

BIGFORK FIRE DISTRICT TRUSTEE

April 26th, 2022

5:30pm

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

Absent Trustees: Seth Price

Guests: Chief-Jeremy Patton, Michael Hingiss, Cindy Norred, Cameron Bradley, Lindsay Strouse, Joseph Bakker, Rob Tracy,

*Meeting was recorded

1. **CALL MEETING TO ORDER/PLEDGE OF ALLEGIANCE** at 17:52
2. **GENERAL PUBLIC COMMENT*** Rob Tracy was on wondering where the district was on the start on building of new station. Board explained that they have bought land and hired company to set preliminary plans, site prep. Board explained likely be a 5-year plan. Still a lot of unknowns.
3. **CONSENT AGENDA**
 - A. Approval of Agenda as Presented
 - B. Approval of Purchase Orders: None to Approve
 - C. Approval of Meeting Minutes for March 29th, 2022, as Presented
 - D. Approval of Reconciliation of Financial Statements and Bills Paid as Presented
 - E. Approval of Resolution 2022-4
 - F. Approval of Authorization for Fire Chief to Acquire Government Surplus Items
 - G. Approval of Station Improvements and Authorization for Fire Chief to Complete Station Improvement Projects
 - H. Approval of Authorization to Transfer \$350,000 to CIP FUND#7254 from General FUND #7205 as Planned Per Budget
 - I. Accept Letter of Resignation from Resident KC
 - J. Approve of MOU with Braveheart Chaplain Ministries
 - K. Approval to Hire Part-time FF/EMT KY
 - L. Approval to Hire Resident MR
 - M. Approval of Increase in Department HSA Contribution for Admin Positions
 - N. Approve June 28th, 2022, at 5:00pm for the FY23 Preliminary Budget Hearing Meeting
A motion to accept the consent agenda A, B, C, D, E, F, G, H, I, J, K, L, M, N 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-ACTION ITEMS/DISCUSSION ITEMS**

A. **ThinkOne Update:** Patton had conversation over phone with ThinkOne. Should have something back from them soon for rough plan, elevation. Should have workorder done by July sometime. Nothing back from approach, orientation of building will determine where on property. Nothing back from soil samples, only verbal. Board would like to plan to include some housing at some point for employees.

B. **Approval to Increase Staffing Levels:** Chief Patton would like to increase staffing however the board decides. Discussion between board that they would like to have three medics, but budget does not support. Budget could support increases, can leave less for CIP. A motion for staffing level increase to hire one medic and 1 EMT full-time, Borges(1st) Wilson (2nd), no comments, all in favor, none opposed.

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

A. **Woods Bay Fire Station Property Lease:** Agreement was presented. *See attach agreement. Deferred maintenance questions. Office door needs replace and chip seal. Move to approve Woods Bay fire station lease agreement as presented, (1st) Sliter (2nd) Borges, no comments, all in favor, none opposed.

7. **Convene into Closed Session Pursuant to MCA 2-3-203 (3)**: Board went to close session at 18:23.

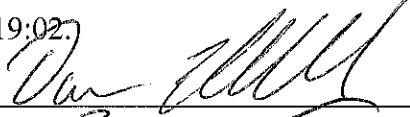
8. **Reconvene into Open Session:** Board back from close session at 19:02.


9. **GENERAL PUBLIC COMMENT***None

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

Meeting adjourned: approx. 19:02.

Minutes Approved:


_____, Trustee


_____, Recorder

BIGFORK FIRE DISTRICT TRUSTEE

"GREEN SHEET"

April 26th, 2022

3. CONSENT AGENDA

- A. Approval of Agenda as Presented**
- B. Approval of Purchase Orders: None to Approve**
- C. Approval of Meeting Minutes for March 29th, 2022, as Presented**
- D. Approval of Reconciliation of Financial Statements and Bills Paid as Presented**
- E. Approval of Resolution 2022-4:** This resolution authorizes increasing line items of the general budget to account for the additional donations received as well as expenditures that were planned capital projects that did not meet the capital requirements.
- F. Approval of Authorization for Fire Chief to acquire Government Surplus Items:** If Resolution 2022-4 is approved, there will be funding in the general budget for acquiring the government surplus items. I have attached a list of the department's current apparatus requests. This approval would then authorize the Fire Chief to acquire government surplus items on short notice.
- G. Approval of Station Improvements and Authorization for Fire Chief to Complete Station Improvement Projects:** If Resolution 2022-4 is approved, there will be additional funding for continued station improvements. This approval would allow for continued station improvements and authorize the Fire Chief to complete the station improvements.
- H. Approval of Authorization to Transfer \$350,000 to CIP FUND#7254 from General FUND #7205 as Planned Per Budget:** If Resolution 2022-4 is approved, the total transfer would be \$550,000.00
- I. Accept Letter of Resignation from Resident KC**
- J. Approve MOU with Braveheart Chaplain Ministries:** The Department has been using Braveheart Chaplain services frequently over the last couple of months. This MOU would be a formal document that will outline the relationship between BCM and the Bigfork Fire Department as well as cover some of the liability for their responders that respond to our scenes. This will have no effect on our department chaplains currently or in the future.
- K. Approval to Hire Part-time FF/EMT KY:** We are losing several part-time FF/EMT's for the summer and I recommend hiring Kyle Yankey to help with coverage for this summer.
- L. Approval to Hire Resident MR:** I am recommending giving Morgan Read a conditional job offer for a resident FF/EMT position pending background check, drug test and physical. If approved, Morgan will be moving in early June.
- M. Approval of Increase in Department HSA Contribution for Admin Positions:** Currently the Department contributes \$1,000.00 per year which is paid out \$83.3333 per month to the HSA accounts of Admin. The repeating decimal causes issues with accounting. If this amount was changed to \$84.00 per month, it would resolve the accounting issue. I am recommending this change, if approved, become effective June 1st, 2022, to coincide with the effective start date of our renewed health insurance policy.
- N. Approve June 28th, 2022, at 5:00pm for the FY23 Preliminary Budget Hearing Meeting**

5. UNFINISHED BUSINESS-ACTION ITEMS/DISCUSSION ITEMS

- A. **ThinkOne Update:** will be given at meeting
- B. **Approval to Increase Staffing Levels:** The options for increasing staffing levels were given at the last Trustee meeting. Discussion and approval to hire additional staffing is being requested to be effective before the summer months arrive.

6. NEW BUSINESS-ACTION ITEMS/DISCUSSION ITEMS

- A. **Woods Bay Fire Station Property Lease:** The Lake County Commissioners have approved a 10-year lease for \$1.00 per year that renews every 10 years for the property that the Woods Bay Fire Station sits on. Approval and a signature are required if the Trustees are in favor of the lease agreement.

BIGFORK FIRE DEPARTMENT
Originated by District Board, *Jeremy Patton*

APR 26 2022

Chief JP Date 4/22/22
Trustee OZ Date 4/26/22