

# Hebgen Basin Fire District

## Meeting Minutes

August 14, 2018

---

Meeting was called to order at 1800 hrs.

**Board Members Present:** Ken Davis, Gay McBirnie, Kyle Goltz, Mike Gavagan, Nancy Heideman

**Also in Attendance:** Chief Grube, AC Jessop, Carrie Egging, Tyler Beam, Tyrel Stoker, Cassandra Mitchell, Landon Zimmerman, Lindsey Charlton, James McBirnie, Will Polansky, and Zimmerman family (parents and two sister).

**Recorder of Minutes:** Lindsey Charlton

**Public Comment for Items Not on Agenda:** James McBirnie read statement to board:

Local 4432 would like to ask the board if you are willing to negotiate before the arbitration decision is rendered. The arbitrator strongly urged us to negotiate and the local is for negotiation to solve the matter. At the last day of arbitration, our representative, Ricky Walsh, did inform your representative Cindy Walker, that the local's last offer is still on table. The local asks how the board would like to respond to that offer. Kyle Goltz responded that the board will consider a later date for a discussion.

**Approval of Minutes for July 10, 2018 Regular Board Meeting:** Gay McBirnie made a motion to approve the minutes as written and Ken Davis seconded. Motion passed.

**Approve Claims/Deposits:** Nancy Heideman made a motion to approve the claims as presented. Gay McBirnie seconded. Motion passed.

**Chief's Report:** See attached.

### Old Business:

#### 2018-19 Final Budget Adoption:

Updated budget as presented to reflect final numbers received from Gallatin County at 17:30. Discussion, questions and answers provided by Chief Grube regarding various line items including:

Line 977 Employee housing fourplex,

Line 225 Personal Protective Equipment (PPE)

Line 242 Station 2 utilities

Line 230 Vehicle Tires

Line 310 Radio Equipment

Line 350 Accounting services

Line 360 Building Maint Station 1

Line 540 Housing security

### Discussion/Action

Nancy Heideman motions to approve presented budget as preliminary. Gay McBirnie seconds. Chief Grube states that the budget is final other than adjustments need to be made to Line 977 Employee Housing Fourplex from listed amount of 111,266 to reflect decrease to the amount of 89,617 and Line item Property taxes from listed amount 730,000 to reflect decrease to the amount of 708,351. Chief Grube explains that he must report final numbers willing to levy by Friday 8/17/18. Kyle Goltz revisits motion on table to make budget preliminary as presented. Motion denied by all. Motion voided.

Mike Gavagan motions to make budget with amendments to property taxes and housing changes to be final budget. Gale McBirnie seconds. Motion passed 4-1.

**New Business:**

**Swearing In and Confirmation of Landon Zimmerman as Confirmed Firefighter**

AC Jessop starts off with a quote as well as a few words prior to swearing in Landon Zimmerman. Kyle Goltz then swears in Landon Zimmerman as Confirmed Firefighter for Hebgen Basin Fire District.

**Approval Hiring of Lindsey Charlton as new Administrative assistant. Starting wage has been set at \$32,500.**

**Discussion/Act**

Ken Davis made motion to approve. Mike Gavagan seconded.

Motion passed.

**Financial Statement Update:**

Chief Grube explains that we still have financial statement problems. The last years request to separate operating and capital caused balance sheet to be out of balance significantly. First accounting firm (Wipfli) made journal entries for fy16/17 and the transactions were doubled. Current accountant (Sydney with Tangaro Lofgren) will be reviewing financials going forward to prevent more issues. Chief Grube adds this why Line 350 Accounting Services has an increase in budgeted amount.

AC Jessop comments that next meeting will be the swearing in of Will Polansky .Nancy Heideman states she may not be available to attend next board meeting.

Next Meeting: September 11, 2018 6pm

Meeting adjourned: 19:04

10/04/18  
08:40:06

HEBGEN BASIN FIRE DISTRICT  
Claim Details by Posted Date  
For Claims from 07/11/18 to 08/14/18

