

**SEELEY LAKE RURAL FIRE DISTRICT**  
**REGULAR BOARD MEETING 6:00PM FIRE HALL**  
**MEETING DATE: July 17, 2018**  
**MINUTES FOR: June 19, 2018**

**MINUTES OF THE BOARD MEETING**

**PRESENT**

Scott Kennedy, Chair  
Gary Lewis, Vice Chair

Connie Clark  
Rita Rossi  
Dave Lane, Fire Chief  
Lynn Richards, District Administrator

**ABSENT**

Rachel Jennings, Secretary

**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:**

Gary Lewis made a motion to approve the May 15, 2018 board minutes. Connie Clark seconded the motion. Voting by voice, motion carried with none opposing or abstaining.

Rita Rossi made a motion to approve the June 13, 2018 special board meeting minutes. Connie Clark seconded the motion. Voting by voice, motion carried with none opposing or abstaining.

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

Department volunteers present was Kyle Zumwalt and Michael Richards. Also present was Andi Bourne with the *Pathfinder* and John Howard with Payne West Insurance.

Scott suspended the order of business at this point to deal with New Business items 1, 2 & 3.

There was no public comment or correspondence.

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

After discussion, Gary Lewis made a motion to approve the May 2018 financial report in the amount of \$33,072.89. Rita Rossi seconded the motion. Voting by voice, motion carried with none opposing or abstaining.

**V. REPORTS:**

1. **Call Volume** – Chief Lane reported there were 16 calls in May 2018 compared to 34 in May 2017. Total calls for 2018 is 85 compared to 107 in 2017.
2. **Recruitment** – Chief Lane reported there have been two new applicants; one hasn't returned the application and the other will not be moving forward in the selection process.
3. **Grants** – Chief Lane reported he's been prioritizing the district's needs and will soon be putting forth some effort into getting some financial help.
4. **SCBA Update** – Chief Lane reported the district will be using the exchange program which will double the life of our SCBA bottles. The cost is under \$3,000 to get them all done. Chief Lane has ordered shipping materials to start shipping and rotating six at a time. Chief Greer picked up the six bottles to put into the rotation so the department will never be down from our current inventory. The savings was approximately \$15,000 which will be transferred to the Capital Acquisition Fund.
5. **Updates /Actions** – Chief Lane reported on the following:

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- Cubby Shelving has been finished and installed. The cubbies has improved the look of the facility plus serves as a function to preserve the turnout gear. The cost savings was approximately \$2,000.
  - New turnout gear plus the gear bags have been received.
- 6. Membership Report** – Volunteer member Kyle Zumwalt reported on the following:
- Membership attendance and training hours have increased
  - Preparing for the July 4<sup>th</sup> pancake breakfast
  - Selling raffle tickets for a rifle

Kyle thanked the trustees for everything they do. Scott also thanked the membership for the new jackets the foundation had purchased for the trustees. Connie Clark also sent a thank you card as well.

**VI. OLD BUSINESS:**

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

**2. 61 Lot Subdivision** – This item was tabled.

**3. Narcotics Follow-Up** – Scott stated this has been turned over to Dr. Gee and this topic will be removed from the agenda. Connie questioned if there is a report from Dr. Gee, will it be made available to the trustees. Chief Lane stated since the investigation involves a person who is no longer an employee, he doesn't expect anything as the person is no longer working under Dr. Gee's license.

**4. District Operations Manual/SOPs** – Chief Lane stated he will submit a couple items at each meeting for the trustee's review and then they will be approved the following month and put into place. At the last meeting, Chief Lane submitted several policies; Admin #3, how to get agenda items on the agenda, has been revised to say the Fire Chief may choose to address the requested items(s) without placing on the agenda for Board review and the Board Chairman reserves the right for final decision of what items will be placed on the meeting agenda. Scott stated he would like to see the policies reviewed by the county attorney before approval by the board or have the board approve them now subject to any changes or recommendations made by the county attorney as it would be nice to get them in place now. Connie questioned if an inventory is being kept to what equipment members are being given as historically it wasn't being done. Chief Lane stated yes, it is being recorded. Also, there is a policy which states if one separates from the district, all equipment must be returned within five days. As equipment is returned, it's made sure it's in good working order. If it's been damaged or is worn out, it will be determined why it wasn't replaced; if it's not good equipment, it will be surplus as is or destroyed. The district will not be liable for anyone getting hurt using bad equipment. In regard to Admin #8, Chief Lane stated he changed some terminology to make it more appropriate for the membership; it's not quite so harsh but it is very definitive in trying to incorporate the interchange, not just discipline as we want to help people succeed and remind them about behaviors. Included is an action plan where the person who's being counseled, comes up with an action plan to do things to make it better but it needs to be measurable to assure they're on track.

Gary Lewis made a motion to approve the SOP's contingent upon the county attorney's review. Admin #3 was pulled as it was amended and will be up for approval at the next meeting. Connie Clark seconded the motion. Voting by voice, motion carried with none opposing or abstaining.

