

**Evergreen Fire District
Board of Trustees
Meeting**

Meeting Minutes

Regular Board Meeting of March 4th, 2019 – 6:00 pm

CALL MEETING TO ORDER:

Meeting is called to order by Vice Chair Randy DePaul at 6pm.

TRUSTEES PRESENT:

Randy DePaul
Jack Fallon
Dave Adams

TRUSTEES ABSENT:

Kyle Nace
Brodie Verworn

EFD STAFF PRESENT:

Fire Chief Craig Williams
Fire Marshall Ben Covington
Josh Cox
Cole Williams

RECOGNIZE PUBLIC IN ATTENDANCE:

(none)

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.

(None)

FINANCIALS:

Discuss and Approve January 2019 Financials

Adams states he was not able to view the Financials on Google Drive but thinks it is his own internet issues and not issues with Google. Fallon states he had not had time to view them. DePaul acknowledges seeing checks from several years past that have not cleared. Fallon states that at some point those uncleared checks need to quit being carried as a liability and it is the auditor who should recommend when this should be done. Fallon acknowledges that proper procedure wasn't followed when \$40,000 was taken out of 7250 (CIP) and that it should have been a check issued to whoever the ambulance was purchased from and not put into 9428 Fund. Adams states it was put into 9428 because it had to be a money transfer. Fallon states that the County should be consulted to find out if they can wire money out because from an auditing point of view it should have been dispersed as a check or wire out of 7250 when making a capital investment.

Adams makes a motion to accept and approve the Financials for January as presented; seconded by Fallon; passes unanimously.

PAST ITEMS/UPDATES:

1. Discuss and Approve Meeting Minutes for Special Brd Mtg February 11, 2019

Fallon makes a motion to approve the meeting minutes for the Special Board Meeting of

February 11, 2019; seconded by Adams; unanimously passes.

2. Levy PR Discussion

Fallon starts the discussion by making a motion to reconsider the motion that was made at the prior meeting regarding staffing that was approved at that time.

DePaul states that it is not on the agenda. Fallon states his motion is allowed by parliamentary procedure and a motion made in a prior meeting can be reconsidered as long as it's done at the next meeting by someone who voted in the majority and does not have to be on the Agenda. Fallon states his motion is made due to incomplete and inadequate information that was presented at the previous meeting in regard to the level of staff needed. Adams states his understanding that anything needing discussion is supposed to be on the Agenda for proper public notification. Fallon states that reconsideration is an exception. Adams asks if there is new information to discuss. Fallon states there is a lot of information needing discussion.

DePaul calls for a second to Fallon's motion; Adams declines to second the motion due to not having any information prior to the meeting; meeting moves forward with levy PR discussion.

Chief Williams acknowledges a Daily Interlake article from the Chamber of Commerce who shockingly placed a large ad in support of the Evergreen Fire Levy. Chief Williams states that generally they remain neutral and that he was surprised by their public endorsement to vote yes. He also thanks Fallon for his 'Letter to the Editor' in the Flathead Beacon and The Daily expressing support of the levy. Chief Williams states he is cautiously optimistic the levy is being well received by the community. Covington states there have been 1,067 ballots turned in out of 5,500+ that went out. Chief Williams states that historically the Evergreen District has not had great voter turnouts and wants to make a 'push' for the best voter turnout possible with the 4,000 + who have not submitted a ballot. Adams acknowledges Fallon's attendance at a Helena Flats School District Board Meeting and stating his support of the levy when asked questions about it. Chief Williams asks Fallon if he knows which school districts will be running levies and Fallon states Evergreen School District will as well as the High School with the High School having started preliminary meetings. He states that Evergreen School District will not start until March 15th; after the Evergreen Fire levy has ended.

