

SEELEY LAKE RURAL FIRE DISTRICT
REGULAR BOARD MEETING 6:00PM FIRE HALL
MEETING DATE: February 20, 2018
MINUTES FOR: January 16, 2018

MINUTES OF THE BOARD MEETING

PRESENT

Scott Kennedy, Chair
Gary Lewis, Vice Chair

Connie Clark

Michael Greer, Fire Chief
Lynn Richards, District Administrator

ABSENT

Rachel Jennings, Secretary

Rita Rossi

I. REGULAR MEETING CALL TO ORDER/ROLL CALL:

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

II. MINUTES:

Gary Lewis made a motion to approve the December 19, 2017 minutes. Connie Clark seconded the motion. Voting by voice, motion carried.

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

Community members present were: Darlene Les and Shirley Goudswaard. Also present was Andi Bourne with the *Pathfinder*.

Public comment included: Andi Bourne with the *Pathfinder* questioned if there were any decisions made in the closed session prior to the regular meeting. Scott Kennedy stated no comment as it was a closed session due to matters of privacy.

Correspondence included copies of the District's Annual Report for 2017 which Terry Sheppard submitted to the State of Montana Department of Administration.

IV. FINANCIAL REPORT AND APPROVAL OF WARRANTS:

After discussion, Gary Lewis made a motion to approve the December 2017 financial report in the amount of \$19,988.00. Connie Clark seconded the motion. Voting by voice, motion carried.

V. REPORTS:

1. Call Volume – Chief Greer reported that in December 2017 there were 30 calls compared to 34 in December 2016. Total calls in 2017 was 332 compared to 313 in 2016.

2. Recruitment – Chief Greer stated there are three new probationary members, Svetlana Vasilchenko, Michael Johnson and Michael Henry.

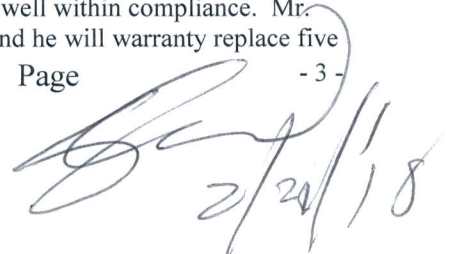
3. Grants – AFG Grant is currently open. Mike Lyons with General Fire/Unifire gave Chief Greer the names of some people who could provide potential grant templates to use. Montana Electronics is also offering help for grant writing to purchase radios which the department is in need of. They also have a grant writing service that provides a certain level of free assistance for grant writing as well. Chief Greer will do his best to work on this grant. Still waiting to hear on the \$15,000 grant that Cory submitted.

4. SCBA Update – Chief Greer stated he met with Mike Lyons today with General Fire/Unifire and went through all the SCBA equipment and was reassured that our current equipment is decent and well within compliance. Mr. Lyons recommended some repairs such as two pass devices, three headset displays and he will warranty replace five

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lenses. The SCBA costs will be less expensive than was initially thought. All the tanks have to be replaced this year as they will expire. Tentatively the plan is to purchase 12 new tanks at \$850 each and Mr. Lyons will connect us with a department that has some used ones at \$100 to \$150 each as long as they pass the hydro test and still have some years of life which will allow for a replacement rotation. A new complete SCBA set costs \$6,500.

Mr. Lyons also has a new brand of turn outs, Viking brand, that has performed exceptionally well and are substantially cheaper, (\$1,000) than the brand we are currently using and the TOS ratings are higher plus more colors are available. Mr. Lyons left some samples for members to look at; they're lighter weight, softer material, more flexible and may order 10 sets in the near future. A new set costs \$1,600 compared to the Morning Pride which we currently use at \$2,500. It's been recommended to store turn outs in a bag rather than hanging them along with issues on how to properly clean them.

