

**Evergreen Fire District  
Board of Trustees  
Meeting  
Meeting Minutes  
Regular Board Meeting of October 5, 2020 – 6:00 pm**

**TO BE HELD AT STATION 82  
332 BIRCH GROVE RD**

**CALL MEETING TO ORDER:**

Chairman Verworn calls meeting to order at 6:41 pm  
*(delayed start so Trustees could eat a meal provided by Chairman Verworn)*

**TRUSTEES PRESENT:**

Verworn, Brockman, Connolly, Fallon  
*(quorum is present)*

**ABSENT:**

Depaul

**EFD STAFF PRESENT:**

Chief 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:**

**Approve July financials** *(tabled at last meeting)*

*Motion; Brockman to approve the checks and accept the July financial statements; Second by Connolly; motion passes by quorum (DePaul is absent).*

**PAST ITEMS/UPDATES:**

**1. Approve meeting minutes of September 14<sup>th</sup>, 2020**

*(There is additional discussion regarding the July 22<sup>nd</sup> special meeting minutes which were approved the prior meeting. Fallon was unable to attend due to being out of state but did send an email regarding the error on the formula to Chief Williams and Fire Marshal Covington's wages to salary conversion. Fallon sent the email in advance but the email was not received by the administrative assistant and trustees until immediately prior to the meeting. There will be an addendum made to the approved minutes for clarification purposes.)*

*Motion; Brockman to approve the September 14<sup>th</sup> 2020 regular board meeting minutes; Second by Connolly; motion passes by quorum (DePaul Absent)*

**2. Update on employee manual**

Omissions were found from emails that both Fire Marshal Covington and Chief Williams had sent to her that were never received so Chief Williams did not have a draft for Trustees to view at the meeting as he had hoped. Kim More had been asked to include the benefits but they were found to not have been included as yet stating that they didn't need to be detailed and only referenced to in the handbook. Fallon suggests it was possibly due to the only benefits that need to be mentioned are the ones that are required by law such as vacation. Connolly agreed as did Brockman who stated that he felt it should be 2 separate documents since the benefits can change. Chief Williams and Trustees agree that benefits should be mentioned in the handbook and make reference to a separate document or 'benefits package'. Chief Williams states that he will be sending out an email regarding combining vacation and sick (and personal)

(PTO) time now that sick time is no longer required by law. Kim would like to know how the Board wants to proceed with sick and vacation so it can be included in the revisions.

**3. Audit update**

Chief Williams states that Don Davies has finished the audit. In the event there is a penalty assessed to the District for a late submission, Don had emailed the Chief and stated he would pay the late penalty fee and if a statement was required to the Daily Interlake he would compose the article himself and state that it was by no fault of the Fire District but to his own lateness due to Covid-19.

*(Fallon states he has another obligation elsewhere and has to leave the meeting)*

**NEW ITEMS:**

*(none)*

**PROPOSALS:**

*(none)*

**RESOLUTIONS:**

*(none)*

**CHIEF'S REPORT:**

**1. August 2020 Call Volume**

**A) Comparison Incident Count by Weekday/Hour (all zones) for August 2020**

**B) Comparison Incident Count per zone for August 2020**


**C) Comparison Incident Statistics for August 2020**

Chief Williams references the Year-to-Date report and states EFD is at 2163 total calls in 2020 vs 1990 in 2019 this time last year. The District has surpassed last year's numbers in both Fire and EMS. IFT's for 2020 is 937 vs. 883 in 2019. Chief Williams calls attention to the City of Kalispell Fire District and states there were 236 calls in 219 and there were 321 in 2020. He stresses to the Board that was the number by August and has significantly increased since then. He tells the Board that EFD is called into the City of Kalispell multiple times a day. Chief Williams tells that Trustees that Emergency Reporting is the app used by the Department and can generate 7,020 different types of reports and that if there is anything that they are interested in seeing to let him know because there's 'a ton of data'. Verworn asks how the ambulances are holding out and Chief Williams states he is looking but cannot find an ambulance within budget and is not interested in purchasing anything with high miles on it. He has considered a brand new Ford Transit but it could only be used as an IFT bus rather than multi use. He states there is no room to work a code in the back of a Transit because it is too narrow. Chief Williams informs the Board a replacement truck for his chase rig was found and purchased at the amount that had been previously approved and all that needs to be added is a light bar, bumper and grill.