PROPOSALS:

(none)

RESOLUTIONS:

(none)

NEW ITEMS/UPDATES:

1. ISO Evaluation Discussion

Chief Williams states the District has received a questionnaire asking for any additional information or updates since their last visit. A site visit for March 12th was requested but Chief Williams asked to be rescheduled due to the levy. She rescheduled the site visit for April. He states he is in process of updating several questions and focusing primarily on training hours and any major changes in terms of equipment of which there hasn't been. He is also currently working on gathering the data that she is asking for years 2017 and 2018. Fallon reiterates what was told by insurance agents that even if the Department dropped from a 3 to a 4 rating it would constitute an increase of only 0% to 3% for residential insurance rates or a 0% to 5% increase in commercial insurance rates.; the higher increases being on the lower volume insurance carriers vs the higher volume insurance carriers. He states that if someone complains because their insurance rate goes up then they need to shop a different insurance carrier who does more volume. He states that if the Department were to drop to a rating of 5 then the increase would be 20% in insurance premiums across both residential and commercial. Chief Williams states that it was a minimum of 6 weeks gathering data in preparation for the last onsite visit. He doesn't anticipate it being so intensive this time. Fallon states the largest carrier for residential insurance is State Farm who doesn't even use the ISO ratings and the other insurance carriers only partially use ISO ratings and instead use whatever the 'experience' is in the area; experiences

meaning number of fires and dollar amount of destruction.

CHIEF'S REPORT:

1. FLSA Discussion

Chief Williams states he has been in contact with the District Attorney regarding a couple areas of focus regardless of the passing of the levy or not. Primary focus is the FLSA exemption of overtime for employees. Chief Williams explains that being a Government entity and a Fire District will allow for providing overtime to employees but there are several changes needed to meet the criteria. Chief Williams states the District is paying overtime to anyone working over 40 hours in a week. He states that the exemption needs to be worked out before he can begin to focus on operations. Adams asks about progress on the handbook that was given to Christopherson Law Office for review and correction. Chief Williams states that many of the potential changes require a 30 day notification for personnel. He asks The Board if some of the proposed changes should be put into a draft version and distributed to personnel and then brought to the Board or would The Board prefer to review prior to distributing to personnel. Adams asks for clarification on making policy changes and asking personnel to vote on the changes. Chief Williams states that there is a 30 day notification policy for anytime changes are made to policies in the handbook. Adams states his understanding is the 30 notification is providing personnel with 30 days to comply with the changes or have their employment terminated. Chief Williams states that he is not aware of any policy or procedure and that the last policy change was social media and that a draft had been distributed to personnel first. He asks if there should be discussion at the Board level first and then a draft getting distributed. Fallon inquires about the accrual issue and states the Board is following State guidelines. Chief Williams acknowledges that is true but states part time personnel are accruing sick and vacation time at the same rate as a full time employee. Fallon states that part time personnel should be accruing at the pro-rated amount of their hours. Chief Williams states that the Board had voted on it at least 5 or 6 years ago and due to low hourly wages it was decided that they would accrue the same sick and vacation time as a full time employee. Adams states that the policy is set by the Board and then distributed with personnel receiving a 30 day notice. Fallon asks if the attorney reviewing the handbook has made any suggestions and Chief Williams states that it is up to the discretion of The Board. Fallon asks if she is editing the handbook and Chief Williams states she is not but is making some suggestions and gives the example of including 'an open door policy' what was not in the current handbook. Fallon states that the attorney's suggestions need to be edited into the handbook and a product produced before it can be reviewed by the Board or personnel. DePaul states he is in favor of the Board reviewing the edited handbook before distributing to personnel.

2. January 2019 Call Volume

Chief Williams states there were 254 calls in January 2019 vs 236 in January of 2018. He adds that although EMS calls are down slightly at this time, the number of inter-facility transports is up as are call into the City of Kalispell (*see reports included in packets*)

- A) Comparison Incident Count by Weekday/Hour (all zones) for January 2018 & 2019
- B) Comparison Incident Count per zone for January 2018 & 2019
- C) Comparison Incident Statistics for January 2018 & 2019

Adjourned Meeting at 6:48 pm.

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.



Chairman Brodie Verworn or Vice Chair Randy DePaul



Secretary Dave Adams