

**SEELEY LAKE RURAL FIRE DISTRICT  
SEELEY LAKE, MT 59868  
REGULAR BOARD MEETING AGENDA  
For February 21, 2017**

**FIRE HALL**

**6P.M.**

**I. CALL TO ORDER/ROLL CALL**

**II. CORRECTION AND/OR APPROVAL OF MINUTES**

\_\_\_\_\_ Made a motion to approve the January 17, 2017  
Minutes; \_\_\_\_\_ seconded the motion. Motion carried? Yes/No

\_\_\_\_\_ Made a motion to approve the January 31, 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 January 2017 financial  
report in the amount of \$27,639.36. \_\_\_\_\_ seconded the motion. Motion  
carried? Yes/No

**V. REPORTS**

1. Call Volume
2. Recruitment
3. Grants Update
4. SCBA Update
5. Chief's Updates

**VI. OLD BUSINESS**

1. Mill Levey Rate Increase

**VII. NEW BUSINESS:**

1. Station #2 Lease Agreement
2. Chief – Fire Academy Plan
3. Equipment Acquisition

**VIII. NEXT MONTH AGENDA ITEMS:**

Reports;

**VIX. ADJOURNMENT/NEXT MEETING: March 21, 2017**

**SEELEY LAKE RURAL FIRE DISTRICT**  
**REGULAR BOARD MEETING 4:00PM FIRE HALL**  
**MEETING DATE:** February 21, 2017  
**MINUTES FOR:** January 17, 2017

**MINUTES OF THE BOARD MEETING**

**PRESENT**

Bonnie Connell, Board Chair  
Scott Kennedy, Vice Chair  
Rachel Jennings, Secretary  
Gary Lewis  
Connie Clark  
Bob Vanden Heuvel, Fire Chief  
Lynn Richards, District Administrator

**ABSENT**

**I. REGULAR MEETING CALL TO ORDER/ROLL CALL:**

Chair Bonnie Connell called the meeting to order at 4:00 p.m. Four trustees were present along with the Fire Chief and District Administrator. Trustee Rachel Jennings arrived at approximately 4:01 p.m.

**II. MINUTES:**

Gary Lewis made a motion to approve the November 15, 2016 minutes. Scott Kennedy seconded the motion. Voting by voice, motion carried with none opposed or abstaining.

Due to the December meeting being cancelled, there were no December minutes to approve.

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

Volunteer members present were Cory Calnan, Michael Richards and Shelly Johnson. Others present was Chris Hindoien with Rocky Mountain Insurance Services and Andy Bourne with the *Pathfinder* arrived at approximately 4:02 p.m.

Correspondence included copies of the Annual Financial Report which was submitted to the State of Montana Department of Administration by Terry Sheppard. Scott Kennedy questioned if Station #2 was included in the report under buildings as he feels the number is too low. Lynn will find out and report back at next month's meeting.

Scott Kennedy made a motion to move the order of business to item #6 under Old Business so Chris Hindoien could address the board. There was no second. Voting by voice, motion was approved with none opposed or abstaining.

**IV. FINANCIAL REPORT AND APPROVAL OF WARRANTS:**

Gary Lewis stated he didn't understand the 2016 and 2017 employee paid time off list spreadsheets. Lynn explained that the spreadsheet shows what sick and vacation hours are available and how many hours were taken within the calendar year. Those hours also reflect the district's liability payments. Hours are accumulated with each pay period and hours taken are shown on the payroll summary each month. Bonnie questioned how much vacation carry over is allowed. Lynn stated an employee can carry two years which is 240 hours and an employee has until March 31<sup>th</sup> to use up that coverage.

Scott Kennedy made a motion to approve the November 2016 financial report in the amount of \$21,996.98. Connie Clark seconded the motion. Voting by voice, motion carried with none opposed or abstaining. Gary Lewis made a motion to approve the December 2016 financial report in the amount of \$18,087.34. Rachel Jennings seconded the motion. Voting by voice, motion carried with none opposed or abstaining.

## **V. REPORTS:**

- 1. Call Volume** – Bob reported there were 23 calls in November 2016 compared to 38 in 2015. There were 35 calls in December 2016 compared to 21 in 2015. Total calls in 2016 was 314 compared to 321 in 2015.
- 2. Recruitment** – Bob reported there are two new people who are working out very well with another one who Bob is checking on. Numbers are increasing slowly.
- 3. Grants** – Bob reported he's working on the Town Pump grant to acquire new turn outs.
- 4. SCBA Update** – Bob stated there's nothing new to report, just an ongoing search for money.
- 5. Chief's Updates** – Bob reported on the following:
  - Volunteers have been amazing with responding during the frigid cold spells we've been experiencing.
  - Staff is doing a great job; working on a lot of different projects that we're trying to get completed.
  - Officers have been helping during Bob's injury. A lot of cohesiveness with officers, volunteer members and staff.

