

Evergreen Fire District Board of Trustees Monthly Meeting

Agenda Financial/Operational Meeting of September 21, 2015

12:00 pm 1. Call the meeting to order

2. Recognize any public in attendance.

3. Adopt the agenda.

The District may not take action on any matter unless that matter is included on the Agenda and public comment has been allowed on that matter.

4. Public comment.

At this time, public may comment on any public matter that is not on the Agenda of the Meeting and that is within the jurisdiction of the District.

12:05 pm 5. Review, discuss and approve financials for June and July, 2015.

12:45 pm 7. Chief's Report.

1:00 pm 8. Adjourn.

The President of the Board of Trustees, as presiding officer of any meeting of the Board of Trustees, may close the meeting during the time the discussion relates to a matter of individual privacy; and, then, if, and only if, the presiding officer determines that the demands of individual privacy clearly exceed the merits of public disclosure. The right of individual privacy may be waived by the individual about whom the discussion pertains; and, in that event, the meeting must be open.

Evergreen Fire District
Board of Trustees

Approved
11-2-15

Minutes of Financial/Operational Board Meeting
September 21, 2015

Board members present: *Shawn Baker, Jack Fallon, Dave Edwards*

Board members absent: *Frank Miller*

District Staff/Employees: *Fire Chief Craig Williams, Fire Marshal Ben Covington,
Administrative Assistant Laurie Pein, Captain James Boyce*

Public Attendance: *None*

1. *Meeting of September 21, 2015 called to order at 12:17 p.m.*

2. *Public in attendance recognized.*

3. *Adopt the agenda.*

The Agenda is adopted as written.

4. *No Public Comment.*

None

5. *Review, discuss and approve financials for June and July, 2015.*

There was discussion regarding use of the drop box for financials. We need to talk with Sheryl and Stahlberg & Taylor and have her make sure each financial fits on one page and make sure Ashley is invited to the Google Drop Box so she can drop the financial reports directly into it. Craig can then let everyone know when he has reviewed them and made notes. The board can also review them and forward any questions they have to Craig far enough in advance of the meetings for him to have time to research the answers.

We are up 25% on medical income. Jack would like Craig to figure out if the additional medical income is attributable to better collections by Pintler or to increased call volume. Jack would like Craig to identify the reasons for the \$59,000 payroll increase in 9428.

The board requested that Ben go ahead and resume entry of the budget information into Quickbooks as he has in the past. As much as possible, he should input the budget to account for months with three payrolls and other expenses that we know will be higher in certain months in order to avoid the appearance of being over budget during some months when we really aren't overall.

Craig has been in contact with Don Davies regarding the annual audit. Davies wants to meet with Ashley first so will wait until she returns from maternity leave. The goal is to have the audit done by December 31st for the first time.

Jack moves to approve the checks for June and July and accept the financial statements for June and July. Seconded by Dave. Motion passes.

6. Chief's Report.

Call response times are still good and in line with national standards. Craig reiterated that overlapping calls are not double counted but the majority are probably occurring when one ambulance is on an interfacility transfer when another EMS or fire call comes in. Craig is working with Leslie at Pintler to develop a report that will identify the income derived from calls into Kalispell's district.

The board would like Craig to figure out what it costs us to go into Kalispell's district as well as how much income is derived from those calls. Jack would like to see tracking of in-district vs. out-of-district calls to help determine if we need to increase staffing.

Jack would like to see a report that tracks the length of time spent on mutual aid calls to Kalispell and Creston multiplied by our costs for those calls.

The board would like to see the transaction report for account 7207 added to the financials for the months during which there is activity in the account.

Craig will work on the employee handbook and the bylaws and will provide current sections that need changes along with the proposed change and reasons for change to the board via email. The board will then comment and/or approve via email. Any portions that cannot be dealt with in this manner will be brought to the board for discussion.

The Department has received \$12,096 in wildfire revenue to date. It is anticipated that the total for the fire season will be more than \$20,000 and less than \$50,000. There is uncertainty what the total will be for severity as this is the first time we've participated since 2001 and Craig is not sure what the pay scale will be. Craig and Ben will be evaluating the severity pay after this season to determine for sure whether it's worth it or not. DNRC offered the severity assignment exclusively to Evergreen first due to our working relationship with them.

Craig will be negotiating the contract next year so that we can staff severity and still remain in our station so the crews aren't just hanging out in the DNRC parking lot. That way they can still respond in the community and also respond if there is a severity call.

Evergreen received the grant for a new ambulance. It will be built for \$175,000 and will be either a Ford or a Dodge depending on the bid chosen by the State. Evergreen will be responsible for 10% of the build which, as stated, will be \$17,500. If the bid is under we are guaranteed to get the \$175,000 so the difference could be used to equip the vehicle. If the bid goes over, we will still be responsible for the 10% match. It is expected to be in service by Spring. \$20,000 was budgeted for the ambulance match. It can come from the EMS mill levy that still hasn't been transferred out of 7204 and/or we could use some funds from 7285. Evergreen currently has 4 ambulances in service and the swiftwater response vehicle. Craig will make a determination in the next month as to which ambulance(s) will be sold to make room for the new one. We are no longer receiving calls for swiftwater response so that ambulance may be sold as it doesn't get used. We may get rid of two ambulances instead of just one and go back to the model where the swiftwater equipment is kept ready on a cot and can be loaded into one of the ambulances if we were to get a swiftwater call.

882, the new wildland truck is nearing completion with only a couple of small items left to do. It is late enough now that it probably won't get used this season but will go into use next season, which is expected to be as bad a wildfire season as this year was. In conjunction with that, Craig is in the process of developing a wildland division within the department. The staff for this program would be employees of Evergreen but would be exempt from the EMS requirement. The new employees would be pre-qualified for wildland firefighting so there would be no time and expense involved in their training and they would be temporary, seasonal employees so there would be no payroll overhead. It is a model that's been successful in other states. The wildland division would be signed up nationally. Craig will be working on this during the Fall and Winter and will probably be providing a power point presentation at some point.

Four additional personnel have been hired; two are already EMT's, two are not but are willing to participate in the program. Craig would like to hire six or seven more and will be running an ad for the first time for that purpose and to help develop a pool for the wildland division. Jack would like to see a report of the people on staff, the people who were hired or volunteered, and the people that were terminated or quit over the last 12 months as well as the number of people who are paid versus the number of people who are volunteers.


Craig informs the board that the 2005 Ford F-150 chase vehicle shot a spark plug out of the engine while being driven and is now completely out of service. Kyle at Response Equipment Specialists provided an estimate: \$4,152 to work on the existing motor and \$6,137 to replace it with a new motor that has a warranty. Kyle recommends replacing the motor. The truck only had 85,000 miles on it when the engine blew.

Jack moves to pay to replace the engine in 861 with a split of 80% from the ambulance fund and 20% from 7204; seconded by Dave; motion passed.

7. Adjourn.

Meeting adjourned at 1:51 p.m.

Submitted by: 
Secretary

Signed by: 
Shawn W. Baker - Chairman