

Hebgen Basin Fire District

Meeting Minutes

July 10, 2018

Meeting was called to order at 1801 hrs.

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

Also in Attendance: Chief Grube, AC Jessop, Emily Barnes, Carrie Egging, Tyrel Stoker, Landon Zimmerman, James McBirnie, Ethan McDowell,

Recorder of Minutes: Emily Barnes

Public Comment for Items Not on Agenda: James McBirnie asks about the reply from the board to Scott Waldron's letter and Kyle Goltz states he will email the response of the letter to James McBirnie.

Approval of Minutes for June 12, 2018 Regular Board Meeting: Mike Gavagan made a motion to approve the minutes as written and Gay McBirnie seconded. Motion passed.

Approval of Minutes for June 28, 2018 Special Board Meeting: Gay McBirnie made a motion to approve the minutes as written and Mike Gavagan seconded. Motion passed.

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

Chief's Report: See attached.

Old Business:

Employee Home Investment and Retention Policy: Chief Grube explains that the district's attorney has gone through the policy and made the appropriate adjustments. He explains it now defines what a 'favorable review' will be considered. He explains that there was a mistake in the last policy he sent out, so made a minor change from it stating that you could not participate in both the home investment and educational loan programs. He changed that to state that you can participate in both, but the time commitment does not run concurrently, but consecutively. If you do take advantage of both, the first one to be paid off will be the education loan because it is not a secured loan and the district won't have any collateral for that loan. Gavagan clarifies that if they want to do both programs, they would pay off the education loan off first, even if they took that loan after the home investment policy loan. Chief states that he thinks all of the comments and concerns from the staff and board have been addressed. Ken Davis states that he would like to have more time to look through it and read it over before moving forward to vote this policy in. He states it is just a lot to go over and that he is not opposed to the policy but would like to understand the documents that go along with the policy to have a better understanding of what will be signed. Gavagan explains that he has read through the policies and he thinks every issue that had come up from the introduction of this policy to now have been addressed. He likes the document as written. Kyle Goltz agrees and thinks it will be a good policy to implement. Gay McBirnie agrees with Ken Davis that she would like more time to reread the policy. Mike Gavagan motions to approve the policy as written. Kyle Goltz seconds the motions. Ken Davis, Gay McBirnie, and Nancy Heideman oppose. Motion fails.

Employee Educational Loan Policy: Chief Grube explains the educational loan policy has also been sent to the district's attorney for wording and making adjustments. He states this policy had the same problem stating that employees couldn't participate in both policies. He made the appropriate changes, so employees may participate in both, but the time commitment cannot run concurrently. Ken Davis motions to adopt the policy as written. Mike Gavagan seconds motion. All in favor. Motion passed.

New Business:

2018-19 Budget: Chief Grube goes over the updated budget. He explains the only thing that is different from the budget given at the special board meeting in June is the \$1000 he added for inspection fees on the revenue side. He explains we won't be ratifying the budget until we get all the final numbers from the county in August. Ken Davis asks about the capital reserve and the capital outlay. Chief goes over the capital expenses and what he has planned for each of the budgeted line items. Ken Davis states he thinks it's a good idea for the board members to understand what the district's appropriated revenue consists of and to go over it in detail. Nancy Heideman questions if we should be paying more on our intercap loan instead of paying a lot in interest. Chief says he will call the bank and get a payoff amount for the next meeting and the board can decide if that would be more beneficial.

Next Meeting: August 14, 2018

Meeting adjourned: 18:55

Chief's Report

For

July 10, 2018

Incidents in June (69)

Incidents Year to Date (224)

Transfers from YNP (3)

Mutual Aid Requests (3)

EMS Calls (25)

Transports (29)

Fire (12)

2nd Out (4)

Multiple APP (5)

3rd Out (1)

2017 Incidents in June (57)

2017 Incidents Year to Date (224)

June Transfers from YNP (3)

Mutual Aid Requests (6)

EMS Calls (24)

Transports (28)

Fire (5)

2nd Out (2)

Multiple App (5)

Accidents

We have no accidents to report for the month of June.

Staff Activities and Training

The summer season is here, the Staff has been busy running calls, doing hydrant testing, training, and rebuilding the boat trailer. Cassandra and Bernie are now CPR Instructor Trainers.

Fire Code

Again this month James and I have been extremely busy with fire code issues and project reviews in town. The Development Review Group "DRG" has been meeting every week to staff up on projects. The projects we are still working through are Animal Zone RV, Wagon Wheel Hotel, Yellowstone County Inn, and Canyon Street Laundry, we also having been working with a number of nightly rental operators on bringing them into compliance.