Page: 1 of 4  
Report ID: AP100

\* ... Over spent expenditure

Claim Line #	Check	Invoice #/Inv Date/Description	Vendor #/Name/	Document \$/ Line \$	Disc \$	PO #	Fund	Org	Acct	Object	Proj	Cash Account
4393	366518S	452	TRANSUNION RISK AND ALTERNATIVE	25.00								
1	TLO			25.00			1000		420400	354		101000
4394	366522S	409	SAFELINK INTERNET SERVICES	540.00								
1	3120520180	Station 3	Internet	540.00			1000		420400	243		101000
4395	366523S	474	RUSH ADMINISTRATIVE SERVICES /	5,133.10								
1	08/01/18	Ambulance 1	Repair - Fuel Pump	5,133.10			1000		420400	363		101000
4396	366525S	277	AT&T MOBILITY	389.80								
1	2872513837	08/01/18	cell phones	389.80			1000		420400	341		101000
4397	366531S	152	POORE, ROTH & ROBINSON, P.C.	760.00								
1	08/01/18	legal fees		760.00			1000		420400	352		101000
4398	366530S	422	PARTSMASTER	492.27								
1	23310093	07/20/18	misc tools	492.27			1000		420400	232		101000
4399	366527S	413	IMAGETREND	157.79								
1	112442	07/25/18	IMAGE TREND ELITE	157.79			1000		420400	216		101000
4400	366529S	12	JERRY'S ENTERPRISES	27.67								
1	07/27/18	4TH OF July	BBQ	27.67			1000		420400	212		101000
4401	366524S	428	ARROW INTERNATIONAL, INC	1,115.50								
1	4312577	07/31/18	EZ-IO Needle	1,115.50			1000		420400	240		101000
4402	366532S	21	TERRELL'S OFFICE MACHINES	115.93								
1	inv358497	07/20/18	b/w & color meter	115.93			1000		420400	210		101000
4403	366526S	27	FALL RIVER ELECTRIC	561.33								
1	44440755	07/19/18	Station 1 utilities	369.76			1000		420400	241		101000
2	49953755	07/19/18	Station 2 utilities	48.36			1000		420400	242		101000
3	44439967	07/19/18	Station 3 utilities	92.11			1000		420400	243		101000
4	44438661	07/19/18	Station 4 utilities	51.10			1000		420400	244		101000
4404	366528S	154	JAKE'S AUTOMOTIVE	900.00								
1	19365	07/28/18	Ambulance towing	900.00			1000		420400	363		101000

10/04/18  
08:40:06

HEBGEN BASIN FIRE DISTRICT  
Claim Details by Posted Date  
For Claims from 07/11/18 to 08/14/18

Page: 2 of 4  
Report ID: AP100

\* ... Over spent expenditure

Claim Line #	Check	Invoice #/Inv Date/Description	Vendor #/Name/	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
4406	-99998E	476 EFTPS		984.07					
1	06/27/18	FIT 941 Adjustment		984.07			1000 420400	143	101000
4408	366536S	350 COMPUTER FOUNDATIONS, LLC		168.75					
1	07/16/18	weekly server checks /data backup					1000 420400	215	101000
1	07/16/18	weekly server checks/data back		168.75			1000 420400	215	101000
4409	366557S	279 WEX BANK		3,108.97					
1	07/31/18	55270183 07/31/18 fuel		3,108.97			1000 420400	231	101000
4410	366549S	413 IMAGETREND		317.58					
1	07/30/18	112495 07/30/18 billing bridge		317.58			1000 420400	354	101000
4411	366547S	93 GALLATIN CO WY TRANSFER		27.55					
1	07/31/18	waste bill		27.55			1000 420400	241	101000
4412	366551S	221 MARKET PLACE		126.04					
1	07/31/18	073118 07/31/18 bbq groceries		126.04			1000 420400	229	101000
4413	366541S	50 ENERGY WEST		24.53					
1	07/31/18	073118 07/31/18 gas service		24.53			1000 420400	241	101000
4414	366552S	138 MONTANA STATE FUND		3,475.11					
1	08/01/18	12717202 08/01/18 workers comp		3,475.11			1000 420400	142	101000
4415	366548S	11 GENERAL DISTRIBUTING CO.		103.85					
1	07/31/18	00666290 07/31/18		103.85			1000 420400	240	101000
4416	366537S	414 DE LAGE LANDEN FINANCIAL		164.80					
1	08/02/18	60099223 08/02/18 copier lease		164.80			1000 420400	210	101000
4417	366538S	379 DIRECTV		117.99					
1	07/31/18	3476850709 07/31/18		117.99			1000 420400	241	101000
4418	366555S	26 TOWN OF WEST YELLOWSTONE		230.14					
1	07/31/18	072618 07/31/18 water bill		230.14			1000 420400	241	101000
4419	366546S	170 FOOD ROUNDUP		1,032.19					
1	08/01/18	08/01/18 BBQ GROCERIES		1,032.19			1000 420400	229	101000

