

Evergreen Fire District Board of Trustees Monthly Meeting

Agenda
Board Meeting of October 5, 2015

CALL MEETING TO ORDER:

RECOGNIZE PUBLIC IN ATTENDANCE:

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.

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.

FINANCIALS:

1. August 2015

PAST ITEMS/UPDATES:

1. Trustee Bylaws Revision
2. Employee Handbook Revision

NEW ITEMS/UPDATES:

1. Trustee Resignation Procedures

RESOLUTIONS:

None this month.

PROPOSALS:

1. New Trustee Orientation Procedures
 - MCA Code
 - Develop Flow Chart
 - Meeting Minute Review

CHIEF'S REPORT:

1. Call Volume for August/September
2. Fire Safety Month
3. Breast Cancer Awareness
4. Wildfire Revenue

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.

Approved
11-2-15

Evergreen Fire District
Board of Trustees

Minutes of Board Meeting
October 5, 2015

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

Board members absent: *Frank Miller*

District Staff/Employees: *Fire Chief Craig Williams, Administrative Assistant Laurie Pein*

Public Attendance: *None*

MEETING OF OCTOBER 5, 2015 CALLED TO ORDER AT 12:05 P.M.

PUBLIC IN ATTENDANCE RECOGNIZED:

None

ADOPT THE AGENDA:

Jack moves to adopt the Agenda as presented, Dave seconds the motion, the Agenda is adopted as written.

The Board members all agree that they like the new format for the Agenda.

PUBLIC COMMENT:

None

FINANCIALS:

1. August 2015

Now that the drop box is in place, board members can ask questions and Craig will be commenting directly on the financials with explanations. Shawn explains for Dave's benefit that we have an aging fleet and therefore vehicle maintenance and repair expenses are fairly high and believes we should maintain the amount budgeted for these items even if we come in under budget sometimes.

Shawn reminds that the board would like Ben to add the budget to Quickbooks. Craig explains that Ben has been gone for a couple of weeks but he will do that when he returns. Craig informs the board that Ashley has returned. It is still unknown how many hours she'll be working and we will request that she keep Evergreen Fire as a client if they decide to cut back on her client base.

Jack moves to approve the checks and accept the financial statements for August, 2015; seconded by Dave; motion passed.

PAST ITEMS/UPDATES:

- 1. District Bylaws Revision**
- 2. Employee Handbook Revision**

Shawn indicates Craig should draft changes for the employee handbook and bring them to the board for approval. The bylaws had some changes drafted that went to the County Attorney but the changes have not been acted on and he wants to make sure we close that loop. Jack has placed that draft in the drop box. It does include comments from the County Attorney and there was a lot of emailing back and forth between Craig, Jack and the County Attorney. Craig hands out copies of the draft.

Craig explains that when the most recent copy of the bylaws was written, the Chief of the department was the chairman of the board and in fact, all of the trustees were members of the department. The most recent version incorporates both the employee handbook and the district bylaws, which are now two separate documents.

Jack believes the board needs to pass a motion or resolution indicating that the bylaws are no longer effective and have been replaced by the employee handbook and the new bylaws. Shawn believes the board will need notice it for two months that changes are being made, then vote on the changes and pass them after the two months are up.

Laurie explains that as she was trying to get approved for a non-profit bulk mailing rate with the postal service, she discovered that the district used to be a corporation but the corporation was involuntarily dissolved by the state due to failure to file yearly corporate reports and that bylaws are a document typically associated with corporations. Articles of Incorporation describe the structure of the organization while bylaws outline the way the organization operates. Evergreen Fire is in a kind of limbo because there is nothing designating us as a non-profit or anything else for that matter.

The board would like Craig to find out how other departments similar to ours operate and what kind of document they use.

Jack would like to wait thirty days before noticing that changes are going to be made so the board can figure out what exactly to do and have an effective date in mind.

Craig and Shawn will work on the bylaws together and the issue is tabled until November.

SHAWN: So, past items, the District Bylaws revision is referred to Shawn and Craig. We need to come back in a month with an update. The employee handbook revision is referred to Craig and staff and give us an update in a month.

NEW ITEMS/UPDATES:

1. Trustee Resignation

Craig will reach out to John and request a letter of resignation so that we can let the county commissioners know we have another vacancy. It is decided that Frank's email will suffice as a resignation.

Jack moves to accept Frank's resignation from the Evergreen Fire District Board of Trustees; motion seconded by Dave; motion passed unanimously.

