,000	6,000
Real Estate/Landfill Taxes	100	100	100
Recruiting	500	500	500
Retirement	5,000	12,000	12,000
Salary & Wages	245,000	303,000	303,000
Telephone & DSL	6,000	6,000	6,000
Training	10,000	7,000	7,000
Unemployment Expense	2,000	2,000	2,000
Utilities	13,000	13,000	13,000
Volunteer Stipend	75,000	15,000	15,000
Workmans Comp	30,000	25,000	25,000
<b>Total Maintenance &amp; Operation Expenditures</b>	<b>\$ 768,850</b>	<b>\$ 781,185</b>	<b>\$ 781,185</b>
<b>CAPITAL OUTLAY</b>			
Department Equipment/Apparatus/Building Improvements	\$ 365,000	\$ 143,000	\$ 130,000
Total Capital Outlay*See attached list	\$ 365,000	\$ 143,000	\$ 130,000
FUND #7254-Apparatus Fund			\$ 30,000
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,133,850</b>	<b>\$ 924,185</b>	<b>\$ 941,185</b>

CASH RESERVE (Flathead Co & Lake County)

\$ 340,043	\$ 303,886	\$ 305,550
------------	------------	------------

**BIGFORK FIRE DEPARTMENT**

AUTHORIZED SIGNATURE:

Originated by *Cindy Norred*

Resolution #2

NOV 18 2015

Approved By  
 Chief *[Signature]* Date *11/17/15*  
 Trustee *[Signature]* Date *11-16-15*



## Bigfork Fire District

810 Grand Dr, Bigfork, MT 59911

406-837-4590 406-837-4690(fax)

[www.bigforkfire.com](http://www.bigforkfire.com)

11/18/2015

Bigfork Fire Department Capital Outlay planned purchases for fiscal 2016:

### Facility Maintenance

- 1) \$8,500.00 to paint station 31
- 2) \$10,000.00 to replace all light fixtures in all three stations
- 3) \$62,000.00 to put in new vehicle exhaust system at station 31

### Building Improvements at Echo Lake

- 1) \$7000.00

### Apparatus/Equipment

- 1) \$72,500.00  
-30,000.00 to Fund 7254

TOTAL CAPITAL OUTLAY=\$130,000.00

### FUND#7254-Apparatus Fund

- 1.) \$30,000.00

TOTAL FUND#7254=\$30,000.00

**BIGFORK FIRE DEPARTMENT**  
Originated by Cindy Norred

NOV 18 2015

Chief Macl  
Trustee ZH

Approved By \_\_\_\_\_  
Date 11/17/15  
Date 1-16-15

Capital Outlay Tracking  
2013

	6 month	1 year	FY16	3 years	5 years	10 years	20 Years	25 years
<b>Apparatus</b>								
	ambulance			type III	Ambulance (5-7)	393	392	331
				Utility Command		341		332
				Vehicle (3-5)				342 (25-30)
<b>Equipment</b>								
	Cardiac Monitors (2)	Radios (\$1500/yr)						
	SCBA Cylinders (50)	Pagers (\$1000/yr)						
	Extrication Equip	PPE (\$8000/yr)						
		Computer/Software		(\$2000/yr)				
	Hoses/Nozzles	\$5000/yr						
	AED's	\$1000/yr						
	Thermal Imagers	\$5000 one time						
	Electric Cot	\$13000 one time						
	SCBA Harness's	\$5000 / year (10 purch)						
	Equipment	\$1000/yr						
		Stair chair (\$2600) grant						
<b>Facilities</b>								
	roof leak	Soffit Repair		Station Roof	Sleeping/Office	Yellow Bay		
	Office Chairs	Painting of Station		Bathroom Remodel				
		Work Bench Area						
		Table/Chairs						
		Exhaust System						
		Echo/Woods Bay						
		Doors Jams						
<b>Grants</b>	Cardiac Monitor(s)						NOV 18 2015	
	Exhaust system							

Approved By \_\_\_\_\_  
 Chief [Signature] Date 11/17/15  
 Trustee [Signature] Date 11-18-15

The Capital Outlay Committee would like to put \$100,000 per year into Apparatus, \$25,500 per year into Equipment and \$25,000 per year into Facilities



**AMENDED BY-LAWS  
BIGFORK FIRE DISTRICT TRUSTEES  
OCTOBER 21, 2015 EDITION**

**SECTION I**

**ARTICLE I** - In accord with Section 11-2008, R.C.M. 1947, the Flathead County Commissioners established the Bigfork Fire District. In accord with Montana Code Annotated 2003, Title 7 Local Government, Chapter 33 Fire Protection, Part 21 Rural Fire Districts, the Bigfork Fire District has prepared and adopted these bylaws.

