

SEELEY LAKE RURAL FIRE DISTRICT
REGULAR BOARD MEETING 6:00PM FIRE HALL
MEETING DATE: August 21, 2018
MINUTES FOR: July 17, 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. Three trustees were present along with the Fire Chief and District Administrator. Trustee Rita Rossi arrived at 18:16.

II. MINUTES:

Gary Lewis made a motion to approve the June 19, 2018 board 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 Kody Kelley. Community members present was Shirley Goudzwaard. Gary Ikerd arrived at 18:16. Also present was Andi Bourne with the *Pathfinder*.

Public comment included: Andi Bourne stated there was a question at the sewer board meeting last month in regard to the attendance capacity and was wondering if there's an official capacity that is in place or whether one should be. Chief Lane stated it depends on the occupancy load, the type of occupancy and depends on the size of the meeting room; there's a formula that is used to calculate it. Chair Scott Kennedy stated this will be researched.

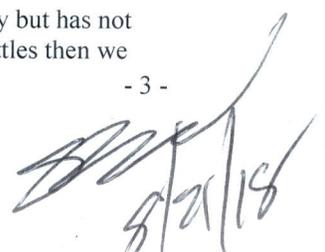
There was no correspondence.

IV. FINANCIAL REPORT AND APPROVAL OF WARRANTS:

After discussion, Gary Lewis made a motion to approve the June 2018 financial report in the amount of \$109,319.76. Connie Clark seconded the motion. Voting by voice, motion carried with none opposing or abstaining.

V. REPORTS:

- 1. Call Volume** – Chief Lane reported there were 19 calls in June 2018 compared to 32 in June 2017. Total calls for 2018 through June is 104 compared to 139 in 2017.
- 2. Recruitment** – Chief Lane stated he's visiting with everyone he can; has also put out feelers with other departments in case they have members who may be moving to our area. Chief Lane stated one person who lives in Powell County was driving by and stopped to look at our apparatus as they were being washed that day. Chief Lane gave him a tour and tried talking him into moving to Seeley. Scott Kennedy stated he had a person of interest to introduce to Chief Lane next week.
- 3. Grants** – Chief Lane reported the Safer Grant was not approved by the President this year so Chief Lane is looking for alternative funding.
- 4. SCBA Update** – Chief Lane reported the bottles have been ordered through Life Extend on Friday but has not received a ship date. The plan is shipping all the bottles at one time. Life Extend will ship us the bottles then we



will ship our bottles to them so we won't be without bottles at any time. The advantage besides packaging, is we won't have to take the valves off to ship as the bottles we will receive will have rebuilt valves on them so that will be another savings for the district. Repairs needed were made by MSA.

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

- The new brush truck is here; it's been on three fires already and has done well especially with the foam increasing the water capacity which has made a big difference.

6. Membership Report – Volunteer member Kody Kelley reported the July 4th pancake breakfast was a huge success; approximately 675 people were served.

VI. OLD BUSINESS:

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

2. 61 Lot Subdivision – There has been no update so this item was tabled.

3. District Operations Manual/SOPs – Chief Lane stated last month's SOPs need to be approved or changed if needed and has three more for the board's review this month. The county attorney was going to review Admin #3 and there has been no feedback as of yet. The ones for this month is basically how we take care of hospice patients. Since there are several hospice patients in the community, the laws are pretty sticky to how the district can be paid. In order for patients to acquire hospice service, a contract has to be signed and states the patient will not call 911 and if they do, they will be kicked out of the program and then it's questionable whether their insurance will cover the bill. Our EMS service will do whatever we're dispatched to do as sometimes hospice isn't available and there's situations where it may not be a hospice issue but just a public assist which we can help with. This policy, EMS 2, is for scheduled transports; we will gather the information which is in the policy before we schedule the transport to make sure the district will get paid for it and hospice will have to sign the paperwork as well. This policy will protect the hospice patient as well as the district by sharing the information.

The second one, Ops Training 9, is a pass tag for firefighter accountability on scene and the third one, Ops Training 10, is for not mixing air bottles as we don't want firefighters breathing dirty air. Old bottles that are still serviceable will be marked and only be used for airbag inflation so there won't be any cross contamination.

Gary Lewis made a motion to approve last month's SOPs unless they're held up at the county attorney's office. Connie Clark seconded the motion. Voting by voice, motion carried with none opposed or abstaining.

4. Budget FY2018-19 – Chief Lane stated the budget is in progress and very close to completion. Because of the grant issue, there's some projects that Chief Lane was trying to fund with grants so will prioritize those projects with the budget; they're not huge projects but it's still spending money. Gary Lewis stated the employee raises are approved with the budget so the longer the budget gets dragged out, the longer the employees get their raises and Gary is concerned about that.

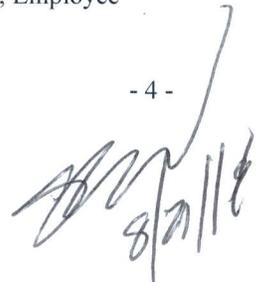
VII. NEW BUSINESS:

1. Interim Maintenance Position Appointment – Chief Lane stated the person who is in the current position is not able to return to work as of today due to health issues, so an interim position is needed. We have received interest in the position once it becomes full time but for the interim, Kody Kelley spends a lot of time at the station, has completed an application as an interim employee with the understanding when and if the position vacates, the position will be posted and follow the legal pathway in hiring someone and he would be included in that process. We're getting to the point where we need someone in the position for 25 hours a week to handle the things that aren't currently getting done. After discussion, Rita Rossi made a motion to hire Kody Kelley as the Interim Facilities Maintenance Manager until when and if the position is vacated. Gary Lewis seconded the motion. Voting by voice, motion carried with none opposed or abstained. The wage will be at the current wage of \$11.83 per hour.

Rita Rossi stated she was asked the question if our EMS service keeps patients who are organ donors alive so their organs can be donated. Chief Lane stated no, as that is done at the hospital and there are laws that prohibit us from transporting dead bodies.

III. NEXT MONTH AGENDA ITEMS:

Reports; Mill Levey Rate Increase; 61 Lot Subdivision; District Operations Manual/SOPs Approval; Employee Raises



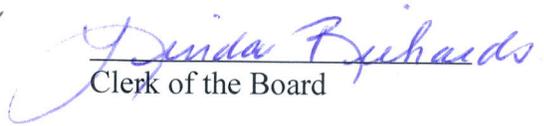
VIX. ADJOURNMENT/NEXT MEETING:

Upon motion duly seconded, the meeting adjourned at approximately 6:24 p.m. The next regularly scheduled monthly meeting will be held on Tuesday, August 21, 2018.

Approved:



Chair of the Board



Clerk of the Board



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8/21/18