*(time was provided for members to discuss items not on the agenda)*

**Adjourn 8:08 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 Tony Brockman

Addendum and corrections for approved meeting minutes of July 22nd Special Board meeting regarding the incorrect conversion of wages to salary for Fire Chief Craig Williams and Fire Marshal Ben Covington resulting in proposed salary freeze of 1 year for Fire Marshal Covington (not 2 years as incorrectly recorded in approved minutes) and 2 years for Fire Chief Craig Williams.

Fallon gave an explanation of how the error occurred and presented a corrected formula that was not reflected in the approved minutes. The following is Fallon's explanation and presentation verbatim;

"The dilemma that exists; Ben and I and Craig have talked it through and I am not interested in playing the blame game but what it amounts to right now is on June 30<sup>th</sup>, 2019, Craig's gross wage was \$75,492.00 or \$36.29 per hour and Ben's was \$60,000.00 or \$28.89 per hour. The motion we made at the August 5<sup>th</sup> meeting (brings up image of meeting minutes on projector) that we discussed the budgeted overtime from the prior year which was 18% of Craig and Ben's wages which is about \$20,000.00 split between them and that represents about 7 ½ hours of overtime. Craig was saying that they use 3 to 5 and then there was a motion made down here if you look at the second motion, it was limiting it to 4 hours. So, if we're going to be talking about 4 hours of overtime added to their base pay then what I went and did here is in the middle of the screen you're going to see this little calculation that attempts to arrive at how much of that overtime is for them and you can see where Craig got \$9800.00 and Ben got \$7800.00. So those amounts then were added to Craig's base of \$65,000.00 and the overtime and that comes out to June 30<sup>th</sup> of \$75,492.00. The agreement that we got should have moved him up to \$78,511.00 which would have been a 4% increase from one year to the next." ... "We can't take anything away so my observation is ...July 1<sup>st</sup>, 2019, Craig was getting \$75,492.00 and he was bumped up to \$87,000.00 during that year on August 5<sup>th</sup> which meant that he got a 16% pay raise and if I'm looking at that out over time and I'm looking at a 4% increase per year which is what we're giving everybody else, then he shouldn't have any raises until part way into fiscal year 2023. You can see that if you go (*pause*) what I have off to the right side there under column AS are the numbers that would grow at 4% per year. So, \$78,511.00 is 4% higher than \$75,492.00, \$81,652.00 is 4% higher than \$78,000.00. The \$84,900.00 is 4% higher and the \$88,000.00 is 4% higher. So, he can get maybe a little bit of a bump in 2023. I'll say just 1%, I don't know; even though everybody else may get a 4%. But, really the year in which he comes off of the no increase, we would have to look and see, 'ok, what's everybody else been getting along the way so that everybody keeps pace with inflation?' But, to me that's the concern with Craig. The concern with Ben is he comes off the schedule one year earlier than Craig would but not by much. So, he would have to have it be flat for almost through the end of fiscal year 2022 even though everybody else will be getting pay raises because of the miscalculation. That's my perspective on it. Now, all the other Trustees can take whatever position they want but that's the way I view it and the numbers that we got to, Ben and I and Craig had discussions on (*pause*) in column AE, I attempted to make sure that I read the minutes of August 5<sup>th</sup> and I knew how to make sure we accounted for everything for June 30<sup>th</sup>, 2019 for both Craig and Ben to come up with what the legitimate comparable numbers would be and it's all created some awkwardness but this is just what it looks like it needs to be in order to make it all be fair for a long period of time."