## **VI. OLD BUSINESS:**

- 1. Mill Levy Rate Increase** – Rachel stated per Scott's email that this needs to be tabled. Scott stated it does need to be tabled as they're waiting on Bob's stuff for review and a decision made to what is important. Scott stated it needs to be ready to go 80 days before February so need to start working on it in August to determine what is needed and to keep educating the public which the *Pathfinder* is doing a great job.
- 2. PCOC – Officer's Stipend** – Bob stated the board decided not to vote after reviewing the proposal that Bob had given the board, so Bob is asking that this item be tabled and Bob will bring it forward again some other time.
- 3. Employees 3% Pay Raise Approval** – Rachel questioned if this raise is the typical annual raise. Bob stated the county is giving a 2.5% raise but Bob is asking for a 3% as both employees are very hard workers who deserve it. Bonnie stated no, not at all especially with the budget being squeezed. Gary Lewis made a motion to stick with the county's suggestion of 2.5% as he would like to see the employees get a raise. Rachel questioned what the difference is in the numbers between the 2.5% and 3%. Scott stated currently Lynn's hourly wage is \$14.53 and Mark's is \$11.56. Rachel stated it's an increase of only \$200 between the two percent's so suggested with going with the 3%. Connie Clark stated she doesn't like setting a precedence like that as the budget is so tight so Connie seconded Gary's motion of a 2.5% pay raise for Lynn and Mark. Voting by voice, motion carried with none opposed and Rachel Jennings abstaining. Bob asked if the pay raise will be retroactive to July 1, the beginning of the fiscal year since the budget is six months behind of being approved. Rachel questioned if the budget supported the raise being retroactive; Bob stated yes and should be retroactive as last year's raise was also retroactive. Rachel Jennings made a motion to make the pay raise retroactive to July 1, 2016 the beginning of the fiscal year. There was no second so the motion failed.
- 4. FY2016-17 Budget Approval** – Rachel asked what the lease payment was on Station #2. Lynn stated it's approximately \$24,000 which was invoiced in November and it has not been paid along with monthly utility reimbursement invoices of \$600 each. The last payment was made in June. After discussion, Scott Kennedy made a motion to approve the 2016-17 budget as written. Connie Clark seconded the motion. Voting by voice, motion carried with none opposed or abstaining.
- 5. Station #2 New Carpet** – Scott stated there were several bids; three from Pierce Flooring and two from Loren's Carpet. Bob asked if Scott had talked with the county in regard to raising the lease payment. Scott stated no as he's been gone but wants to address that after the flooring is installed. After discussion Connie Clark made a motion to accept Pierce Flooring's Option One for square carpet tiles for \$10,247.95. Rachel Jennings seconded the motion. Voting by voice, motion carried with none opposed or abstaining.
- 6. Insurance Agent/Broker of Record Change** – Chris Hindoen stated he left Hub International and bought his own insurance agency, Rocky Mountain Insurance Services. His entire business consists strictly of 272 volunteer fire departments within the State of Montana and represents VFIS which is the company the district is with. Chris stated if the board isn't happy with the new agent that Hub International has assigned, Chris would gladly like to stay on as the district's agent. Chris oversees all VFIS policies in the State of Montana so he will make sure the district's policy gets done correctly, he just

won't get paid on it. He works closely with legislative issues in regard to the volunteer fire service industry and would like to continue to pass that information on to the district and having the district as a client. Chris left current updated summaries of the district's accident and sickness and property casualty policies. If the district decides to stay as a client of Chris, then the board would need to sign an Agent/Broker of Record change and mail back to him. Scott Kennedy asked if the district needed any policy changes; Chris stated all was good. Chris discussed some legislative bills in regard to fire services. When Chris left, Bonnie asked for discussion in making a decision whether to keep Chris as the district's agent. Gary Lewis stated he thought the decision was already made. The order of business was then moved to the financial reports.

**VII. NEW BUSINESS:**

**1. Special District Election** – Bonnie questioned if any applications have been picked up. Bob stated one. Lynn stated the filings are due at the elections office by February 6 at 5:00 p.m. with the election on May 2, 2017.

**2. Walmart Gift Cards** – Bob stated he bought all the volunteers a \$50 Walmart gift card for Christmas. Bob wanted to discuss this purchase with the board in December prior to Christmas but the meeting was cancelled so Bob then discussed with Shawn, president of the fire company, that if the board didn't want to approve the purchase then the fire company would reimburse the payment to the district which was \$1,159.88 if necessary. Bob stated the volunteers well deserved the gift cards and the fire company shouldn't have to reimburse the payment. Gary Lewis stated he agreed that the volunteers deserved the gift cards but Gary wants it understood that the Chief cannot go over the \$1,000 purchase limit but that he did go over it again and he's not supposed to. Scott questioned where the money is going to come from. Rachel stated since the retroactive raise didn't pass then that money could go towards the gift cards. Scott Kennedy stated that he and Rachel must abstain as they are volunteers. Gary Lewis made a motion to approve the gift card expenditure. Connie Clark seconded the motion. Voting by voice, motion carried with none opposed and Rachel Jennings and Scott Kennedy abstaining. Bonnie stated she will vote for the approval to break the tie. Lynn stated there was no tie.

**VIII. NEXT MONTH AGENDA ITEMS:**

Reports; Mill Levy Rate Increase.

Rachel Jennings stated she would like to have the Station #2 Lease Agreement on the agenda for next month's meeting.

**VIX. ADJOURNMENT/NEXT MEETING:**

Upon motion duly seconded, the meeting adjourned at approximately 5:01 p.m. The next regularly scheduled monthly meeting will be held on February 21, 2017.

Approved:

\_\_\_\_\_  
Chair of the Board

\_\_\_\_\_  
Clerk of the Board