The SOP's from the last meeting being approved are:

- Admin #1- Standard Operating Procedures & Guidelines Effective Date
- Admin #2 - How to recommend changes to District Standard Operating Procedure & Guidelines
- Admin #4 - Fee Schedule for use of District Resources
- Admin #5 - Confidential Personnel Files
- Admin #6 - Use of District Credit Cards
- Admin #7 - Background Checks
- Admin #8 - Corrective Action

OPS Training #8 – Non-Discrimination in Training

EMS 1 – Controlled Substance Policy

**5. County Payments** – Lynn stated she has received emails from Christi Page stating the lease payment along with the utility reimbursement payments for the county satellite building has been posted.

**6. Chief Lane's Moving Expenses** – Gary made a motion to approve half of Chief Lane's moving expenses in the approximate amount of \$2,500.00. Connie Clark seconded the motion. Voting by voice, motion carried with none opposed or abstaining.

**7. Type 6 Acquisition** – Chief Lane stated in visiting with a few members, it was the consensus to purchase the 2007 F550 with the extended cab, six speed. The decision factors were the 300 gallon tank opposed to the 225; the around the pump foam system instead of through the pump and the hose reel system was better. Chief Lane stated he is driving to Utah tomorrow to pick it up so we're saving a lot of money on shipping costs. The price is \$48,000; has a brand new motor with 72,000 miles on the truck.

#### **VII. NEW BUSINESS:**

**1. Trustee Officer Election** – Rita Rossi nominated the following slate: Scott Kennedy – Chair; Gary Lewis – Vice Chair and Connie Clark – Secretary. Gary Lewis seconded the motion. Voting by voice, motion carried with none opposing or abstaining.

**2. VFIS Insurance Review/Renewal Approval – Chris Hindoien** – Chris Hindoien was unable to attend due to flooding issues.

**3. John Howard – Payne West Insurance** – John stated Payne West Insurance is an independent agency who represents VFIS, who is the district's carrier, as well as other carriers for fire districts. John personally works for 12 or 13 districts and his teammate, Charity, works for approximately 30 district. John stated they have put together a process to work with districts that helps to get ahead of things like coverage costs and renewals. Payne West will not mail out renewals; John will come in person to review the renewal policy. They will also conduct a mid-year review as well. VFIS is the carrier for all their districts. John is asking to become the district's insurance agent instead of HUB International; VFIS will still be the district's carrier and the costs will remain the same. John stated in conjunction with VFIS, they have dedicated people who work for their clients who can bring in training programs. All training will be documented as Payne West will write a letter to everyone involved with the coverages stating what the district is doing to be proactive and that will help with the renewal premium. Payne West also provides claim advocacy which means they hired four attorneys who specifically work for their clients at no additional cost who will help with the claim process to make sure clients receive the most for their claims. John stated he will review the district's policy with Chris Hindoien, (state's VFIS Manager) to get up to speed with equipment coverages etc. and will report back on Monday.

Scott Kennedy moved back to the regular order of business to the approval of minutes.

**4. Budget** – Chief Lane stated we are currently working on next year's budget; getting used to and understanding the format that has been used in the past. Looking to have it completed and ready for review by the July meeting.

**5. Employee Health Insurance** – Chief Lane stated in part of his standardization in reviewing to see if we're doing the correct things, Dave had Lynn call the county in regard to health care insurance premiums. The district is the only agency within Missoula County who does not pay 100% of the employee premium. The county also pays a percentage of dependent's premium. Chief Lane stated the premium is \$659.50 per month per employee with the district paying \$610 and the rest is covered by the employee deductions from their paychecks. Chief Lane requested to come in line with Missoula County but not ask for dependent coverage but for the district to pay 100 percent coverage for the employees. Gary Lewis stated his issue always is comparing Missoula to Seeley as the district doesn't have the revenue like Missoula does but has no issue with this point and wants to take care of the our (district's) people. Gary Lewis made the motion for the district to pay full coverage on the employee's health insurance premium. Scott suggested capping the coverage for now so there's no large increases in the future. Lynn suggested having an annual review. Gary Lewis amended his motion to state the district will pay full employee coverage with no spousal option at this time. Connie Clark seconded the motion. Voting by voice, motion carried with none opposing or abstaining. Chief Lane and Lynn thanked the board for their approval.


#### **III. NEXT MONTH AGENDA ITEMS:**

Reports; Mill Levey Rate Increase; 61 Lot Subdivision; District Operations Manual/SOPs Approval; Type 6 Acquisition

#### **VIX. ADJOURNMENT/NEXT MEETING:**

Upon motion duly seconded, the meeting adjourned at approximately 6:51 p.m. The next regularly scheduled monthly meeting will be held on Tuesday, July 17, 2018.

Approved:

  
Chair of the Board

  
Clerk of the Board

