

**SEELEY LAKE RURAL FIRE DISTRICT
SEELEY LAKE, MT 59868
REGULAR BOARD MEETING AGENDA
For December 19, 2017**

FIRE HALL

6P.M.

I. CALL TO ORDER/ROLL CALL

II. CORRECTION AND/OR APPROVAL OF MINUTES

_____ Made a motion to approve the November 21, 2017
Minutes; _____ seconded the motion. Motion carried? Yes/No

_____ Made a motion to approve the December 12, 2017 Special Board Meeting
Minutes; _____ seconded the motion. Motion carried? Yes/No

**III. VISIT WITH GUESTS/PUBLIC COMMENTS FOR ITEMS NOT ON THE
AGENDA/CORRESPONDENCE**

IV. FINANCIAL REPORT AND APPROVAL OF CHECKS AND WARRANTS

_____ Made a motion to approve the November 2017 financial report in
the amount of \$20,048.42. _____ seconded the motion. Motion carried? Yes/No

V. REPORTS

1. Call Volume
2. Recruitment
3. Grants Update
4. SCBA Update
5. Updates/Actions

VI. OLD BUSINESS

1. Mill Levey Rate Increase
2. Hub Insurance Deductibles
3. Alternative Gas Card
4. 61 Lot Subdivision
5. Maintenance Position Ad/Posting
6. Narcotics Follow Up
7. Membership/Background Policies

**VII. NEW BUSINESS: (BRIEF MEMBER/PUBLIC COMMENTS AFTER TOPICS AS
NECESSARY)**

1. Minutes Published to Web-Site
2. Special District Election

3. Employee Pay Raise Approval

VIII. NEXT MONTH AGENDA ITEMS:

Reports;

VIX. ADJOURNMENT/NEXT MEETING: January 16, 2018

SEELEY LAKE RURAL FIRE DISTRICT
REGULAR BOARD MEETING 6:00PM FIRE HALL
MEETING DATE: December 19, 2017
MINUTES FOR: November 21, 2017

MINUTES OF THE BOARD MEETING

PRESENT

Scott Kennedy, Chair
Gary Lewis, Vice Chair
Rachel Jennings, Secretary

Rita Rossi
Michael Greer, Fire Chief
Lynn Richards, District Administrator

ABSENT

Connie Clark

I. REGULAR MEETING CALL TO ORDER/ROLL CALL:

Scott Kennedy called the meeting to order at 6:00 p.m. Four trustees were present along with the Fire Chief and District Administrator.

II. MINUTES:

Rachel Jennings made a motion to approve the October 17, 2017 minutes. Rita Rossi seconded the motion. Voting by voice, motion carried with none opposed or abstaining.

Rita Rossi made a motion to approve the November 8, 2017 Special Board Meeting minutes. Gary Lewis seconded the motion. Voting by voice, motion carried with none opposed or abstaining.

III. VISIT WITH GUESTS/PUBLIC COMMENT FOR MATTERS NOT ON THE AGENDA/CORRESPONDENCE:

Seeley Fire Department members present were: Shawn Ellinghouse, Shelly Johnson, Kody Kelley, Kristy Pohlman, Michael Richards and Kyle Zumwalt. Community members present were: Bonnie Connell and Kurt Winther; Shirley Goudswaard arrived at approximately 6:01 and Jacob Wayne arrived at approximately 6:20 p.m. Also present was Andy Bourne with the *Pathfinder*.

Public comment included: Kyle Zumwalt stated it was brought to his attention that new tires were put on the ambulance this last week and is grateful for the safety importance but questioned why it was outsourced to a business in Missoula when Seeley has two tire shops. Kyle's concern is that neither one of these businesses were even asked to bid the work that was done. Every business in this town was affected by the fire and Kyle asked when possible, the board considers buying local and supporting our community when purchases like this are made. Gary Lewis agreed.

Shelly Johnson wanted to make a clarification. In regard to the article in the paper about Bob's (Vanden Heuvel) resignation, Bill Bogardus made a statement saying that Bob should have been working on the agenda items rather than mustering up support to join in the meeting. Shelly stated that information was false. Shelly wants everyone to know that Bob had nothing to do with the support people that was present, that was Shawn (Ellinghouse), Kristy (Pohlman) and Shelly herself; Bob didn't even know what was happening.