10/04/18  
08:40:06

HEBGEN BASIN FIRE DISTRICT  
Claim Details by Posted Date  
For Claims from 07/11/18 to 08/14/18

Page: 3 of 4  
Report ID: AP100

\* ... Over spent expenditure

Claim Line #	Check	Invoice #/Inv Date/Description	Vendor #/Name/	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
4420	366550S	383 KENT D. BRUCE CO., LLC		123.59					
1	3835	07/30/18 AMBULANCE 3 LIGHT BAR		123.59			1000 420400	363	101000
4421	366539S	433 ECONOMART		17.50					
1	171201	07/31/18 PROPANE FOR BBQ		17.50			1000 420400	229	101000
4422	366540S	1 EMERGENCY MEDICAL PRODUCTS		3,996.04					
1	08/01/18	MEDICAL SUPPLIES		3,996.04			1000 420400	240	101000
4423	366553S	19 NAPA		961.39					
1	1020	07/31/18 AUTO PARTS		961.39			1000 420400	363	101000
4424	366558S	70 YELLOWSTONE T-SHIRT COMPANY		204.00					
1	71118	08/02/18 DUTY SHIRTS		204.00			1000 420400	226	101000
4425	366556S	23 WESTMART		979.46					
1	185601.706	07/06/18 JEREMY GALLAGHER UNIFORM A		123.19			1000 420400	226	101000
2	186250	07/10/18 LONDON ZIMMERMAN UNIFORM ALLO		16.49			1000 420400	226	101000
3	186250	07/10/18 TYREL STOKER UNIFORM ALLOWANCE		16.49			1000 420400	226	101000
4		07/31/18 VEHICLE MAINT.		823.29			1000 420400	363	101000
4426	366542S	471 ERIC LOWE MD, P.C.		3,000.00					
		Medical Direction Services july -2018-December 2018							
1		07/18/18 MEDICAL DIRECTION		3,000.00			1000 420400	355	101000
4427	366545S	446BAR FIRST NATIONAL BANK OMAHA		369.59					
		Admin CC FOR JULY 2018							
1		07/02/18 POSTAGE STAMPS		50.00			1000 420400	311	101000
2		07/04/18 STAPLES OFFICE SUPPLIES		61.77			1000 420400	220	101000
3		07/14/18 TYREL STOKER UNIFORM ALLOW		77.94			1000 420400	226	101000
4		07/22/18 RENEWAL OF ADOBE		179.88			1000 420400	220	101000
4428	366543S	165GRU FIRST BANKCARD		544.10					
		SHANE GRUBE CC JULY							
1		07/05/18 FD BBQ SUPPLIES		253.19			1000 420400	229	101000
2		07/10/18 FUEL /DROP OFF AMBULANCE		54.95			1000 420400	363	101000
3		07/10/18 MEDICATION		35.28			1000 420400	240	101000
4		07/14/18 DINNER AMBULANCE PICKUP		34.91			1000 420400	212	101000
5		07/14/18 PROPERTY OWNERSHIP MAPS		29.99			1000 420400	335	101000
6		07/14/18 PROPERTY OWNERSHIP MAP TOOL		70.00			1000 420400	335	101000
7		07/14/18 ARBITRATION MEAL		65.78			1000 420400	212	101000

10/04/18  
08:40:06

HEBGEN BASIN FIRE DISTRICT  
Claim Details by Posted Date  
For Claims from 07/11/18 to 08/14/18

