

BIGFORK FIRE DISTRICT TRUSTEE

May 31st, 2022

5:30pm

Trustees: Dan Elwell, Gary Wilson, Andrew Sliter, Robert Borges (Phone)

Absent Trustees: Seth Price

Guests: Chief-Jeremy Patton, Michael Hingiss,

*Meeting was recorded

1. **CALL MEETING TO ORDER/PLEDGE OF ALLEGIANCE** at 5:30 pm
2. **GENERAL PUBLIC COMMENT*** NONE
3. **CONSENT AGENDA**
 - A. Approval of Agenda as Presented
 - B. Approval of Purchase Orders: None to Approve
 - C. Approval of Meeting Minutes for April 26th, 2022, as Presented
 - D. Approval of Reconciliation of Financial Statements and Bills Paid as Presented
 - E. Approval of Increase of Department Contribution to Health Insurance Premiums for Admin Positions
 - F. Approval of Wage Increase for Admin Position
 - G. Approval of GIS Audit Results
 - H. Approval to Hire Full-time FF/EMT-P
 - I. Approval of MOU with IAFF Local 5289
 - J. Accept Letter of Resignation from Volunteer JB
 - K. Accept Letter of Resignation from Part-Time FF/EMT-P MY
 - L. Approval to Hire Part-time FF/EMT CB, MD, FF/EMT-P GB, and Volunteer FF PK
 - M. **Approval of ACH Agreement with Glacier Bank**

Gary asked questions on item G. Item G was explained by Chief Patton as the Flathead County property assessment findings. Gary questioned the payment to Response Equipment Specialists for \$4,200. Chief Patton explained the payment as being repairs to truck 382 which was reimbursed by an insurance claim.

A motion to accept the consent agenda A, B, C, D, E, F, G, H, J, K, L, M-- Remove I, due to lack of signature from IAFF Local Union. 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-Update provided by Chief Patton.**

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

7. **Convene into Closed Session Pursuant to MCA 2-3-203 (3)**: Board did not go to close session.

8. **Reconvene into Open Session**: Board did not go to close session.

9. **GENERAL PUBLIC COMMENT*NONE**

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

Meeting adjourned: 6:08 PM

Minutes Approved:


_____, Trustee


_____, Recorder

BIGFORK FIRE DISTRICT TRUSTEE

"GREEN SHEET"

May 31st, 2022

3. CONSENT AGENDA

- A. **Approval of Agenda as Presented**
- B. **Approval of Purchase Orders: None to Approve**
- C. **Approval of Meeting Minutes for April 26th, 2022, as Presented**
- D. **Approval of Reconciliation of Financial Statements and Bills Paid as Presented**
- E. **Approval of Increase of Department Contribution to Health Insurance Premiums for Admin Positions:** The FY23 Budget has an increase in health insurance premiums budgeted for two admin positions. The Fire Chief position was budgeted a 10% increase from \$898.34/mo. to \$1,400/mo. The Office Administrator position was budgeted a 10% increase from \$898.34/mo. to \$1,310.00/mo. These amounts were rounded up for ease of monthly calculations. If approved, these raises would be effective July 1st, 2022.
- F. **Approval of Wage Increase for Admin Position:** The FY23 Budget includes a 6% wage increase for the Operations Chief Position. If approved, this also would take effect July 1st, 2022.
- G. **Approval of GIS Audit Results:** There are approximately 49 new findings added to our tax roll.
- H. **Approval of MOU with IAFF Local 5289:** This MOU will change the scheduled hours from a 24/48 schedule to a 48/96 schedule. This is the schedule the full-time employees trade into and with the extra staffing, I am comfortable with scheduling it. Processing payroll will also be much easier.
- I. **Accept Letter of Resignation from Volunteer JB:** Joseph Brown did not have enough free time to fulfill the volunteer firefighter position, so he has submitted a letter of resignation.
- J. **Accept Letter of Resignation from Part-Time FF/EMT-P MY:** Mike York also has submitted a letter of resignation due to unavailability to work any shifts.
- K. **Approval to Hire Part-time FF/EMT CB, MD, FF/EMT-P GB, and Volunteer FF PK:** PT FF/EMT Colyn Bray, PT FF/EMT Medeleine Dalimata, PT FF/EMT-P Grace Brinlee, and Volunteer FF Patrick Kwass.
- L. **Approval of ACH Agreement with Glacier Bank:** Because we are only processing payroll once per month and we have some increase staffing, the agreement needs the exposure limits increased. Elwell will need to sign the agreement.

BIGFORK FIRE DISTRICT TRUSTEE
Originated by District Board/Patterson

MAY 31 2022

Chief JP Date 5/27/22
Trustee DE Date 5/31/22