

SEELEY LAKE RURAL FIRE DISTRICT
REGULAR BOARD MEETING 6:00 P.M. FIRE HALL
MEETING DATE: March 20, 2018
MINUTES FOR: March 1, 2018

MINUTES OF THE SPECIAL BOARD MEETING

PRESENT

Scott Kennedy, Board Chair
Gary Lewis, Vice Chair

Connie Clark
Rita Rossi

Michael Greer, Fire Chief
Lynn Richards, District Administrator

ABSENT

Rachel Jennings, Secretary

I. SPECIAL MEETING CALL TO ORDER/ROLL CALL:

Chair Scott Kennedy called the meeting to order at 5:00 p.m. Four trustees were present along with the Fire Chief and District Administrator.

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

Present were volunteer member Kody Kelley; community members Alyssa McLean, Mark Kues and Shawn Ellinghouse; and Andi Bourne with the *Pathfinder*.

Correspondence included Scott Kennedy's reply to Kristy Pohlman's letter of concern in regard to the 61 lot subdivision and a letter from Joann Wallenburn regarding the subdivision annexation and new chief hiring.

There was no public comment.

III. AGENDA:

1. 61 Lot Subdivision Annex/Fire Protection – Scott reported he's been working with county attorney, Matt Jennings and Missoula County Chief Financial Officer, Andrew Czorny to see how the taxation could work. It's very complicated and premature to move forward at this time so this will be tabled. Gary questioned if it's up to the district board to approve the annexation. Scott stated as he understands it, the board would give the nod then it would go before the county commissioners who Scott will be meeting with as well.

2. District Operation Policies, SOG's; Guidelines – Chief Greer thanked Andi Bourne for her suggestions which have been incorporated. Chief Greer presented a copy of the old draft and a copy of the new draft. Chief Greer stated everything in the table of contents which is highlighted in red has not been completed, it's still a work in progress. Chief Greer added a mission statement as it wasn't included in the original draft. The Firefighter Code of Ethics is a separate document within the guidelines and is unchanged; there is a separate Code of Ethics Policy which outlines more and is expanded. There have been discussions for the membership to have a representative attend district board meetings with ideas or needs. In regard to new member applications, the Chief along with an officer and the designated representative, will formerly interview the applicant and the three member panel will decide if the applicant is a good fit. The Chief will still have the final say but it will be a cooperative effort.

Discussed disciplinary procedures and the addition of an appeals process which includes the Chief but brings it to the district board for involvement as well. The motion is to accept the following: the Code of Ethics as a standalone document; the General Rules section 1.1; Code of Conduct section 1.2; Chain of Command section 1.3; Fire Captain Duties section 1.6; Fire Lieutenant Duties 1.8; Firefighter/EMT Duties section 1.9; Probation Firefighter Duties section 1.10; Application Process section 1.11; probationary Member Duties section 1.12; section 1.13 should still be red; HIPAA Compliance section 1.14; Disciplinary Actions section 1.15; Disciplinary Policy 1.16. Gary Lewis made a motion to approve the District Operations Manual as written as of March 1, 2018. Rita Rossi seconded the motion. Voting by voice, motion carried with none opposed or abstaining.

3. Hiring Chief Follow Up/Contract – Scott presented a draft of the Chief’s letter of employment. Scott stated for a permanent Chief, an employment contract isn’t needed as everything is defined by statutes, however, the county attorney stated it would be a good idea to incorporate a lot of the information for the benefit of the new Chief to include the pay, benefits, retirement etc. The county attorney will try and finalize it tomorrow. With the overlap of time, Chief Greer will stay in command until June 1. Job duties have not changed; probation is one year. After discussion, Scott recommended the board approve the draft. Gary Lewis made a motion to approve the letter of employment draft. Connie Clark seconded the motion. Voting by voice, motion carried with none opposed or abstaining. Once Scott gets the final draft, he will send it onto to the new Chief for his review.

Rita Rossi questioned if the district had a policy prohibiting drinking prior to a (board) meeting as important decisions are made and if not, should one be written. Gary Lewis stated the district has a no tolerance policy for the volunteers and alcohol is banned on the property. Rita stated someone has been drinking prior to a meeting. Scott agreed, saying it has been noticed at the last couple of meetings. Connie Clark stated since its part of the Code of Conduct to exercise professionalism, she feels a policy isn’t needed. Scott stated it’s strongly discouraged for anyone to attend a board meeting while under the influence of alcohol as the board is under public trust.

Scott Kennedy told Chief Greer that he appreciated all his effort in rewriting the operations policies and also supports Chief Greer’s termination decisions. Gary stated Chief Greer has done a great job; it was a difficult place to step in and realize he will be leaving but gave Chief Greer his thanks. Both Connie and Rita nodded in agreement when asked by Scott. Scott stated he wants the record to reflect that the board supports the Chief and all his decisions.

IV. ADJOURNMENT/NEXT MEETING:

Upon motion duly seconded, the meeting adjourned at approximately 5:23 p.m. The next regularly scheduled monthly meeting will be held on Tuesday, March 20, 2018 at 6:00 p.m.

Approved:



Chair of the Board



Clerk