

# BIGFORK FIRE DISTRICT TRUSTEE

July 27<sup>th</sup>, 2021

5:30pm

**Trustees:** Dan Elwell, Robert Borges, Seth Price, Andrew Sliter

**Absent Trustees:** Gary Wilson

**Guests:** Chief-Jeremy Patton, Cindy Norred, Michael Hingiss, Emily Smith, Sean Reffner, Sean Kehl

\*Meeting was recorded

1. **CALL MEETING TO ORDER/PLEDGE OF ALLEGIANCE** at 17:36
2. **GENERAL PUBLIC COMMENT\*** There was no general public comment
3. **CONSENT AGENDA**
  - A. Approval of Agenda as Presented
  - B. Approval of Meeting Minutes for June 29<sup>th</sup>, 2021, as Presented
  - C. Approval of Reconciliation of Financial Statements and Bills Paid as Presented
  - D. Approval of Purchase Orders 8114, 8115, and 8118
  - E. Approval of Amendment to Appendix 400-I
  - F. Approval of Wage Increase for PRN EMT's JT and LC
  - G. Approval of Resignation of AM, ES
  - H. Approval of Hiring Full-Time Paramedic
  - I. Approval of Resolution 2022-2
  - J. Approval of Resolution 2022-3

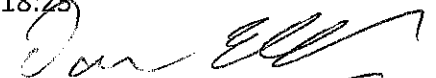
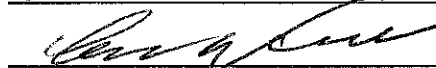
A motion to approve consent agenda A, B, C, D, E, F, G, H, I, J, Sliter (1<sup>st</sup>), Borges (2<sup>nd</sup>), F. effective date is August 1<sup>st</sup>, all in favor, none opposed. \*See green sheet for details of each line item.

4. **ITEMS FOR REPORT**
  - A. **Fire Chief's Report** \* See attached report from Chief Patton
5. **UNFINISHED BUSINESS:** There was no unfinished business discussion.
6. **Convene into Closed Session Pursuant to MCA 2-3-203 (3):** Board did not go into close session.
7. **Reconvene into Open Session:** Board did not go into close session.
8. **NEW BUSINESS-ACTION ITEMS/DISCUSSION ITEMS**

- A. **FY22 Preliminary Budget sent to Flathead County:** \*See attached budget sent to Flathead County. Total resources after reconciliation are \$545,498.00 which includes the unpaid invoice from the Spartan Race. We will now have \$332,000.00 CIP to transfer, which bring cash reserve to a 30% cash reserve.
- B. **Review/Approval of Bigfork Fire District Trustee Bylaws:** \*See copy of Bigfork Fire District By-Laws presented. There will be a few changes coming once completed union contracts have been done, so it all reflects across by-laws, policies etc. A motion to approve Jeremy cleaning up grammatical errors for department within Trustee By-Laws, present red line and blue line and present at next Trustee meeting, email out to board, Sliter (1<sup>st</sup>), Price (2<sup>nd</sup>), no comments, all in favor, none opposed.
- C. **Discussion on Agreement with Bigfork Water District:** Discussion on surrounding fire departments on hydrant testing, City of Polson-Fire Department does not test Polson's hydrants, Sommers Fire helps with testing, Kalispell doesn't, Whitefish don't help test any district hydrants systems, but within city limits does help if they need it, if don't have calls. Evergreen gets \$13,000.00 to test almost 300 hydrants, some years will hire 1 to 2 seasonal employees to test, they get money no matter on testing, if they don't use it goes to their capital fund. They don't get charge for the water they use for fires. \*See contract attached. It automatically renewed for three years. Board would like time to be tract and will take a look at when agreement is up again.

- 9. **GENERAL PUBLIC COMMENT\*** Stay off 82 Bridge, construction there. DNRC is ok to use Echo Lake if needed.
- 10. **Motion to Adjourn:** Borges (1<sup>st</sup>), Price (2<sup>nd</sup>) no comments, all in favor, none opposed.  
Meeting adjourned: 18:23

Minutes Approved:

 Trustee  
 Recorder

## BIGFORK FIRE DISTRICT TRUSTEE

### "GREEN SHEET"

July 27<sup>th</sup>, 2021

#### 3. Consent Agenda

- D. **Approval of Purchase Orders 8114, 8115, and 8118:** PO 8114 is for the purchase of two countertop mounts for the Lifepak 15 monitors/defibrillators. They are \$574.00 each for a total of \$1170.18 including shipping. PO 8115 is for GSA shipping costs for the acquired government surplus Polaris MRZR side by side from Florida. The total for this is \$1800.00. PO 8118 is for data modems for the Lifepak 15 monitors. This is required for the ambulance crew to transmit cardiac rhythms from the ambulance to the emergency room. The total for two of these is \$4345.50.
- E. **Approval of Amendment to Appendix 400-I:** This will raise the base/starting pay rate of a Firefighter/EMT from \$12.00/hr. to \$14.00/hr.
- F. **Approval of Wage Increase for PRN EMT's JT and LC:** Requesting a wage increase to bring their hourly wage to \$15.00/hr. Both Justin Thomas and Lisa Campbell have met their full requirements for structure fire, wildland fire, and EMS.
- G. **Approval of Resignation of AM, ES:** Abigail Miller and Eric Schnell have both submitted a letter of resignation.
- H. **Approval of Hiring Full-Time Paramedic:** A recommendation to hire Lindsay Strouse as a full-time Firefighter/EMT-P pending fulfilling the requirements of the job posting. Lindsay has been a part-time EMT with Bigfork Fire but has not been able to take shifts due to attending FVCC to obtain her Paramedic license. She did obtain her FF1 equivalency with Bigfork Fire in the academy earlier this year. Lindsay will make a great addition to Bigfork Fire.
- I. **Approval of Resolution 2022-2:** Tender 393 is scheduled to be replaced sometime this fiscal year. This resolution will allow the department to sell or trade the tender if or when a replacement is found. Bigfork Fire also owns several Bendix King DPH radios. These are coming to end of life and parts are becoming scarce for repair. This resolution will allow for the sale of seven radios at public auction.
- J. **Approval of Resolution 2022-3 Zoll/Lifepak Swap:** The Department can trade our two Zoll X-series Monitors/Defibrillators for two Lifepak 15 Monitors/Defibrillators that are valued at \$17,500.00 each. The two Lifepaks are the newest most current versions but are refurbished. This would be an even exchange with no cost to the Department for the swap. This would also save the Department over \$70,000.00 with the additional

items requested in the Purchase Orders by not purchasing new monitors from Stryker.

8. **NEW BUSINESS-ACTION ITEMS/DISCUSSION ITEMS**

- A. **FY22 Preliminary Budget sent to Flathead County:** Total resources after reconciliation is \$545,498.00 which includes the unpaid invoice from the Spartan Race. We will now have \$332,000.00 ~~cash reserve~~ <sup>CIP</sup> which will be approximately a 30% cash reserve.
- B. **Review/Approval of Bigfork Fire District Trustee Bylaws:** I have attached the Fire District By-Laws for review. If no changes are necessary, a motion to approve them "as is" will be requested. If changes need to be made, we will address them.
- C. **Discussion on Agreement with Bigfork Water District:** I have attached the agreement with the Bigfork Water District for review and discussion at the meeting.

**BIGFORK FIRE DEPARTMENT**

Originated by District Board-Jeremy Patton

JUL 27 2020

Chief	<u>JP</u>	Approved By	Date	<u>7/21/21</u>
Trustee	<u>02</u>		Date	<u>7/22/21</u>