

BIGFORK FIRE DISTRICT TRUSTEE

August 31st, 2021

5:30pm

Trustees: Dan Elwell, Robert Borges, Andrew Sliter, Gary Wilson

Absent Trustees: Seth Price

Guests: Chief-Jeremy Patton, Cindy Norred, Michael Hingiss

*Meeting was recorded

1. **CALL MEETING TO ORDER/PLEDGE OF ALLEGIANCE** at 17:30
2. **GENERAL PUBLIC COMMENT*** There was no general public comment
3. **CONSENT AGENDA**
 - A. **Approved Agenda as Presented**
 - B. **Approved Purchase Orders**
 - C. **Approved Meeting Minutes for July 27th, 2021, as Presented**
 - D. **Approved Reconciliation of Financial Statements and Bills Paid as Presented**
 - E. **Approved wage Increase for ES**
 - F. **Approved Hiring Full-Time EMT/FF**
 - G. **Approved FY21 & FY22-Denning, Downing & Associates, P.C. Audit Engagement Services, and Non-Audit Advisory Services, Standard Audit Contract, Appendix A Initial or Sole Audit under this Contract as Presented.**
A motion to approve the consent agenda A, B, C, D, E, F, G, Wilson (1st), Borges (2nd), no comments, 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:**

A. Update on Government Surplus Acquisition: The Side by Side-Polaris was received. Fluids and battery have been purchased; Chief Patton explained that they have had no time to see if it runs. It is going to be a winter project.

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. Updated Bigfork Fire District Trustee By-Laws: Grammar edits were the only changes done. A motion to accept the by-laws as updated, Borges (1st), Wilson (2nd), no comments, all in favor, none opposed.

B. Discussion on Bigfork Fire Department Resident Firefighter Program: A standard agreement DRAFT was presented. There was discussion on adding three bedrooms at the Bigfork Hall. Possible starting in January 2022. A motion for the Resident Firefighter Program to proceed with research and policies, the Chief's continuing to move forward, Borges (1st), no second discussion again. A motion to accept, Wilson (1st) Borges (2nd), pending legal and zoning, all in favor, none opposed.

C. Discussion/Approval of Purchase of FCSO vehicle:

A motion to approve of purchase of FCSO vehicle up to \$10,000.00, out of capital payment money, Borges (1st), Wilson (2nd), no comments, all in favor, none opposed.

D. Discussion of Issuing RFP for New Fire Station: An RFP DRAFT was presented.

A motion that we accept RFP for new fire station, Wilson (1st), Borges (2nd), no comments, all in favor, none opposed.

E. Approval of Resolution 2022-1-Final FY22 Budgets:

A motion to change the Capital Outlay Apparatus from \$200,000.00 to \$210,000.00, Wilson (1st), Borges (2nd), no comments, all in favor, none opposed.

A motion to add line item of building improvements to general fund #7205 budget of \$25,000.00, Sliter (1st), Borges (2nd), no comments, all in favor, none opposed.

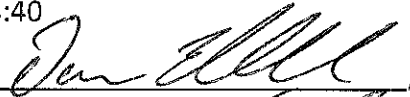
A motion to approval of final budget with additional change with CIP to \$350,000.00, to move the \$25,000.00. as presented Sliter (1st), Borges (2nd), no comments, all in favor, none opposed.

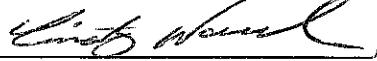
9. **GENERAL PUBLIC COMMENT*** There was no general public comment

10. **Motion to Adjourn:** Borges(1st), Wilson (2nd) no comments, all in favor, none opposed.

Meeting adjourned: 18:40

Minutes Approved:

, Trustee

, Recorder

BIGFORK FIRE DISTRICT TRUSTEE

“GREEN SHEET”

August 31st, 2021

3. CONSENT AGENDA

- A. Approval of Agenda as Presented**
- B. Approval of Purchase Orders—None to approve**
- C. Approval of Meeting Minutes for July 27th, 2021, as Presented**
- D. Approval of Reconciliation of Financial Statements and Bills Paid as Presented—Cindy has included additional reports that have been adjusted to reflect the RFG (VFA) grant income that was received in June 2021.**
- E. Approval of wage Increase for Emily Smith—Emily has moved from being a full-time employee to a part-time employee. She has met all the requirements for her position, so I recommend moving her hourly pay to \$15.00/hr. effective date of September 1st, 2021.**
- F. Approval of Hiring Full-Time EMT/FF—James Walker is recommended to be hired for filling the full-time position of FF/EMT vacated by Emily Smith. James lives in Ferndale and has had great references locally as well as out of state.**
- G. Approval of FY21 & FY22-Denning, Downing & Associates, P.C. Audit Engagement Services, and Non-Audit Advisory Services, Standard Audit Contract, Appendix A Initial or Sole Audit under this Contract as Presented—This is to renew our two-year contract with Denning & Downing and Associates. See all documents attached, which will be submitted to the Dept. of Admin. once signed by Dan Elwell.**

8. NEW BUSINESS-ACTION ITEMS/DISCUSSION ITEMS

- A. Updated Bigfork Fire District Trustee By-Laws**
- B. Discussion on Bigfork Fire Department Resident Firefighter Program—Due to being short staffed in district this past summer, Patton and Hingiss have looked for a way to provide additional staffing in the Bigfork Fire District. There were many occasions this past summer where we could not staff a second ambulance or had enough responders in district to cover the call volume. Patton and Hingiss were working 60 plus hours most weeks. Since property values are well above what a FF/EMT can afford, we would like to try a residential firefighter program. Currently, Missoula Rural, Frenchtown, Columbus Fire, and many other departments across the country have a residential firefighter program. Bigfork Fire would have to add 3 bedrooms to the upstairs living quarters. A floor plan is taped-off upstairs to visualize the additional rooms. Residents would most likely be college students who**

are looking for a career in Fire/EMS. They would be volunteers assigned shifts base on their availability and scheduling around any school hours. A draft contract/plan has been reviewed by the Flathead County Attorney's office and no major concerns were found (a couple minor edits are being made). If approved, we would pay each student up to \$1,000.00/semester and the volunteer stipend for each call they respond to outside of normally scheduled hours. We would like to start the program January 2022.

- C. **Discussion/Approval of Purchase of FCSO vehicle**—Currently the Durango is still being used as a chase vehicle for wildland and EMS calls even though it has been declared surplus property. The FCSO will have several vehicles available for purchase again in September. If the Board approves a dollar amount to be used to purchase another chase vehicle, we will have it inspected first before committing to the purchase and then will be able to dispose of the Durango.
- D. **Discussion of Issuing RFP for New Fire Station**—Earlier this year the Board requested to start the process for planning the new station. Issuing a Request For Proposal should be the first step taken and can be accomplished by the month of October, depending on the availability of Trustees, to have ready for the October Board Meeting.
- E. **Approval of Resolution 2022-1-Final FY22 Budgets**—The DOR certifiable tax values have been assessed and are included in the packet for review. This additional revenue has been recorded in the Final Budget which has been moved into the CIP fund to maintain the Cash Reserve at 31.43%, which is the total available mills. Also, additional revenue (\$23,548.00) has been received for wildland deployments and has been recorded in the FY22 Final Budget for approval.

BIGFORK FIRE DEPARTMENT

Originated by Patton

AUG 31 2021

Approved By
Chief SP Date 8/30/21
Trustee DE Date 8/31/21