

# **BIGFORK FIRE DISTRICT TRUSTEE**

**September 28<sup>th</sup>, 2021**

**5:30pm**

**Trustees:** Dan Elwell, Robert Borges, Gary Wilson,

**Absent Trustees:** Andrew Sliter, Seth Price

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

\*Meeting was recorded

1. **CALL MEETING TO ORDER/PLEDGE OF ALLEGIANCE** at 17:30
2. **GENERAL PUBLIC COMMENT\*** Tom Pauley wanted to get permission to go to Friends of Bigfork Fire to purchase the heads (Parts) for the old engine steamer. Board agreed that they were ok with him going to the Friends of Bigfork Fire.
3. **CONSENT AGENDA**
  - A. **Approved Agenda as Presented**
  - B. **Approved Purchase Orders**
  - C. **Approved Meeting Minutes for August 31<sup>st</sup>, 2021, as Presented**
  - D. **Approved Reconciliation of Financial Statements and Bills Paid as Presented**
  - E. **Accept Letter of Resignation from JC**
  - F. **Approved Hiring Full-time EMT/FF SK**
  - G. **Approved Extra Assigned Hours for PRN Paramedic KB**
  - H. **Approved Hiring TP as Temporary Employee**
  - I. **Approved Hiring Volunteer AB**
  - J. **Approved Amended Appendix 400-H**
  - K. **Approved Residential Fire Fighter Program** A motion to accept the consent agenda A, B, C, D, E, F, G, H, I, J, K, Borges (1<sup>st</sup>), Wilson(2<sup>nd</sup>), 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: ACTION ITEMS**

A. **Update on New Fire Station RFP—Set Date/Time for Opening Proposals November 19<sup>th</sup>, 2021, or Later:** A public meeting will be held for opening, then interviews will be within 90 Days. Borges and Hingiss will be part of the interviewing committee. A motion to have opening of proposals at 2:00 pm on November 19<sup>th</sup>, 2021, for New Station. Borges (1<sup>st</sup>), Wilson(2<sup>nd</sup>), no comments, all in favor, none opposed.

B. **Discussion/Update on Water Tender:** Patton explained they have been shopping and have not found any tenders. Bid for new one was approx. \$250,000 to build one. Discussion was if do not have a down payment by the end of February, possible will have one built. A motion that we accept up to \$40,000 deposit for a tender if we find one, Wilson (1<sup>st</sup>), Borges (2<sup>nd</sup>), Borges would like to be part of checking it out, all in favor, none opposed.

C. **Update on Purchase of Vehicle from FCSO:** Patton explained they have looked at one from the FCSO, that did not turn out, Patton and Hingiss will be looking a 2017 Dodge next. No purchase of one yet.

6. **Convene into Closed Session Pursuant to MCA 2-3-203 (3):** Board went to close session at 18:03

7. **Reconvene into Open Session:** Board back from close session at 18:29

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

A. **Chief's Review (Closed Session)**

Wilson will not be at next meeting. It was Jackson's Corne's last day.

9. **Motion to Adjourn:** Borges (1<sup>st</sup>), Wilson (2<sup>nd</sup>) no comments, all in favor, none opposed.

Meeting adjourned: 18:30

Minutes Approved:

