

**Evergreen Fire District
Board of Trustees
Regular Meeting**

Agenda

Regular Board Meeting of July 3, 2017

CALL MEETING TO ORDER:

RECOGNIZE PUBLIC IN ATTENDANCE:

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. Discuss and Approve May Financials

PAST ITEMS/UPDATES:

1. Approve Meeting Minutes of June 5 & June 19, 2017
2. Survey Update
3. Compressor Update

NEW ITEMS/UPDATES:

1. FY2016 Audit
2. Trustee Election of Officers

RESOLUTIONS:

2017-04	A Resolution Approving FY2017/18 Budget for Fund #7207
2017-05	A Resolution Approving FY2017/18 Budget for Fund #7250
2017-06	A Resolution Approving FY2017/18 Budget for Fund #7288
2017-07	A Resolution Approving FY2017/18 Budget for the Benevolent Fund
2017-08	A Resolution Approving FY2017/18 Budget for the Department Fund
2017-09	A Resolution Approving FY2017/18 Budget for the Ambulance Fund
2017-10	A Resolution Approving FY2017/18 Budget for fund 7204

PROPOSALS:

1. HVAC Maintenance Proposal

CHIEF'S REPORT:

1. June Call Volume

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 Regular Meeting

Meeting Minutes
Regular Board Meeting of July 3, 2017

CALL MEETING TO ORDER:

Jack calls the meeting to order at 4pm on Monday, July 3rd, 2017

Trustees Present: Dave Adams, Jonathan Foust and Jack Fallon

Trustees Absent: Dave Edwards, Kyle Nace (both available by phone)

EFD Staff: Craig Williams, Ben Covington, Jack Knuffke, Cole Williams, Wayne Evert, Dustin Gurden, Terri Shively, Jacob Pitcher, Jared Pitcher, Jackson Corne, Thomas Hodges, James Boyce, Jackie Smith, Travis Cik.

RECOGNIZE PUBLIC IN ATTENDANCE:

Kay Pitcher, Gordon Pitcher, Crysta Pitcher,

PUBLIC COMMENT:

(None)

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. Discuss and Approve May Financials

Jon Foust makes a motion to approve and accept May financials as presented; seconded by Dave Adams; motion passes unanimously.

PAST ITEMS/UPDATES:

1. Approve Meeting Minutes of June 5 & June 19, 2017

Dave Adams makes a motion to approve and accept meeting minutes for June 5 and June 19th meetings as presented; seconded by Jon Foust; motion passes unanimously.

2. Survey Update

Craig tells the Board that the Survey story line and questions approved by the Board have been typed up but there was difficulty in formatting it. The Survey was taken across the street to Kalispell Copy to have them look at it and proof it. Kalispell Copy said that they will have a proof of the draft available on Thursday 7/6. Craig states the he will be resubmitting the draft back to the Board for further approval. Pictures were provided to Kalispell Copy for use in filling gaps if needed. Craig also stated that the font was going to be larger so it will be easier to read but pretty much followed the previous format. Craig states that he and Ben are going through and identifying the demographic portions of the map based on the Boards request. Craig states that they are taking random samplings of people from the voter registration lists at the station and comparing them to the graph. Craig states that the Board had initially identified 6 demographics but Chairman Fallon showed that there are 8 with 2 of those demographics being within the same demographic and can be absorbed. Craig tells the Board that he has an underlying

concern because he had taken an informal poll of 10 people on the newsletter and states 4 of the 10 people contacted never received the newsletter. It was confirmed with the voter registration list we have. He acknowledges that the mail goes to Missoula and comes back and states that he cannot account for 40% of people not getting the newsletter but we will need to adjust for the a percentage of people that will not receive the survey for whatever reason. Dave Adams asks how many newsletters had gone out and Craig and Ben stated that it was around 3,700. James Boyce asks if that was just for residents and Ben states that it was people who were registered to vote; Evergreen residents and only 1 person of a household. Ben suggests that the solution to the problem is getting out there in the public and actually handing the surveys out to people and take them to restaurants, grocery stores and such places. Dave Adams asks Jack Fallon if he knows of the same kind of problems in getting ballots returned and Jack states that only about 10% are returned due to being undeliverable but that (from a School District point of view) they make an attempt to call or track down a phone number. Jack Fallon asks what the dollar amount per \$100,000.00 (taxable value) that is in question. Ben states \$6.00 per year. Jack also asks what the deficit that EFD is trying to fund with it. Ben states \$972,000.00. Jack asks if Ben knows what that translates into an increase in mills. Ben states "about 64". Craig states that he is anticipating more questions from the Board and he will research and incorporate the data. Jack states that he would like to review the Excel spreadsheet because he anticipates some formula issues. He questions that accuracy of what's going out. Jack states that he came out with significantly different numbers.

