

**SEELEY LAKE RURAL FIRE DISTRICT
SEELEY LAKE, MT 59868
REGULAR BOARD MEETING AGENDA
For May 16, 2017**

FIRE HALL

6P.M.

I. CALL TO ORDER/ROLL CALL

II. CORRECTION AND/OR APPROVAL OF MINUTES

_____ Made a motion to approve the April 18, 2017
Minutes; _____ seconded the motion. Motion carried? Yes/No

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

IV. FINANCIAL REPORT AND APPROVAL OF CHECKS AND WARRANTS

_____ Made a motion to approve the April 2017 financial report
in the amount of \$22,342.68. _____ seconded the motion. Motion carried?
Yes/No

V. REPORTS

1. Call Volume
2. Recruitment
3. Grants Update
4. SCBA Update

VI. OLD BUSINESS

1. Mill Levey Rate Increase

VII. NEW BUSINESS:

1. Station #2 Management
2. Station #2 – FWP Sublease Approval/County & District
3. Station #1 Repairs; Doors/Heater

VIII. NEXT MONTH AGENDA ITEMS:

Reports;

VIX. ADJOURNMENT/NEXT MEETING: June 20, 2017

SEELEY LAKE RURAL FIRE DISTRICT
REGULAR BOARD MEETING 6:00PM FIRE HALL
MEETING DATE: May 16, 2017
MINUTES FOR: April 18, 2017

MINUTES OF THE BOARD MEETING

PRESENT

Bonnie Connell, Board Chair
Scott Kennedy, Vice Chair
Rachel Jennings, Secretary
Gary Lewis

ABSENT

Connie Clark

Bob Vanden Heuvel, Fire Chief
Lynn Richards, District Administrator

I. REGULAR MEETING CALL TO ORDER/ROLL CALL:

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

II. MINUTES:

Bonnie Connell stated she wants the following sentence deleted from the March 21, 2017 minutes: *Lynn stated the word "warning" was on the tape. Scott stated it was never the intent to say "warning."*

Scott Kennedy made a motion to approve the March 21, 2017 minutes as amended. 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:

In attendance was Alyssa McLean, new fire district board candidate. Volunteer member, Kristy Pohlman arrived at 6:27 p.m.

There was no public comment made at this time. Correspondence included a letter from Cory Calnan, DNRC Fire Management Officer, in regard to the Mega Fire Event which will be held on Thursday, April 27 at the Community Hall starting at 6:00 p.m.

IV. FINANCIAL REPORT AND APPROVAL OF WARRANTS:

Gary Lewis made a motion to approve the March 21 2017 financial report in the amount of \$30,799.55. Scott Kennedy seconded the motion. Voting by voice, motion carried with none opposed or abstaining.

V. REPORTS:

- 1. Call Volume** – In March 2017 there were 9 calls compared to 16 in March 2016. Total calls for 2017 have been 48 compared to 53 in 2016.
- 2. Recruitment** – Karla is taking a leave of absence and Kyle is taking a job in Butte but is willing to help when he's in town depending on training but there are two new recruits and two others who are interested in joining. Will be making a real push in May for recruitment.
- 3. Grants** – Applied for the Town Pump Grant, still haven't heard anything back. Will apply again for this year's MDT Grant.
- 4. SCBA Update** – Bottles will expire in 2018 but the harnesses and masks are still in good condition. Bottles are \$200 - \$300 each. Still conducting a lot of research whether to stay with the kind we have now or to upgrade.

VI. OLD BUSINESS:

1. Mill Levy Rate Increase – Scott stated if the district asks for a \$500,000 increase, the tax increase would be approximately \$22 per month on a \$200,000 house. Bob stated the priority items needed are

safety related items such as PPE, SCBAs then move on to replacing front line engines etc. Bob wants to continue to educate the public.