Page: 4 of 4  
Report ID: AP100

\* ... Over spent expenditure

Claim Line #	Check Invoice #	Vendor #/Name/ /Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
4429	366544S	390JES FIRST NATIONAL BANK	494.11					
JAMES JESSOP CC FOR JULY								
1	07/07/18	DRIP TOURCH COLLAR GASKET	19.97			1000 420400	235	101000
2	07/11/18	JEREMY GALLAGHER UNIFORM ALLOW	131.99			1000 420400	226	101000
3	07/14/18	FIRE HOSE EQUIPMENT	83.75			1000 420400	235	101000
4	07/14/18	PHONE CA	21.88			1000 420400	341	101000
5	07/14/18	TRUCK C-102	89.00			1000 420400	363	101000
6	07/14/18	BRUSH TRUCK 1	109.06			1000 420400	363	101000
7	07/17/18	SHOP EQUIPMENT	38.46			1000 420400	235	101000
4431	366535S	30 CENTURY LINK	341.32					
1	4066469094	08/14/18 STATION 1 CENTURY LINK	341.32			1000 420400	241	101000
4432	366534S	103 BROCK KELLEY	34.97					
FOOD AND SIPPLIES FOR ENNIS FIRE REIMBURSMET								
1	4066469094	08/14/18 BROCK KELLY REIMBURSEMENT	34.97			1000 420400	212	101000
4433	366554S	20 QUICKPRINT OF WEST YELLOWSTONE	14.97					
INV 105777 3 SETS OF NOTBOOK DIVIDERS								
1	00010577	08/06/18 OFFICE SUPPLIES / NOTEBOOK D	14.97			1000 420400	210	101000
4434	366533S	277 AT&T MOBILITY	339.81					
CHARGES 7/4/18-8/03/18								
1	2872513837	08/03/18 CHGS 7/4 -8/3 STAFF CELL P	339.81			1000 420400	341	101000
# of Claims			39	Total:		31,520.81		

Total Electronic Claims 984.07 Total Non-Electronic Claims 30536.74

\*\* This report runs by Claim Posted Date, which is a system generated field that always shows the date on which the Claim was actually posted in the system. If a Claim was cancelled and re-posted, the posted date will show as of the date it was re-posted. \*\*

## Chief's Report

For

August 14, 2018

Incidents in July (69)

Incidents Year to Date (290)

Transfers from YNP (2)

Mutual Aid Requests (2)

EMS Calls (21)

Transports (38)

Fire (8)

2<sup>nd</sup> Out (7)

3<sup>rd</sup> Out (0)

Multiple APP (3)

---

2017 Incidents in July (67) <sup>69</sup>

2017 Incidents Year to Date (282)

July Transfers from YNP (6)

Mutual Aid Requests (2)

EMS Calls (19)

Transports (26)

Fire (16)

2<sup>nd</sup> Out (4)

3<sup>rd</sup> Out (1)

Multiple App (7)

### Accidents

We had no accidents to report in July.

### Staff Activities Training

The staff has been busy running calls, training hose testing, We also have our big water tender assigned to the Bacon Rind Fire doing dust abatement at the fire camp. This gives us an opportunity to do water tender training with the crews and earn a little cash for the District.

### Apparatus Update

Ambulance 1 broke down again in July after we got it repaired. The high pressure fuel pump that was just installed failed again. The dealership covered all the cost for replacement and repair on the pump. The only thing that was not covered was the tow bill from here to Idaho Falls. I am currently fighting with the dealership to cover that bill also. I will keep you informed on how it turns out.

Ambulance 2 is going in on Wednesday this week to have the steering sector changed we have changed all of the shocks and it is still not driving correctly. The old steering sectors had an adjustment screw but the new fords do not. I hope this will correct our problem.

### Financial Statement

Sydni from Tangaro Lofgren CPA's was here last week working on our Financial Statements, We still have some problems. One of the problems is in the way Black Mountain told us to set up the capital outlay

account, from a budget point of view it works great, but from a balance sheet point of view it creates a problem. We had a conference call last week with Black Mountain, Sydni and us and figured out a solution. The other problem we uncovered goes back to when Wipfli done our financials they made some closing entry adjustment and then we were informed to do the same adjustments causing duplication. The other part of the problem we found was our timing in doing our financial statements. Our timing is now correct, we just closed FY 18 once that is completed, my plan is to bring Sydni back next year in August and have her close FY 19. We will do a financial statement every year and our audit every other year.

### **County SCBA Grant**

Gallatin County fire council is looking at hiring a grant writer to apply for a county wide AFG grant to replace SCBA's. SCBA's that meet the requirement for replacement have to be 15 years old. For those departments who want in on the Grant process there is a \$2000.00 cost sharing fee plus \$250.00 dollars per department. If 5 departments apply and share the cost of the \$2000.00 dollars plus the \$250.00 equals \$650.00 dollars cost for the district. If we are successful we will have to match 10% of the cost for the grant. We currently have 15 SCBA's that are 14 years old. The packs will come with 2 bottles and a face mask. We currently have funds budgeted for the replacement of SCBA's so the cost of the grant writer and match are covered.