3. Compressor Update

Ben presents the Board with 3 different compressors including the next level up from the compressor that was reviewed at the last meeting. Dave Edwards had asked Ben to look at the next level up of the same compressor. The company that Ben has gotten the information from is the only company that actually has service technicians in Montana. Craig reiterates that the compressor is a critical piece of equipment. One of the air compressors fill tanks at a faster rate which means less run time; less runtime means less maintenance. Craig points out that if we go with an out of state company it will take a lot longer for issues to be fixed and it will mean more money spent on maintenance because we would have to fly a tech here to fix it. Ben states the difference between the 2 compressors being looked at is one is 2 phase and the other 3 phase (electrical) with the current compressor being a 2 phase. The compressor review at the previous meeting was also a 2 phase. Jack asks for clarification of the \$16,000.00 model number and Jon Foust states it is the VTC13-E1-E3. Jack states that the more expensive compressor means lower rpm's; higher volume; larger motor. Ben reminds that Board that \$25,000.00 was budgeted for a new compressor and going with the bigger model will be over budget. Jack asks how it would be over budget when the price is below budget. Ben states that when freight and insulation and etc. is totaled it will be over budget.

Dave Adams makes a motion to purchase the smaller compressor not to exceed \$25,000.00; seconded by Jon Foust; motion passes unanimously.

NEW ITEMS/UPDATES:

1. FY2016 Audit

Craig tells the Board that the audit went pretty well and handed over the audit report. There were 3 carry over issues in the report with 1 new issue. The new issue was the potential conflict of interest for Don Davies to prepare the audit because he has done other financial projects in the past. Craig states that having Don Davies continue as

auditor would be an additional \$10,000.00 in the budget next year. Jack further explains to the Board that the email 'flurry' was regarding material weaknesses that the District has to offer response to. The auditor identifies potential problems that need to be addressed with one issue being it is not customary for an auditor to prepare the financial statements which he would review instead of another entity doing the review. Jack further states that there is a conflict of interest because Don Davies could make the financials appear the way he would want them to appear. He continues that that just means that the Board is acknowledging that Don Davies is doing something for EFD that is not customary and that EFD accepts the risk of the audits if something is not 'kosher'. Jack states that the response is just saying that we will check into what it would take to have someone else prepare the financial statements. It is not a commitment to go in any direction but that it doesn't hurt to begin a discussion with somebody now to find out the cost. The other responses being that our accounting is done on QuickBooks as opposed to standard governmental accounting software called BARS/ Budgetary and Accounting Reporting Systems. It is very expensive to implement and very expensive to maintain. We are trying to get close to that by using separate fund classes to track with in Quick Books. Jack continues that the other two were; separate segregation of accounting duties and that's just saying that we are too small to have multiple people handle income and check writing and that it's something that we will keep track of and that's why we need to be looking at the checks that are approved each month. Jack states that the last item was cash accounts and that by law we are supposed to have all of EFD's cash accounts at the County Treasurer's Office. We currently do not have that. We have a Benevolent Fund at the Whitefish Credit Union and a department and ambulance accounts at Glacier Bank which, technically, should be at the County. The County does not have a mechanism currently to allow payroll taxes to be paid out of a County account to the IRS and we are required to do electronic deposits. Jack also states that with the County we could see deposits only once a month usually about 10 to 15 days after the end of a month. Access to information has been the primary reason to use accounts other than the County Treasurer Office. Jack states that it is the Board's prerogative on when or if the accounts will be moved to the County. Dave Adams asks what the advantage to moving the accounts to the County would be. Jack states that we would still get the same reconciliation reports that we currently get but he doesn't know how we would meet the required electronic deposits with payroll taxes. Dave Adams requests that research be done to bring us into compliance with State Law. Ben states that the main issue is meeting the electronic deposit for payroll with IRS. Jon requests that Craig talk with other fire departments; more specifically Big Fork because they are set up similarly.

2. Trustee Election of Officers

First office for election is President

Jon Foust makes a motion to nominate himself for President/Chairman; seconded by Dave Adams; motion passes unanimously. Jon moves into position of Chairman and continues where Jack Fallon left off in identifying the remaining positions of office.