VII. NEW BUSINESS:

1. Station #2 Lease Agreement – Scott stated he is still attempting to get an increase. Bob stated he doesn't think the district should have been responsible for replacing the carpeting and Bob will make sure we're following the agreement better in the future. Scott stated that general maintenance such as replacing the roof will be the district's responsibility.

2. Station #2 Management – Scott stated since the county is leasing the entire building, they are responsible in dealing with keys, etc. and we can give any extra keys the district has to a designee so we don't have to go back and forth and Scott is willing to accept that responsibility but will rid that as soon as possible so that we just have one set of keys for our use.

3. Station #2 – FWP Sublease Approval/County & District – Scott stated the board needs to approve and allow Fish, Wildlife & Parks to sub-lease office space at Station 2 from the county as they lease the entire building. Dorey Brownwell submitted a draft lease agreement that will go before FW&P for their approval, then the district board will approve then it will go before the County Commissioners for the final approval. After discussion, Gary Lewis made a motion to approve the sub-lease agreement. Rachel Jennings seconded the motion. Voting by voice, motion carried with none opposed or abstaining. Scott will convey the board's approval back to Dorey Brownwell.

4. Station Staffing Hour Review – Bob stated Mark has agreed to cover the front office to answer the phone and give out burn permits in the case that both Bob and Lynn happen to be gone at the same time. This has only happened a few times but in the future, Bob would like to continue to have Mark staff the front office. Mark's hours will never go over 40 hours a week so overtime won't be an issue; won't ask Mark to flex time and he can still do his maintenance work; it would be an additional four hours per day if needed. There would be no HIPAA issues. We can either close the office; use Mark or possibly hire a part-time on-call person. Gary stated he doesn't see an issue either way; doesn't have a problem with the office being closed but doesn't want to bring in a part-time person. Scott Kennedy made a motion to accept Bob's proposal to have Mark cover the office as needed. Mark's job description doesn't need to be amended. Rachel Jennings seconded the motion. Voting by voice, motion carried with none oppose or abstaining.

5. Station #1 Repairs; Doors/Heater – Bob stated the bay crew door isn't working properly; have had several people try to fix it but to replace the door ourselves will be close to \$1,000. Bob has acquired a quote from Installations Incorporated to replace the door for \$1,070.00. Scott Kennedy made a motion to accept Installations Incorporated's quote. Rachel Jennings seconded the motion. Voting by voice, motion carried with none opposed or abstaining.

In regard to the heaters, we have a maintenance agreement with Comfort Systems in Missoula who conducts an annual maintenance check which is \$416. In seven years, repairs plus annual inspection has cost the district \$6,596.75 to keep all the heaters maintained. We've had some big repairs lately. The annual inspection was done lately then one of the heaters quit working which cost us quite a bit of money plus mileage. Bob researched to see if there was someone locally who would work out better and found High Mountain Heating & Air Inc. His quote for spring maintenance, which is the air conditioner and condenser is \$380, then for the fall maintenance would be \$760 but agreed to match the \$416 but would have to pay the spring fee of \$380 as he has already inspected it and needs some work. Once that's done then it would cost \$416 per year. We have one bay heater that hasn't worked for two years and it will cost \$2,560 to replace it with a Beacon Morris which is an industrial type heater that has more BTUs; 10 year warranty and includes labor. To relinquish Comfort System's agreement, all is needed is 30 days' notice. Scott stated he thinks it would be cheaper to hire the local guy as there wouldn't be travel time involved. After discussion it was decided to wait until the next fiscal year to make these repairs.

III. NEXT MONTH AGENDA ITEMS:

Reports; Mill Levy Rate Increase; Station #2 Management; Station #2 FWP Sublease Approval/County & District; Station #1 Repairs; Doors/Heater

VIX. ADJOURNMENT/NEXT MEETING:

Scott stated next month there won't be a quorum so the next meeting will be in June. Upon motion duly seconded, the meeting adjourned at approximately 6:41 p.m. The next regularly scheduled monthly

meeting will be held on Tuesday, June 20, 2017.

Approved:

Chair of the Board

Clerk of the Board