

**SEELEY LAKE RURAL FIRE DISTRICT**  
**REGULAR BOARD MEETING 6:00PM FIRE HALL**  
**MEETING DATE:** September 18, 2018  
**MINUTES FOR:** August 21, 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.

Scott Kennedy thanked all the firefighters and support groups for all their recent efforts in remembering James Sackett.

**II. MINUTES:**

Gary Lewis made a motion to approve the July 17, 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 and Michael Richards. Community member present was Darlene Les. Also present was Andi Bourne with the *Pathfinder*.

There was no public comment made at this time.

Correspondence included a notice for a Missoula County Board Training class which will be held on Tuesday, September 25, 2018 from 6:00 p.m. to 8:30 p.m. at The Barn in Seeley Lake. Dan Clark will be the guest speaker and RSVPs is required by September 18 to Sarah Bell at sbell@missoulacounty.us.

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

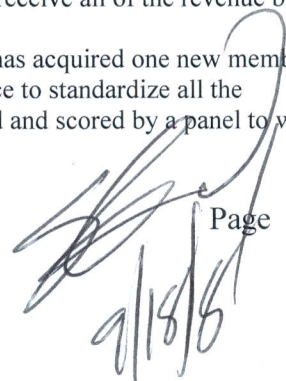
After discussion, Connie Clark made a motion to approve the July 2018 financial report in the amount of \$28,021.78. Rita Rossi seconded the motion. Voting by voice, motion carried with none opposing or abstaining.

**V. REPORTS:**

**1. Call Volume** – Chief Lane reported there were 40 calls in July 2018 compared to 50 in July 2017. Total calls for 2018 through July is 144 compared to 189 in 2017. Call volume has increased recently due to unauthorized burning calls and in looking at revenue, the EMS calls for last year came in about \$44,000 and we have already billed out \$20,000 for July this year which is almost 25% of what it was last year; we may not receive all of the revenue but we're hopeful things will pick up.

**2. Recruitment** – Chief Lane stated the department is very active in recruiting and has acquired one new member who was interviewed yesterday. The department has a new interview process in place to standardize all the interviews for every new member and employee. This new member was interviewed and scored by a panel to which

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all agreed to offer him a volunteer position and will start to get him processed with a background check and drug test along with the appropriate paperwork. Chief Lane stated there are still a couple of applications which to date have not been returned.

**3. Grants** – Chief Lane reported the VFA Grant was awarded for \$1,500.00 to which our portion was \$150.00. We have applied for another grant to send a couple of members to an EMT class in Missoula which starts in October.

**4. SCBA Update** – Chief Lane reported the company did not process the order properly which has been corrected. They received the bottles today from their testing facility; they will put new valves on them and ship them by the end of this week so we should receive them sometime next week.

**5. Updates /Actions** – There was nothing new to report on.

**6. Membership Report** – Volunteer member Kody Kelley reported everything is going well.

## 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.

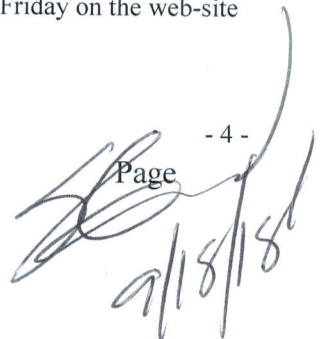
**3. District Operations Manual/SOPs** – Gary Lewis made a motion to approve the three (EMS 2; OPS TRNG 9; and OPS TRNG 10) SOPs submitted from last month. Connie Clark seconded the motion. Voting by voice, motion carried with none opposed or abstaining. Scott Kennedy stated he still has not heard back from the county attorney in regard to the one he was going review so Scott advised to proceed on and approve ADMIN 3. Gary Lewis made a motion to approve ADMIN 3. Rita Rossi seconded the motion. Voting by voice, motion carried with none opposed or abstaining.

Chief Lane stated the three new SOPs for this month includes a purchasing policy along with a form where all new purchases will be reviewed by the office for approval. This will help to reel in spending and be more accountable to the board. The other is a rewriting of the cadet program; it has been read by a few people and is creating some excitement amongst the community and there's also been some interest in starting a junior cadet program where youth can visit the department and help out and maybe end with a movie night to make it worth their while. There's still a lot of work that has to be done between the department, the district and the school district to make this work properly and keep moving forward.

