

**SEELEY LAKE RURAL FIRE DISTRICT**  
**REGULAR BOARD MEETING 6:00PM FIRE HALL**  
**MEETING DATE:** January 15, 2019  
**MINUTES FOR:** December 18, 2018

**MINUTES OF THE BOARD MEETING**

**PRESENT**

Scott Kennedy, Chair  
Gary Lewis, Vice Chair

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

**ABSENT**

Rachel Jennings, Secretary  
Connie Clark

**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.

Department volunteer present was Kody Kelley and community member Darlene Les. Volunteer member Michael Richards arrived at approximately 6:03 p.m.

**II. MINUTES:**

Gary Lewis made a motion to approve the November 20, 2018 board minutes. Rita Rossi 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:**

In regard to correspondence, Lynn Richards reported that candidate filing for the May 7, 2019 special district election opened on Thursday, December 13, 2018 and closes Monday, February 11, 2019 where all candidate filing forms are due at the Missoula County Election Office by 5:00 p.m. Also Terry Sheppard, the district's CPA, has prepared and filed the Annual Financial Report to the State Administration Office; copies of the report are in the trustee's packets.

There was no public comment made at this time.

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

Gary Lewis made a motion to approve the November 2018 financial report in the amount of \$16,224.58. 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 18 calls in November 2018 compared to 24 in November 2017. Total calls for 2018 through November is 239 compared to 302 in 2017.

**2. Recruitment** – Chief Lane stated one new department member and one new auxiliary member has joined since the last meeting. There also has been increased numbers at training.

**3. Grants** – Chief Lane reported he has applied for the \$6,000 Firefighter Support Foundation Grant for a RAD 57 which is a piece of equipment that measures the carbon monoxide levels in the blood.

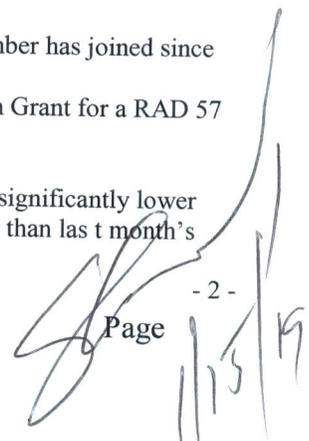
**4. SCBA Update** – Nothing was reported on this item.

**5. Updates /Actions** – Chief Lane stated in regard to the financials, last month's pending was significantly lower which says we're catching up as the past spending has been consistent and significantly higher than last month's

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spending. As we continue to catch up, our expenditures will be lower which will save us later in the year and we will continue to go after grant money which will offset even more. Chief Lane stated he's trying to be as responsible as he can and still get as much accomplished as possible. New LED light fixtures has been installed in the conference room which cut down on the amount of fixtures plus cuts down on the energy along with bulb/ballast replacement/repairs.

**6. Membership Report** – Volunteer member Kody Kelley stated there was nothing new to report on.

**VI. OLD BUSINESS:**

**1. District Operations Manual/SOPs** – Chief Lane submitted SOPs, OPS Training 11 – Gym Membership; ADMIN 14 – Information Technology for review and approval for next month's meeting. Chief Lane also submitted for review only, SOGs EMS 1 – Firefighter Rehab& Documentation; OPS TRNG 5 – Rapid Intervention Team; OPS TRNG 6 – Emergency Egress; OPS TRNG 7 – Missing Firefighter Protocol and OPS TRNG 8 – Firefighter Mayday along with the Cadet Program and Application.

The two SOPs for approval are 1). Save Haven which is a Federal program where a newborn baby up to 30 days old, can be dropped off at specific sites including fire departments and the parents will not be held criminally liable for abandoning their baby and have a certain amount of time to re-claim their child. 2). Infection Control Plan which goes along with the fitness program. It protects the members if they're involved in an exposure, they'll know the procedure to receive treatment.

Rita Rossi made a motion to approve the Safe Haven and Infection Control SOPs from last month's meeting. Gary Lewis seconded the motion. Voting by voice, motion passed with none opposing or abstaining.

**VII. NEW BUSINESS:**

**1. (No New Business Was Discussed)**

**III. NEXT MONTH AGENDA ITEMS:**

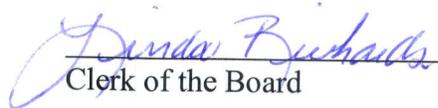
Reports; District Operations Manual/SOPs Approval

**VIX. ADJOURNMENT/NEXT MEETING:**

Upon motion duly seconded, the meeting adjourned at approximately 6:15 p.m. The next regularly scheduled monthly meeting will be held on Tuesday, January 15, 2019.

Approved:

  
Chair of the Board

  
Clerk of the Board