Kristy Pohlman questioned if the board meeting minutes were available on the web-site or the capability of doing so. Rachel stated she thought Tony (deRonneback) could easily create a page of archived minutes. Rita stated there's very old information on the web-site. Scott stated this will be addressed and put on the agenda for the next meeting.

IV. FINANCIAL REPORT AND APPROVAL OF WARRANTS:

Gary Lewis questioned why the district paid for Joe Calnan, Frenchtown Fire Chief's motel room. Shelly Johnson stated Chief Calnan was helping with the (Rice Ridge) fire. Gary stated a lot of people were helping with the fire and we didn't put them up in a motel. Scott asked Lynn if this was authorized. Lynn stated she assumed Bob (Vanden Heuvel) approved it. Rachel questioned if all the money has been received from the fire. Scott stated so far about half of the \$44,952.00 has been received. Rachel Jennings made a motion to approve the October 2017 financial report in the amount of \$37,320.35. Gary Lewis seconded the motion. Voting by voice, motion carried with none opposed or abstaining.

V. REPORTS:

1. Call Volume – Michael reported that in October 2017 there were 28 calls compared to 19 in October 2016. Total calls for this time period was 278 compared to 256 in 2016.

2. Recruitment – Michael stated people have made comments there's people in the community who would like to join and there's a lot of interest. Some people have some qualms with everything that has gone on so Michael will be putting on an effort in trying to present some stability into the community as much he can. Michael will try to get that interest back up and peaked. Michael would like to re-implement the cadet program back into the department; will talk with the high school to see if he can generate some interest and get some young people back on board. Michael has visited with Kristy Pohlman about increasing some CPR classes frequently, as early as possibly once a month which may generate some interest as well. Rachel stated the cost for CPR cards have increased dramatically. Michael stated the Friends & Family program is less expensive but you don't get a card so maybe months can be alternated where one month we can offer where a card is received then the next month Friends & Family.

3. Grants – Scott stated the volunteers have submitted a grant for \$15,000. Rachel questioned if there's anything in the budget to pay grant writers. Scott believes there's \$1,500 but trying to do it in-house. Michael asked if we could look at the possibility and it may be grant specific, but some grants may allow a percentage to go to the person who writes the grant.

4. SCBA Update – Scott state he's been visiting with Shawn and in the budget there's about \$18,000 that can be allowed. Shawn is going to bring someone in and get some exact numbers. The balance of another \$12,000 which is earmarked for turnouts can go towards the SCBAs if desired. If we can get the SCBAs for \$3,000 each then six units can be purchased but if the better units are wanted then some money can be pulled out of the turnout gear budget. Shawn stated we and other neighboring departments use the MSA brand. The higher end units of MSA are \$4,400 each but he will be working on some better pricing and hopefully get someone to give a presentation. Shawn will visit with Cory on what will be best for the department; the SCBAs are one year older than the turnouts so will concentrate on the SCBAs and the turnouts next year

5. Updates /Actions – Michael reported

- The Health Department wants to partner with the department to come to Seeley and put on a Flu Shot Clinic but Michael wants to turn it into a small Community Health Fair where blood pressure checks can be done; promote the smoke alarm program, chimney cleaning etc. There's a possibility to add lead level testing as well. Tentative date is December 11th. Rachel suggested having respiratory testing as it was done not too long ago and was a huge success.
- Michael is working on a new control substance plan where everyone is covered liability wise.
- Michael has completed the state ambulance waiver as there wasn't one on file at the state. The waiver is for one firefighter who has at least a first responder license and one EMT Basic on up who can run on an ambulance call but Michael is waiting to hear back from Jim DeTienne on whether the waiver can be extended beyond six months. Michael may look into the possibility of putting on an EMR class for the firefighters who aren't licensed as the regulations states that at least two medically trained personnel be on an ambulance run but there can't be just two first responders.
- Scott stated there was a comment made at the last meeting where the firefighters weren't being thanked more. Scott agreed with that and has visited with Michael about it. Michael discussed where the stipends have increased along with insurance benefits and we're looking to buy new gear etc. Michael encouraged anyone who wants to offer any suggestions or comments to let him know. Michael stated he has a new email address; it's [s fldchief@blackfoot.net](mailto:sfldchief@blackfoot.net).
- Shirley Goudswaard stated she had another comment that hasn't been addressed and that was bullying on the board and Shirley is asking that the firefighters be treated with respect. Gary Lewis questioned that statement. Shirley stated there's a person on the board who bullies and Shirley doesn't want to name any

names; has discussed this issue with Scott but these people are volunteers and they're awesome and they need to be respected more at meetings. Scott stated the board is trying to move forward positively.