Administrative Assistant

I am sad to say Emily will be leaving us soon, Matt has been offered a job in Coeur d'Alene, ID, and I am going to start the hiring process for her replacement. I would like to get someone hired and have them shadow her for as long as possible to learn everything she does. She has done us an excellent job.

4th of July BBQ

Our 4th of July BBQ went off very well. I would like to thank the staff and volunteers for helping and participating. We grossed \$2601.00 dollars from the BBQ, \$560.00 dollars in t-shirt sales and took in \$193.00 dollars in donations. We sold approximately 250 hamburgers and 100 hotdogs. The extra burgers we had, I donated to the football team to sell at their BBQ in the park.

Ambulance and Apparatus

Ambulance 1 broke down on the crew coming back from a call. I had it towed to Idaho Falls. A new high Pressure fuel pump was installed. We got it back last week put some things were not right so I took it back today and hopefully can pick it up tomorrow. I expect the repair bill to cost around \$6,000.00

/10/18
:30:01

HEBGEN BASIN FIRE DISTRICT
Claim Details by Posted Date
For Claims from 06/29/18 to 07/10/18

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Report ID: AP100

* ... Over spent expenditure

aim ne #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
4370	366505S	93 GALLATIN CO WY TRANSFER	23.75					
1	012425	06/30/18	23.75			1000 420400	241	101000
4371	366499S	414 DE LAGE LANDEN FINANCIAL	164.80					
1	59742352	Copier Lease	164.80			1000 420400	210	101000
4372	366511S	138 MONTANA STATE FUND	3,475.11					
1	12705421	Workers Comp	3,475.11			1000 420400	142	101000
4373	366500S	379 DIRECTV	117.99					
1	3455059094		117.99			1000 420400	241	101000
4374	366506S	11 GENERAL DISTRIBUTING CO.	100.50					
1	657689		100.50			1000 420400	240	101000
4375	366515S	26 TOWN OF WEST YELLOWSTONE	207.46					
1		Water/Sewer	207.46			1000 420400	241	101000
4376	366509S	221 MARKET PLACE	12.75					
		Cleaning supplies	12.75			1000 420400	212	101000
4377	366498S	350 COMPUTER FOUNDATIONS, LLC	75.00					
1		Weekly server checks	75.00			1000 420400	220	101000
4378	366508S	115 MADISON MEMORIAL HOSPITAL	39.00					
1	6996	Heartsaver CPR AED Cards	39.00			1000 420400	312	101000
4379	366501S	50 ENERGY WEST	32.79					
1			32.79			1000 420400	241	101000
4380	366512S	39 MONTANA STATE UNIVERSITY	185.00					
1		Resource Center Membership	185.00			1000 420400	335	101000
4381	366496S	4 BLACK MOUNTAIN SOFTWARE	3,291.00					
1		Annual maintenance	3,291.00			1000 420400	217	101000
4382	366514S	422 PARTSMaster	100.74					
1		Universal Hammer, FG w/brush	100.74			1000 420400	232	101000

07/10/18
15:30:01

HEBGEN BASIN FIRE DISTRICT
Claim Details by Posted Date
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Page: 2 of 2
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
4383	366516S	23	WESTMART	65.17					
1			Station 1 maintenance	65.17			1000 420400	360	101000
4384	366495S	382	BALCO UNIFORM CO., INC.	40.35					
1	49538		Brushed name bars	40.35			1000 420400	226	101000
4385	366513S	19	NAPA	327.23					
1			Vehicle maintenance	327.23			1000 420400	363	101000
4386	366510S	412	MES	1,770.00					
1			SCBA Flow Test	1,770.00			1000 420400	365	101000
4387	366502S	165GRU	FIRST BANKCARD	46.90					
1			Motor Flusher	11.84			1000 420400	363	101000
2			Training food	35.06			1000 420400	212	101000
4388	366504S	446BAR	FIRST NATIONAL BANK OMAHA	57.57					
1			Paper & Label Tape	57.57			1000 420400	210	101000
4389	366503S	390JES	FIRST NATIONAL BANK	2,201.25					
1			Water Rescue Equipment	1,758.37			1000 420400	225	101000
2			Fuel Pump for Mule	21.99			1000 420400	363	101000
3			J. Jessop Uniform Allowance	114.99			1000 420400	226	101000
4			J. Gallagher Uniform Allowance	305.90			1000 420400	226	101000
4390	366507S	413	IMAGETREND	475.37					
1	111994		Billing Bridge monthly fee	317.58			1000 420400	354	101000
2			Elite monthly fee	157.79			1000 420400	216	101000
4391	366497S	30	CENTURY LINK	341.88					
1				341.88			1000 420400	241	101000
4392	366517S	279	WEX BANK	2,060.29					
1			Fuel	2,060.29			1000 420400	231	101000
		# of Claims	23	Total:	15,211.90				

** 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. **