**4. Budget FY2018-19** – Chief Lane submitted the budget for FY2018-19 to the board. Chief Lane stated in prior years there have been different budgeting styles and using different resources for information which made it a little difficult to work with. This budget being presented has corrections, deletions, name changes and a different format to make it easier to read and follow. Next year's budget will be simpler as there will be better, solid data to go by. The total expenses is over by approximately \$45,000; there's a surplus of approximately \$128,000 and we used \$45,669 of that surplus to make up the difference. Next year, we shouldn't have this issue. The bottom line surplus is \$82, 836 which will be kept in the surplus account for now and come April or May of 2019, Chief Lane will recommend to the board to move a large portion of that into another account. Chief Lane stated he will give the board quarterly reports to make sure everyone is aware of the spending. There were several line items from last year's budget which were overspent due to some major equipment repairs which had been neglected and items were needed like narcotics and other EMS supplies and equipment which are required by EMS standards and DOT curriculum and there was the purchase of the new brush truck (716). Chief Lane stated he hired a CPA to come in and review all the budget documentation and she stated she was happy with where we're at now and we are on the right road to the future. After further discussion, Rita Rossi made a motion to approve the FY2018-2019 budget as submitted. Connie Clark seconded the motion. Voting by voice, motion carried with none opposed or abstained.

## VII. NEW BUSINESS:

**1. Employee Pay Raises** – Chief Lane stated the standard pay raise to which Missoula County is giving their employees (non-union) is 2.5% to 3%. The current wages are: \$11.83 for the Maintenance Manager and \$15.34 for the District Administrator. Gary Lewis made a motion to not increase the Maintenance Manager's wage at this time as it is an interim position. Rita Rossi seconded the motion. Voting by voice, motion carried with none opposed or abstained. Andi Bourne questioned when the maintenance position will be noticed. Chief Lane stated the job description has been completed and is working on the job posting which should be posted by Friday on the web-site and will be posted elsewhere as well.



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After discussion, Gary Lewis made a motion to increase the District Administrator's wage by \$1.00 per hour. Connie Clark seconded the motion. Voting by voice, motion carried with none opposed or abstaining.

Scott Kennedy suggested giving the Chief a raise too as he is doing a great job, has moved the whole department in the right direction which has huge value and his six months' probation is almost completed. Kody Kelley stated from a member's position Chief Lane definitely deserves a raise and Lynn stated Chief Lane is a joy to work with. Gary Lewis stated until the Chief's six month probation and review is complete he's against raising the salary. Scott Kennedy stated the goal was to hire a good Chief which was done and we need to keep him. Scott Kennedy made a motion to give the Chief a 10% raise (\$5,000). Gary agreed the Chief is doing an excellent job; is a valuable employee but feels 10% is too much and wants to revisit this when the six month probation period is complete. Lynn stated the district paid out \$18,000 in overtime wages to Michael Greer (\$15,900) and Lynn (\$2,100). Scott stated Michael's salary was set at \$40,000 and that is what was paid and budgeted for. Connie Clark stated she would like to put the Chief's raise on next month's agenda. Rita Rossi agreed to put the raise on the next meeting agenda. Due to the motion not receiving a second, the motion died. After further discussion the Chief's pay raise will be put on next month's meeting agenda.

**2. Energy Partners Prepay Propane Contract** – Chief Lane stated this is just for the board's information as it is an operational issue. Chief Lane stated the propane contracts are up for renewal with Energy Partners and in reviewing past history, the district will enter into these contracts for both stations at \$1.75 per gallon.

**III. NEXT MONTH AGENDA ITEMS:**

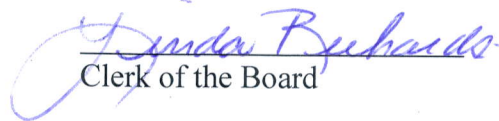
Reports; Mill Levey Rate Increase; 61 Lot Subdivision; District Operations Manual/SOPs Approval; Chief's Pay Raise

**VIX. ADJOURNMENT/NEXT MEETING:**

Upon motion duly seconded, the meeting adjourned at approximately 6:46 p.m. The next regularly scheduled monthly meeting will be held on Tuesday, September 18, 2018.

Approved:

  
Chair of the Board

  
Clerk of the Board