Dave Adams makes a motion to nominate Kyle Nace as Vice Chairman; seconded by Kyle Nace via telephone; motion passes unanimously.

Jon Foust makes a motion to nominate Dave Adams as Secretary; seconded by Kyle Nace; motion passes unanimously.

RESOLUTIONS:

2017-04	A Resolution Approving FY2017/18 Budget for Fund #7207
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PROPOSALS:

1. HVAC Maintenance Proposal

Craig states that Captain James Boyce contacted a couple of different companies due to EFD aging and having increased maintenance issues. EFD had a compressor failure causing heating/cooling to fail. It was repaired. Craig suggests that it is now time to start looking at maintenance plans being offered. Craig addresses the proposal which is in the packets and states the main points which is EFD being provided the necessary equipment, company will do the maintenance which includes special order pleated filters as well as a discount on the filters and the belts. Proposed maintenance cost is \$1,740.00 per year or \$870.00 per visit. Capt Boyce states that the recommendation from Carson Brothers was for maintenance to be performed twice per year due to the station being run 24 hours per day/7 days per week and people being in it at all times. James states that the contaminants at EFD are higher than other places due to the type of business. Craig states that we don't have anyone at the station who is HVAC qualified to perform the maintenance and should be done by professionals because of the importance of heating and cooling in the station. Craig states that there is a discount on labor along with the long list of what maintenance would include in the agreement. Jack asks why there was only one bid instead of three. Ben states that EFD is not required to get 3 bids and that Carson was located in Evergreen. Craig states that they had been called in an emergency and gave us the bid impromptu. Craig states that there had been someone who came in and did the air handling and the monitoring with the box but that a lot of the maintenance had fallen on a member who is no longer with EFD and the maintenance had all been done in-house. Jon states that they should have the time with the compressor being fixed to get other bids. James disagrees with Jon and states that the compressors haven't seen maintenance in 2 years. One compressor was lost and EFD could lose another one at any time because they have gone without inspection. Ben states only one compressor had been fixed. Jack states he would like to see other bids. Craig states that 2 more bids will be provided and the proposal can be put back on the agenda for the next Board Meeting.

CHIEF'S REPORT:

1. June Call Volume

Craig states there were 209 calls in June and that volume continues to go up and will continue to do so for the year. Craig states EFD was not able to staff or respond to 3 different calls that came in for mutual aid. He states that we give a lot of mutual aid but rarely receive it.

Jon inquires about the apparatus in regard to everything running properly. Craig states that 831 is still in the shop and that the light system is being worked on currently. EFD is waiting to get a bid back for the light heads for the emergency lighting and once that system is on 831 will be back in service. Craig states that the settlement negotiation with the ambulance is still ongoing and that he is not happy with the money that is currently being offered on that unit but is looking at other avenues. He states that EFD might be forced to go with the offer; part ways with it and then start looking for another one. He states that having 5 different entities involved in the project is difficult. Dave Adams

asks what the settlement number currently is. Craig states that EFD was low-balled to the point where it was way under valuation of the ambulance. The last time Craig spoke to anyone they were trying to get it onto a flatbed and trying to get it over to Minneapolis. Craig states that EFD was expected to pay for the transport cost of \$13,000.00 which Craig declined to pay as that was what the unit initially cost the Department. Craig tells that Board that we will either receive an insurance settlement where they will take the vehicle or they can take the chassis and we could keep the box for remount with the unknown of what exactly has been damaged and "fried" in the system but knowing most of the chassis's been fried. They are trying to check to see if the box has suffered significant electrical damage. Craig states he will update the Board when he receives more information.

Jon requests that the next Board Meeting be moved up to July 31st instead of August 7th as he will be gone for training the entire month of August.

Jack requests a report on the total number of non-transport (patient refusal and cancelled calls).


Jack asks what the difference between an apparatus transport and a patient transport is. Craig states that EFD does still receive the EMS stipend on a cancellation so EFD will still receive money for the call from the County, regardless, and that it does help assist EFD with the fuel cost.

Adjourn.

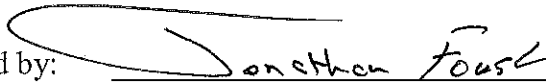
Jon adjourns the meeting at 5:03pm.

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Submitted by: _____


Dave Adams/Secretary

Signed by: _____


Jonathan Foust/Chairman