5. Updates /Actions – Chief Greer reported on the following:

- Chief Greer received a letter from Trustee Rita Rossi which Rita asked Chief Greer to read at tonight's meeting as Rita could not be present as she was out of town. Chief Greer read the following: *"In my unfortunate absence I am composing this letter to be read at the board meeting on January 16, 2018. I would like to take this opportunity to apologize to Lynn Richards for my comments and the aggressive nature how I voiced them at the last meeting on December 19, 2017. Upon reflection, it was inappropriate and I regret many of my comments I made and how they were stated. I have voiced my apology directly to Lynn, the Chief and Scott but felt it was important to publicly apologize as well considering the public setting of my previous comments. We have all agreed to move forward working to approve our relationship and communication in the future. Thank you, Rita Rossi."*
- The Medicare Enrollment Revalidation Application we have to submit every five years has been approved.
- Scott has asked Lynn to have the financial reports ready to be picked up on Friday prior to the meetings so they can be reviewed in advance.
- A new heater has been installed in the south west bay area.
- Chief Greer has verified that a CDL is not required with the county attorney and DOT for our members and/or employees to drive the district engines. Cory Calnan also verified that is also the position of the DNRC as well.
- More ballasts are being replaced at station #2 in the sheriff's office.
- Scott reported the new Chief's application review process has begun. Gary, Scott and Chief Greer has reviewed them. At the last department meeting, no decision was made in regard to a volunteer being selected to be on the selections committee. Thirty two applications have been received. Hopefully next week, the committee will sit down and try to narrow it down and start the interview process within two to three weeks as a lot of the applicants are out of state.
- Chief Greer showed the board and attendees on the smart board, the department's new web-site preview which he has been working on. The domain needs to be reclaimed and the same URL address will be used. All the minutes from the past year has been posted plus the current budget. It will be very easy to update and will be up and running within two weeks.

VI. OLD BUSINESS:

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

2. HUB Insurance Deductibles – Scott recommended to not do any significant changes as of right now. It was suggested to maybe increase station #1 to \$708,826 from \$648,960 which would be a premium increase of \$95 and reduce the limit on station #2- offices to \$308,342 from \$351,520 which would be an estimated reduction of \$74.00 and lastly reduce the limit on station #2 – fire department from \$486,720 to \$377,108 with a reduction of \$174.

3. Alternative Gas Card – Scott reported the application needs to be completed. Scott checked with Rovero's and was told the district receives a 10% store discount as well as the discount of \$.05 per gallon on the fleet card program. Lynn stated the gas tax is deducted at the time of purchase so there's no end of year rebate.

4. 61 Lot Subdivision – Scott stated he has spoken with Martin Cahoon and Scott sent him the paperwork that Scott had sent to the county as Martin had some questions. Scott still has not received a set of requested plans for the subdivision.

5. Maintenance Position Ad/Posting – Scott reported the position was advertised in the *Pathfinder* three times; had one walk-in who inquired about the position but did not apply and received one application from James Sackett. Scott suggested sitting down with Jim and the Chief for an interview next week.

6. Narcotics Follow Up – Scott still has not heard back from Dr. Gee.

7. Membership/Background Policies – This is the second reading of the two policies. In regard to the Controlled Substance Management policy, Dr. Gee approved the policy as written. Chief Greer also made the verbiage changes that was discussed at the last meeting to the Background Check Policy and has received no other feedback. Gary Lewis made a motion to adopt the Background Check Policy as written. Connie Clark seconded the motion. Voting by voice, motion carried. Connie Clark made a motion to adopt the Controlled Substance Management Policy as written. Gary Lewis seconded the motion. Voting by voice, motion carried.

VII. NEW BUSINESS:

1. CDL Requirements – This item was already discussed under Updates/Actions. No CDL is required for members and/or employees.

2. Stericycle – Scott reported he has been in contact with Stericycle. The contract expires in November 2018. Scott reported this current contract (to pick up hazardous medical waste) could be renewed now for two years at a reduced rate of \$288 per quarter instead of \$388. Scott has asked for a lesser amount and has not yet heard back. Chief Greer stated we need to be more careful to what is put in a red, hazardous bag. The red bags should not be used as garbage bags and once something is put in the red bag then it has to be disposed of as hazardous materials, so it will be a training issue. We may need to have someone go to the hospital for disposal once a month or when needed or have the crew drop off at the hospital when they're there just like the linens. We do need have a large red can on site, educate everyone and a management system/policy needs to be written. Chief Greer recommended to table this issue for now while a process is put together. Scott will keep working on the price to get it lower.


III. NEXT MONTH AGENDA ITEMS:


Reports;

VIX. ADJOURNMENT/NEXT MEETING:

Upon motion duly seconded, the meeting adjourned at approximately 18:44 p.m. The next regularly scheduled monthly meeting will be held on Tuesday, February 20, 2018.

Approved:


Chair of the Board


Clerk of the Board