

**SEELEY LAKE RURAL FIRE DISTRICT**  
**REGULAR BOARD MEETING 6:00PM FIRE HALL**  
**MEETING DATE: June 15, 2021**  
**MINUTES FOR: May 18, 2021**

**MINUTES OF THE BOARD MEETING**

**PRESENT**

Scott Kennedy, Chair  
Gary Lewis, Vice Chair  
Rita Rossi, Secretary  
Connie Clark  
Jon Kimble  
Dave Lane, Fire Chief  
Lynn Richards, District Administrator

**ABSENT**

**I. PLEDGE OF ALEGIANCE:**

Chief Lane led everyone in the Pledge of Allegiance.

**II. REGULAR MEETING CALL TO ORDER/ROLL CALL:**

Chairman, Scott Kennedy called the meeting to order at 6:00 p.m. Five trustees were present along with the Fire Chief and District Administrator.

Scott thanked all the volunteers, members and staff for their continued service.

In attendance were Lavonne Dunster; Shirley Goudzwaard; John Homen; Cristine Matheny; Alyssa McLean; Kristy Pohlman. Also present was Andi Bourne with the *Pathfinder*.

**III. MINUTES:**

Gary Lewis made a motion to approve the April 20, 2021 board minutes. Connie Clark seconded the motion. Voting by voice, motion carried with none opposing or abstaining.

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

Alyssa McLean stated since firehouse emails are public record now, she's requesting a copy of the chief's email where he emailed a letter to the editor.

Cristine Matheny asked if the SOPs were done and if so, would like a copy of the drug policy. Cristine also questioned the rules and regulations of asking questions during the meeting. Scott Kennedy stated this is a time for public comment where it's noted but the board doesn't respond at this time or may not depending if it's a viable and relevant issue as some research may need to be done; the board isn't going to blurt something out without not knowing the correct answer.

Correspondence included a "Thank you" card from the Vaccine Coordination Team. (See attached)

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

Kristy Pohlman stated the by-laws say a board member shall not receive compensation for their services to the district and questioned whether Rita Rossi should receive PCOC checks and is curious if that's kosher with the by-laws and legal when looking at work comp as the snowmobile club ran into that issue.

Rita Rossi made a motion to approve the April 2021 financial report in the amount of \$27,400.79. Gary Lewis seconded the motion. Voting by voice, motion carried with none opposing or abstaining.

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A handwritten signature in black ink, appearing to be 'Alyssa McLean', is written over the page number. To the right of the signature, the date '6/15/21' is written vertically.

## VI. REPORTS:

1. **Call Volume** – Chief Lane reported there were 16 calls in April 2021 compared to 12 in 2020. Total calls for 2021 are 81 compared to 72 in 2020.
2. **Recruitment** – Chief Lane reported we're doing our best but nothing on the table yet.
3. **Grants** – Chief Lane reported he submitted for the RFC Grant for approximately \$3,000 which will be used for wildland PPE and equipment. There was some DNRC funding left over where the department was able to procure funds, approximately \$900, for weighted vests for pack tests. We just received the CAREs Act reimbursement for over \$72,000 so that grant process has been completed.
4. **Updates /Actions** – Chief Lane reported one of the biggest updates we've received is that our ISO rating has changed. We've improved our rating to a 5 & 5Y which should help people getting homeowners insurance. It was a lot of work and the volunteers have put in a lot of efforts and it's because of those efforts that we were able to improve our rating.
5. **Membership Report** – Nothing new was reported on.

## VII. OLD BUSINESS:

1. **District Operations Manual/SOPs Approval** – Chief Lane reported there was nothing new added this month.

## VIII. NEW BUSINESS:

1. **Swearing In Newly Elected Trustees** – Scott Kennedy swore in Connie Clark and Gary Lewis, the newly elected trustees.
2. **Board Officer Election** – Rita Rossi made a motion to nominate the following slate of officers: Scott Kennedy, Chairman; Gary Lewis, Vice-Chairman and Connie Clark, Secretary. Jon Kimble seconded the motion. Voting by voice, motion carried with none opposing or abstaining.
3. **Board By-Laws Review/Update** – Chief Lane stated in listening to talk and questions around town, he was looking at the board's by-laws and they haven't been updated since 2014 which at that time there wasn't a chief so responsibilities of the board at that time, were of a managing board. Those duties listed are in the chief's job description. When the board hired the chief, the board then became a governing board with the option of being a managing board. So to clean things up, Chief Lane recommends a simple addition to the by-laws but in his opinion he believes the board should keep all the things that are in the chief's job description in the by-laws because if the chief position vacates, the board will need to think about who will do those duties, whether it's an interim chief or the board becomes a managing board where those duties are split but that's a decision needed by the board. If a little paragraph is added stating your managing authorities have been delegated to the district fire chief to include hire, fire, promote and assign, then that should cover everything in the first paragraph and should the fire chief position vacate, the board will revert to a managing board and the guidelines are as follows and then list the duties in the chief's job description. Looking at the annotated codes, it's within the chief's rights to do all those operational things that the board has designated the chief to do but it's not an all-inclusive list which is why the chief wants to add the "hire, fire, promote and assign" which is to clear things up as those items are not listed in the statute of operational duties. It may be a consideration for clarification to add those for total transparency.

Kristy Pohlman questioned whether it would be easier to make the suggested paragraph a policy than trying to completely change the by-laws. Chief Lane stated that is exactly what he's trying to prevent from having to do. Instead of completely re-writing them; review them, find out what the board wants and doesn't want to do; and this one paragraph clarification in his opinion, is an easier process for the board to deal with but it's entirely up to the board.

Jon Kimble stated the suggested paragraph could easily be incorporated into Article IV. Scott Kennedy agreed.

Kristy Pohlman stated this update couldn't be passed tonight as it's a draft and needs to be read first then approved at the next meeting. Scott Kennedy stated this item will be tabled until next month's meeting.

4. **Proposed Budget Review** – Jon Kimble stated there was a consideration or proposal to hiring staff. In that instance, is there a budget proposal that would incorporate those changes? Chief Lane stated this is the current operating budget for now. Even if there was approval to hire, it would be well beyond this budget cycle and maybe even the next one and also depends on grant cycles as well. The hiring proposal will be reviewed in the workshops. Chief Lane stated there are no big expenditure expected for May and June. The actual amounts are through April.

**IX. NEXT MONTH AGENDA ITEMS:**

Reports; District Operations Manual/SOPs; Budget

**X. ADJOURNMENT/NEXT MEETING:**

Upon motion duly seconded, the meeting adjourned at approximately 6:23 p.m. The next regularly scheduled monthly meeting will be held on Tuesday, June 15, 2021.

Approved:



Chair of the Board



Clerk of the Board

Seeley Lake Fire Department

Thank you for your help &  
coordination of the mass vaccine  
clinics in Seeley Lake! We  
couldn't have done it without  
you — a great team!

Vaccine Coordination  
Team

  
11/15/21