VI. OLD BUSINESS:

1. Mill Levy Rate Increase – This item was tabled.

2. HUB Insurance Deductibles – Scott stated we're still waiting on the building estimates to see if there's enough coverage or whether it can be reduced.

3. MCF Wildland Fire Fund Grants (SLCF) – The relief grant has been submitted by Cory Calnan and Randy Gazda. Shelly Johnson questioned where the money will go to; the district or fire company. Scott stated it will initially go to the company but if the fire company wants to use it for the purchase of radios then it will go towards the budget to purchase the equipment so it will be the district's responsibility for repairs and maintenance.

4. Alternative Gas Card – Scott asked if there was any more discussion on this subject; do we still need this. Rachel stated she believes both stations should be supported and for the district to use only one station seems unfair. Lynn Richards stated the account which we currently use through Conoco/Rovero's, the department is exempt from paying the highway tax. Rachel stated maybe the diesel could be purchased through Conoco and the gas fuel be purchased through Sinclair. Rita stated she didn't know who to talk to about this. Shawn Ellinghouse suggested talking to Bill Baier at the One Stop (Sinclair). Rita will further research this and report back.

5. 2017-18 Budget Due – Scott stated there's preliminary information in the packets for review. Scott suggests setting up a meeting to go through the budget line by line. Kristy Pohlman asked if a copy could be given to the fire company. Scott stated line item 41, Vehicle Procurement Fund, has been increased to \$95,000 due to the increased income. There is a new line item for SCBAs as well. Michael Greer suggested in the future, budget for a replacement set or two of bunker gear plus SCBAs every year.

6. Joe Ellinghouse – Referred to Fire Company - This item was tabled.

7. District Audit – This item was tabled.

8. 61 Lot Subdivision – Scott reported he responded via email to the county the district's general concerns and also requested a set of plans.

9. Fire Chief Ad/Posting – Scott reported it has been advertised locally and will start to advertise everywhere else we can; Kristy will get the information to Scott of where it was advertised last time.

10. Maintenance Position Ad/Posting – Scott asked if this item should be tabled to allow the new Chief to get settled. Gary Lewis expressed concern of not advertising/hiring right away. Shawn Ellinghouse stated at the beginning of each meeting & training, the membership will go through all trucks; check fluids and review regular and major maintenance items and report to Michael of any findings. Gary would rather not stick the members with these tasks. Michael suggested holding off until after Thanksgiving. Shelly Johnson questioned if the members will have a say as to who is hired. Scott stated the board will rely on the Chief but the members can give input to him. Kristy Pohlman suggested having hiring selection committees for both the Chief and Maintenance position. Michael suggested having the membership select one officer and one member delegate for the committee along with the Chief and two board members. Michael stated he will coordinate this; the committee will then bring a hiring recommendation to the board. The job description will be reviewed and maybe tied into the budget meeting. Rachel questioned if all job descriptions will be reviewed. Scott stated the Chief's description looks good as it was revised for the Interim Chief. Gary stated the maintenance position description should be eliminated of all call response so they may volunteer on the side if they choose to do so.

11. Missing Radios – Still working on this.

12. Narcotics Follow Up – Still working on the narcotic reconciliation with Dr. Gee.

VII. NEW BUSINESS:

1. Resolution/Safety Deposit Box – Scott reported there's a resolution in the trustee's packet that needs to be voted on so the bank can update the signers on the safety deposit box account. Rachel Jennings made a motion to approve the resolution. Rita Rossi seconded the motion. Voting by voice, motion carried with none opposed or abstaining.

2. Interim Chief Hiring – Michael Greer was hired.

III. NEXT MONTH AGENDA ITEMS:

Reports;

VIX. ADJOURNMENT/NEXT MEETING:

Upon motion duly seconded, the meeting adjourned at approximately 6:45 p.m. The next regularly scheduled

monthly meeting will be held on Tuesday, December 19, 2017.

Approved:

Chair of the Board

Clerk of the Board