**SECTION II**

**ARTICLE I** - The purpose of this organization shall be to provide emergency services for the protection of life and property and to render all necessary and proper public services for the greater Bigfork area citizens and for other Montana citizens when requested through mutual aid.

**SECTION III**

**ARTICLE I – BOARD ELECTION and ORGANIZATION**

- A.** The affairs of the District shall be governed and managed by the Board of Trustees, composed of 5 members elected or appointed and qualified as provided in Montana Code Annotated 7-33-2106. Up to two district volunteer fire fighters can serve as Trustees, per MCA code 7-33-4109 and can be reimbursed and given an allowance subject to amended MCA code 19-17-100, that does not provide for any wage or salary for volunteers. Trustees must be residents of the District and elected as provided in 13-1-104(3) and 13-1-401 at an annual election held on school Election Day, the first Tuesday of May each year under the direction of the Flathead County Election Administrator. The term of office shall be 3 years beginning at the first district meeting following election. Candidates may be nominated by petition filed with the county election administrator at least 120 days before Election Day and signed by at least 5 electors of District. If the nominations are not made on or before the deadline, the Fire District will not be allowed to vote for candidates on a write-in basis but the Trustees will have to be appointed by action of the County Commissioners. All electors who reside in Bigfork Fire District, including any holder of title to lands within the District who present proof of interest in such land at polling place, shall be eligible to vote.
- B.** The Trustees shall organize at the first regular meeting following Election Day by choosing a chairman, a vice chairman, and appointing one member to act as secretary. They shall from time to time prepare, adopt and amend suitable bylaws.

**AMENDED BY-LAWS  
BIGFORK FIRE DISTRICT TRUSTEES  
OCTOBER 21, 2015 EDITION**

1. The **Chairman** shall preside at all meetings of the Trustees, direct the affairs of the District, bring before the Trustees such matters as require their attention and approval, perform or oversee all actions necessary, co-sign warrants, meeting minutes, and carry out such other duties as may be necessary. He will vote on each motion as a regular member of the board.
  2. The **Vice Chairman** in the absence of the Chairman performs all the duties of that office.
  3. The **Secretary** shall oversee the complete record of the proceedings of all Trustee meetings and committees, the carrying on of correspondence, the filing of all records necessary for County and State, filing the approved budget with the County Clerk, attesting to Chairman signature on minutes, keeping an accurate account of expenditures and receipts and perform other such duties as may be required.
- C. Vacancies in office occur under the circumstances set forth in 2-16-501, including the failure to discharge one's duties for three consecutive months unless prevented from doing so due to illness or approved leave. Should a vacancy occur, the Flathead County Board of Commissioners shall appoint a person to fill the vacancy and the appointed shall hold office until the next regular election.

**ARTICLE II - LEGAL AUTHORITY-** The County Attorney shall be the legal advisor for the Trustees and the Bigfork Fire District, unless a conflict of interest exists that requires other representation.

**ARTICLE III - POWER OF TRUSTEES**

- A. The Trustees shall have the authority to provide adequate and standard firefighting and emergency response apparatus, equipment, personnel, housing, and facilities, including real property, for the protection of the district.

