

**SEELEY LAKE RURAL FIRE DISTRICT**  
**REGULAR BOARD MEETING 6:00PM FIRE HALL**  
**MEETING DATE:** November 20, 2018  
**MINUTES FOR:** September 18, 2018

**MINUTES OF THE BOARD MEETING**

**PRESENT**

Scott Kennedy, Chair

Rachel Jennings, Secretary

Connie Clark

Rita Rossi

Dave Lane, Fire Chief

Lynn Richards, District Administrator

**ABSENT**

Gary Lewis, Vice Chair

**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:**

Rita Rossi made a motion to approve the August 21, 2018 board minutes. Connie Clark seconded the motion. Voting by voice, motion carried with none opposing and Rachel Jennings abstaining.

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

Department volunteers present was Jaycee McGraves.

There was no public comment made at this time.

Lynn reminded everyone of the 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.

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

After discussion, Connie Clark made a motion to approve the August 2018 financial report in the amount of \$42,344.35. 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 23 calls in August 2018 compared to 36 in August 2017. Total calls for 2018 through August is 167 compared to 225 in 2017. Chief Lane stated he will be meeting with Sole Stone to improve the billing outcomes such as write offs without the board's consent.

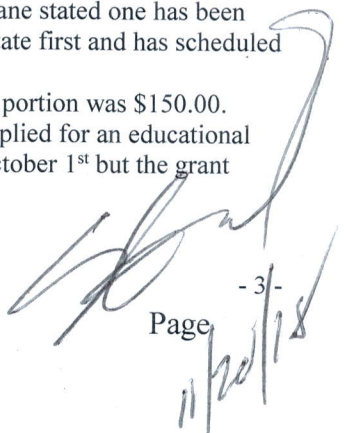
**2. Recruitment** – Chief Lane stated several people have requested applications; two new members have been interviewed. Have updated the membership application and still processing background and drug checks. Rachel questioned if the people who the district sent to EMS classes have been certified. Chief Lane stated one has been certified; one moved; one has not taken the written test yet and one had to meet with the state first and has scheduled to take the final test in November.

**3. Grants** – Chief Lane reported the VFA Grant was awarded for \$1,500.00 to which our portion was \$150.00. Have applied for a grant with the State EMS office for two Toughbooks. We have also applied for an educational grant for tuition to send a couple of members to an EMT class in Missoula which starts October 1<sup>st</sup> but the grant won't be awarded until October 29<sup>th</sup>.

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4. **SCBA Update** – Chief Lane reported 22 out of 27 bottles have been shipped today with five backordered as they didn't have enough valves due to their vendor in North Carolina being flooded by the hurricane.

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

- We will be changing a couple of vendors due to them charging for unacceptable work. The district's side by side was in a shop a year ago for overheating; was supposedly repaired; used it for papa's (Jim Sackett) funeral procession and it quit running due to overheating which was the original problem and was returned to the shop but has sat there untouched so was picked up this week along with a \$2,300 bill. Another example is the district hired a professional mechanic to perform recurring preventative maintenance on the entire fleet. Engine 711, the district's main structure engine, failed the annual pump test due to overheating. The mechanic stated he checked the antifreeze but couldn't explain why the engine overheated. For a second opinion, Chief Lane asked another service who was here doing other work on the fleet to check 711's overheating problem. They checked the antifreeze and gave a sample to the chief. Chief Lane showed the board the sample of antifreeze taken off the top of 711. The color was dark brown with sludge present on the bottom. Bills may not be paid without having a long discussion whether work billed was completed. The district sets a good example within the community as it pays their bills on time or ahead of time and will no longer be taken advantage of for being billed for unacceptable work.
- We will be sending two members to attend an EMT class in Missoula which starts October 1st. We will also put on a first responder (EMR) class in January. The EMR class will be open to the public as well for a minimal charge plus the cost of textbooks. We're hoping to use the EMR class to build confidence and teamwork within the Cadet program.

6. **Membership Report** – Volunteer member Jaycee McGraves, filling in for Kody Kelley, stated there was nothing new to report on.

#### 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** – Connie Clark made a motion to approve the two (Admin 11 & 13) SOPs submitted from last month. Rita Rossi seconded the motion. Voting by voice, motion carried with none opposed or abstaining. The new SOPs for review this month is EMS 3, 4 & 5.

#### VII. NEW BUSINESS:

1. **Chief's Pay Raise** – Rachel Jennings explained some pay raise calculations she came up with. Scott Kennedy stated the goal of the district is to slowly bring the Chief's wages up to the standard pay range of \$60,000 to \$80,000. Upon further discussion, Rita Rossi made a motion to increase the Chief's yearly wage by \$5,000. Connie Clark seconded the motion. Voting by voice, motion carried with none opposed or abstaining.

#### III. NEXT MONTH AGENDA ITEMS:


Reports; Mill Levy Rate Increase; 61 Lot Subdivision; District Operations Manual/SOPs Approval

#### VIX. ADJOURNMENT/NEXT MEETING:

Upon motion duly seconded, the meeting adjourned at approximately 6:28 p.m. The next regularly scheduled monthly meeting will be held on Tuesday, October 16, 2018.

Approved:

  
Chair of the Board  
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Clerk of the Board

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