  
\_\_\_\_\_, Trustee

  
\_\_\_\_\_, Recorder

## BIGFORK FIRE DISTRICT TRUSTEE

### "GREEN SHEET"

**September 28th, 2021**

#### **3. CONSENT AGENDA**

- A. Approval of Agenda as Presented**
- B. Approval of Purchase Orders—None to approve**
- C. Approval of Meeting Minutes for August 31<sup>st</sup>, 2021, as Presented**
- D. Approval of Reconciliation of Financial Statements and Bills Paid as Presented**
- E. Accept Letter of Resignation from JC:** Jackson Corne has submitted a letter of resignation of his full-time Fire Fighter/EMT position. He will be leaving the area and will not remain a part-time employee.
- F. Approval of Hiring Full-time EMT/FF SK:** A recommendation is being made to hire Sean Kehl for the full-time Fire Fighter/EMT position vacated by Jackson Corne. Mr. Kehl is the next candidate on the hiring list. Mr. Kehl is a local Bigfork resident and has been a part-time FF/EMT with Bigfork Fire for 3 months and was a volunteer prior to that.
- G. Approval of Extra Assigned Hours for PRN Paramedic KB:** There has been an increase in the number of calls for service that we have had to have Lakeside QRU or Evergreen Fire Rescue respond to because our ALS was on another call. We also have tried to keep up with reports and billing with the extra call volume this past summer and we expected the call volume to slow down in September. This has not happened, and we are still struggling to keep up with these tasks. I am asking that the Board approve of allowing Kaitlyn Barnhart to help with these additional responsibilities and give her a pay increase to \$18.00/hour. She is already a PRN paramedic with Bigfork Fire. She would be coming in for approximately 10-20 hours per week as needed to assist. Since she is also a paramedic, Bigfork Fire would be able to staff a second ambulance at an ALS level while she is on shift.
- H. Approval if Hiring TP as Temporary Employee:** Bigfork Fire provided apparatus and employees for the Boulder 2700 Fire near Finley Point. This assignment was paid as "Fully Operated", which means that Bigfork Fire is paid by the DNRC for the apparatus and staffing. Since Tom Pauley is a volunteer, he will have to be hired as a Temporary Employee to receive compensation for this assignment. The duration of this temporary employment would be from July 31<sup>st</sup>, 2021, through August 1<sup>st</sup>, 2021.
- I. Approval of Hiring Volunteer AB:** Allen Benitez has turned in an application to volunteer. He is a Bigfork resident and currently with Flathead County

Search and Rescue and the Flathead County Sheriff's Posse. He is also currently in an EMT class and should have his license in November 2021.

- J. Approval of Amended Appendix 400-H:** We have had several issues with being dispatched repeatedly for lift assists and medical refusals, sometimes more than once within one to two hours. This amendment to Appendix 400-H would help to prevent abuse of the service or at least provide some compensation for repeated services. The Fire Department Service Charge is a charge that can be applied for services provided. For example, an insurance company will pay up to \$??? per occurrence for fire department charges incurred when the fire department is called to save or protect property from fire, lightning, or explosion. No deductible applies to this coverage. This is a common coverage on homeowner's insurance policy. Only insurance would be billed, the homeowner would not be charged. This amended policy has been reviewed and approved by the Flathead County Attorney's Office.
- K. Approval of Residential Fire Fighter Program:** We have made the changes to the contract that the Flathead County Attorney requested. Flathead County has no requirements for permits. A building permit has been paid for and a floor plan has been submitted to the Montana Department of Labor & Industry State Building Codes. This was the requested items to be investigated for final approval.

1. ITEMS FOR REPORT

A. Fire Chief's Report

2. UNFINISHED BUSINESS-ACTION ITEMS

A. Update on New Fire Station RFP—Set Date/Time for Opening Proposals

**November 19<sup>th</sup>, 2021, or Later:** There has been a great amount of inquiry from interested companies. At least one board member will need to be present to open the proposals. This will have to be done in a posted open public meeting. All proposals must be submitted by 11:00 on November 19<sup>th</sup>, 2021. The proposals should be opened within a reasonable amount of time after that.

B. Discussion/Update on Water Tender

C. Update on Purchase of Vehicle from FCSO

3. Convene into Closed Session Pursuant to MCA 2-3-203 (3)

4. Reconvene into Open Session

5. NEW BUSINESS-ACTION ITEMS/DISCUSSION ITEMS

- A. Chief's Review (Closed Session): This is the end of the six-month probationary period for the Chief's position.

BIGFORK FIRE DEPARTMENT

Originated by Jeremy Patton / District Board

SEP 28 2021

Approved By \_\_\_\_\_  
Chief JP Date 9/27/21  
Trustee JK Date 9/27/21