**AMENDED BY-LAWS  
BIGFORK FIRE DISTRICT TRUSTEES  
OCTOBER 21, 2015 EDITION**

- B.** The Trustees shall prepare annual budgets and request special levies for the budgets. The budget laws, Montana Codes, and procedures relating to Flathead and Lake Counties, as far as applicable, apply also to the Bigfork Fire District; however, the district budget is considered to be a part of the county budget.
- C.** The trustees may establish a capital improvement fund for the replacement, improvement, and acquisition of property, facilities, or equipment that costs over \$5,000 and has a life expectancy of over 5 years.
- D.** The Fire District Trustees may enter mutual aid agreements with proper authority of: other fire districts, unincorporated and incorporated municipalities, state agencies, federal agencies, fire service areas, and governing bodies of other political subdivisions.
- E.** They shall appoint and form fire companies that have the same duties, exemptions, and privileges as other fire companies.
- F.** The Trustees shall appoint or approve the Bigfork Fire Chief, Assistant Chief/s, and all other paid employees. Each appointment shall be first made for a probationary term of 6 months and thereafter the trustees must consent/deny the appointment of the Chief, Assistant Chief/s, and all other paid employees by approved manner of selection. The

Trustees may suspend or terminate the Chief, Assistant Chief/s, or any member of the Bigfork Fire or employee of the District for neglect of duty or a violation of any of the rules and regulations of the Fire District or for any reason allowed by law.

- 1. The Trustees hereby delegate to the Chief of Bigfork Fire the authority to discipline members, up to suspension for three months, for neglect of duty or conduct in violation of any Handbook Policies, Rules, Regulations, or Standard Operating Guidelines. The Chief shall, upon making any suspension or recommendation to termination, give written notice detailing the reasons to the Trustees at the next regular meeting of the Trustees.

**AMENDED BY-LAWS  
BIGFORK FIRE DISTRICT TRUSTEES  
OCTOBER 21, 2015 EDITION**

2. Upon a recommendation of termination, the Trustees will discuss and rule on the matter at their next regular meeting or within 20 days of the date of the Chief's written notice, whichever first occurs. The meeting shall be a closed, private meeting, unless the subject employee waives their right to privacy. The Chief and other officers of Bigfork Fire will present any information, facts, or witnesses in support of their recommendation for termination. The individual recommended for termination has the right to appear, to examine all of the evidence, to request witnesses, and may have an attorney present. The Trustees shall issue a written decision with reasons accepting, denying or modifying the recommendation of the Bigfork Fire Chief.
- G. No Trustee shall enter into any agreement or transaction involving the collection or disbursement of taxpayer funds without first securing a simple majority public vote by the entire Board of Trustees.
- H. A Trustee who may have a financial, personal interest or personal reimbursement-compensation solely and apart from the rest of the Volunteer firefighters to him or her in an item or reimbursement-compensation that is under consideration by the Board of Trustees shall declare that he/she may have a conflict. That member shall be excused from the Board vote on the item of conflict. Such member may participate as part of the board providing information to the board on the item. Any disqualification shall be recorded in the minutes of the meeting.

**ARTICLE IV** - The trustees shall hold regular meetings the first Wednesday of every month to conduct business pertaining to the Fire District, unless otherwise scheduled and properly noticed.

a. All meetings and books of the District are open to the public. The public may attend all meetings of the Trustees, except those which may be closed in order to discuss personnel matters. The Trustees shall post a notice on or at the fire hall in Bigfork, Montana, similarly advertising the time, place and agenda of the next regular meeting of the Trustees. Notices shall be posted one week prior to the meeting.

b. For any special meetings called by the Trustees on short notice, notice shall be posted at the fire hall at least 48 hours in advance, advertising the time, place and agenda of the special meeting.

**AMENDED BY-LAWS  
BIGFORK FIRE DISTRICT TRUSTEES  
OCTOBER 21, 2015 EDITION**

c. Any person may appear and speak during the public comment session at regular or special meeting of the Trustees. The chairperson may reasonably limit speeches or presentations by the public at Trustee meetings. Members of the public may be allowed to speak during Trustee discussion of agenda items at the discretion of the Trustees or otherwise required by law.

**SECTION IV**

**ARTICLE I**

The by-laws may be amended by proposing a change in writing at any regular meeting, then voting on the change by a majority vote of the Trustees at the next regular meeting.

**ARTICLE II**

Meetings shall be conducted according to generally accepted principles of parliamentary procedure.

**BIGFORK FIRE DEPARTMENT**

Originated by Tracey Gembala

**NOV 18 2015**

Approved By

Chief [Signature] Date 11/17/15  
Trustee [Signature] Date 11-18-15