RESOLUTIONS:

None

PROPOSALS:

1. New Trustee Orientation

- **MCA Code**
- **Develop Flow Chart**
- **Meeting Minute Review**

Craig indicates that he has been in contact with Kyle Nace, owner of Response Equipment Specialists, and he is interested in becoming a board member. Kyle could abstain from voting on any items that may directly benefit him or his business. However, Kyle can only attend one board meeting a month and cannot/will not request coverage at his job with Whitefish Fire Department more than once a month. Craig believes the board should be able to move back to once-a-month meetings now. Shawn is amenable to that. Jack believes we are not at that point yet and should stay with two meetings per month and also believes that it would be fine for Kyle to attend one meeting a month and miss one meeting a month. Laurie points out that the board has doubled up on some meetings recently, covering both financial and operational meetings on one date, and the meetings have only been running about an hour and a half in length. Dave wants to make sure that the board has adequate time for discussion of issues but is not the biggest fan of meetings either. Due to his short time on the board he feels the rest of the board is better able to answer the question, but is in favor of one meeting a month if everything can be accomplished in one meeting. Craig and Shawn feel that it could be accomplished, even if a special meeting or workshop has to be called. Shawn points out that a workshop would

work well for items that require lengthy discussion because a workshop does not require a quorum and items can then be brought before the board at a regular meeting for a vote.

Craig feels there should be some kind of written orientation materials for new board members so that we can be sure all board members are aware of the duties and responsibilities of being on the board. Jack feels it would be a good idea in theory but believes the reality of keeping it updated and maintained will prove to be too difficult.

CHIEF'S REPORT:

- 1. Call Volume for August/September**
- 2. Fire Safety Month**
- 3. Breast Cancer Awareness**
- 4. Wildfire Revenue**

Craig discusses the reports regarding call volume. Leslie at Pintler Billing is working on developing some new reports that will give some of the information the board has requested. Interfacilities will be omitted from future call volume reports to make them more accurate in terms of overlapping calls. James and Craig are working on a new report to accomplish this. There were 14 new reports requested at the last board meeting. Craig has condensed them down and thinks he can provide the information requested in five reports. Craig goes on to explain that it isn't possible to calculate the exact cost of medical interventions on a call due to the way Medicare and Medicaid bundle the interventions when they pay. There is not a specific payment amount per item, they simply lump them all together and pay a total for the call. This presents a problem because 80% of our medical calls are Medicare or Medicaid instead of private pay or other insurance.

Jack would like Craig to average the cost of providing care to the 20% and use that figure for 100% of the interventions, then figure out if we're getting paid what it's costing us.

Since we can track what our total costs are for medical supplies and drugs, Jack would like to see a report showing the total twelve-month number of the costs, divided by the number of 911 calls. Craig indicates this is a separate report from what has previously been requested and Jack feels it is a way to double check to see how the cost of supplies compares to the income from 20% of the patients. Dave points out that of the 20%, some may be insured, and some may be uninsured. Many of the uninsured are uncollectable or they may make an arrangement with Pintler to pay \$100 a month or \$10 a month.

Craig will be working on developing some of these reports. Some may be available monthly, others only quarterly.

Craig tells the board this is fire safety week and we will be going into the schools as well as giving fire house tours. Many of the crew have purchased pink t-shirts and will be wearing them this month to help promote breast cancer awareness. Shively's parents have recently purchased another 1,000 lights for the luminaries so they will be extending

all the way down to Helena Flats this year on Christmas Eve. The department will be starting six weeks early this year and will be advertising the luminary lighting pretty hard. It was a great showing last year and should be even better this year.

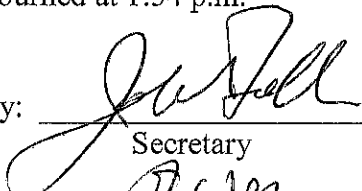
We are still waiting for some of the wildfire revenue to show up. Craig did call DNRC to try and get a total for the year but they don't have it yet.

Craig confirms that agendas and meeting minutes will go into the drop box along with the financial reports. Anyone dropping something in the drop box or commenting on something that's in there should send out a quick email (no attachments) just to let everyone else know what they've done. Shawn will invite Ashley into the drop box.

Since Craig pretty much covered all of the operational issues at this meeting, the next meeting, on October 19th, will be a work meeting to start on the bylaws. Jack will not be able to attend but a quorum will not be necessary for a work meeting so we'll go ahead and keep it on the calendar.

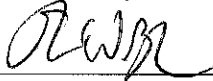
Meeting adjourned at 1:34 p.m.

Submitted by:



Secretary

Signed by:



Shawn W. Baker - Chairman