

BIGFORK FIRE DISTRICT TRUSTEE

March 31st, 2020

5:30pm

This was meeting was conducted via ZOOM. The public joined this meeting at the following link: <https://zoom.us/j/706920636>

Trustees on via Zoom: Dan Elwell, Robert Borges, Gary Wilson, Seth Price, Andrew Sliter

Guests on via Zoom: Chief-Mark Thiry, Jeremy Patton, Cindy Norred,

Tracey Gembala, Jackson Corne, Raul Brown

Meeting was recorded.

- 1. Call Meeting to Order/ Pledge of Allegiance:** 17:35
- 2. General Public Comment:** There was no public comment.
- 3. Review/Approval of meeting minutes February 25th, 2020:** Error on Agenda, Meeting minutes were February 25th, 2020 as presented.
A motion was made to approve February 25th, 2020 meeting minutes. Sliter (1st), Borges (2nd) all in favor, none opposed.
- 4. Review/Approval of Purchase Orders:** No purchase orders were presented.
- 5. Review/Approval of Reconciliation of Financial Statements and Bills Paid.** No Comments. A motion was made to approve Reconciliation of Financial Statements and Bills Paid as presented. Wilson (1st), Borges (2nd) all in favor, none opposed
- 6. PCR Report-Norred:** As noted in the first page of financials. At end of February there was a total 79 calls, 34 were billable, 7 were not able to bill out. 10 reports were pass the 24hrs in February. As for March so far as of the 30th there were 23 that had not been reviewed/incomplete out of 88 calls, 9 were pass the 24hrs, 27 were billable and 11 were unable to bill as of today. Each month the board can look at the Pintler report and note on invoice prior periods, that is the dollar amount of calls that district could not get out to bill. It was explained that there will always have a few due to days billing clerk works. It was expressed that when reports are not done or not

reviewed it makes it hard having to keep going back, waste of time. Board wanted to keep it on agenda. Board is wanting better than 20% would like to get it down to 5%. Chief voiced wanting the board to take into consideration those that have to do reports that are not on shift. Board explained they are not looking for perfect but better than 20%.

7. **Fire Chief Report:** Chief explained gone back to Wisconsin for a week and when came back, he was in quarantine advised by the Flathead County for 14 days, He had been stopping in with some documents here and there. Will be back to office April 6th. Has been in constant contact with Jeremy. See attached Report
8. **Apparatus Committee Report:** It was explained in limbo with the ambulance, order was sent, unsure if they are open or not.
9. **Old Business**
 - A. **Land purchase for new station:** Serena is working on buy sell getting all documents with county, Pierce is wanting three years of payments with interest. \$29,000 an acre. Board discussed about interest. Interest needs to be in federal guidelines 1.25% to 2.25%, lowest possible on interest. Wanting it under 2% interest. Buy sell will come on a PDF, if under \$10,000 dollars in interest, once Dan receives will send out to all board members, once have ok from all then, Dan will sign it. A motion to approve continuing proposals for purchase of land property, attentive terms to be oriented around \$29,000 per acre, with adnominal interest rate estimated to be around 2% annual payments over the course of three years. Sliters (1st), Borges (2nd) all in favor, none opposed.
 - B. **Approve Policy 225.00.1 (f) Vacation on Holidays 3rd Reading:** There have been no modifications since last meeting for all three policies on the agenda. A motion was made to approve all three policies as presented (B. C. D.). Borges (1st), Price (2nd) all in favor, none opposed.
 - C. **Approve Policy 225.01.2 (b) Sick leave on Holidays 3rd Reading:** See above motion.
 - D. **Approve Wildland Policy 105.04.2 (b)(iv), (c)(vi) 3rd Reading:** See above motion.
 - E. **Ralph Barton Scholarship Fund:** There has been no new information since last board meeting. A motion was made to table Ralph Barton Update. Sliter (1st), Wilson (2nd), all in favor, none opposed.

- F. Review Bigfork Fire District Trustees By-Laws-Note any changes-1st Reading:** Date had been changed, some grammar errors, A. discussion, volunteer or fire fighters. Paid employee can't be on the board.
- D. Sliter explained that he does not remember a trustee action, approving, receiving, mutual aid. Chief handles, it was explained a lot of this comes from state statues. Sliter doesn't want to make changes, just wanting to make sure if there is something they need to be doing administratively approving. Chief explained that a lot were in place before he came, does not recall dates, Chief explained do need to do one with the automatic aid with Creston and Ferndale. F. formatting, last paragraph after the trustees may suspend, gap closed. Items F. 1&2 in handbook. Item for consideration, discipline in handbook contradictorily, discussion 2 is ok, 1 is redundant. Board wanting Chief to look at. Chief explained the discipline policy has been changed since he has been here.

10. New Business

- A. Cancellation of Election for Trustees of the Bigfork Rural fire District:** Robert Borges was the only candidate.
- B. Set a date for Special Budget Meeting Workshop:** A motion to proceed with preliminary budget preparation establishing Mr. Sliter and Mr. Wilson as budget subcommittee, working with Chief and Cindy to distribute information for review and presentation to the board. Sliter (1st), Wilson (2nd) all in favor, none opposed
- C. Approve 2020 GIS Audit Results:** Board review GIS audit results of properties in the Bigfork Fire District. Jeremy verified in district too. A motion was made to approve the GIS audit results for 2020 as presented. Sliter (1st), Borges (2nd) all in favor, none opposed.
- D. Hire part-time EMTs, Conditional Job Offer:** Chief explained he wanted the board to approve conditional job offers pending favorable results of backgrounds and physical assessment. He explained the district is required to use a new process now for background checks with a fingerprint. It is a timely process and cannot afford to wait another month before approval to get a new person on board. The Sheriff will be coming and fingerprinting for the district. Chief explained they really came through, that the coronavirus has everything shut down. A motion was made to proceed with the part-time EMTs process going as soon as we can Borges(1st), Price (2nd) all in favor, none opposed

- E. Approve wage adjustment JP Time-in-Grade:** Elwell explained at the state level, when supervisor is gone and your filling in for that position and take the responsibility that you receive his wage. Board discussed, could be many scenarios, discretion flexibility, discussions on bonuses, reviews. A motion to table until July. Borges (1st), Wilson (2nd) all in favor, none opposed
- F. COVID-19 Situation Report, Leave Act:** Stephanie Breck sent a packet out today. Chief explained have no answers, are following everything in good faith, there are provisions in the act that exempt healthcare and first responders. Board will need to decide, Chief wanted employees to understand that in FLSA if you stop performing work, you stop getting paid. There are unemployment issues, health insurance continuations. Chief explained that is a lot to it. Employees are good along as they wear proper PPE. There is a provision in place for drivers if need be for transports. Flathead County looking at a crew staffed ambulance to transport coronavirus patients only. Chief expressed that the district does not have enough staff to help support and has concerns. Board wanting Chief to see what other departments are doing, notifying employees of PPE importance. They asked Chief if he had any recommendations at this time. Chief recommends the board read what was sent from Stephanie. No action was taken.

11. **General Public Comment:** None

12. **Motion to Adjourn:** Price (1st), Borges (2nd) all in favor, none opposed.

Meeting adjourned: 18:55

Minutes Approved: _____, Chairman-Dan Elwell

_____, Recorder-Cindy Norred