

Hebgen Basin Fire District  
Meeting Minutes  
June 11, 2019

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Meeting was called to order at 1801 hrs.

**Board Members Present:** Ken Davis, Gay McBirnie, Kyle Goltz, John Costello, Mike Gavagan

**Also in Attendance:** Chief Grube, AC Jessop, Lindsey Charlton, Jeremy Gallagher, Cassandra Mitchell, Tyrel Stoker, James McBirnie, Carrie Egging, Landon Zimmerman, Will Polansky, Ryan Linhart, Matt Larson, Jason Gras

**Recorder of Minutes:** Lindsey Charlton

**Public Comment for Items Not on Agenda:** No Comment.

**Approval of Minutes for May 14, 2019 Regular Board Meeting:** Ken Davis made a motion to approve minutes as written. Gay Mcbirnie Seconded. All in Favor. Motion passed.

**Approve Claims/Deposits:** Gay McBirnie made a motion to approve the claims as presented. Mike Gavagan Seconded. All in Favor. Motion passed.

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

**Old Business:**

2017-18 Audit and Financial Statements Update

Audit packet has been received and chief will email to board. They dinged us on segregation of duties and for not having formal documentation of pay increases, explanation is on page 51. In end of report there is a letter from Amatics to board that must be signed by Chief and Chairman. Findings from previous years with expenditures, on behalf payment, and excess vacation leave were resolved. Chief reports that we will qualify for new system that is established for small government agencies. This will take away a lot of the work that we see with current financial statement processes. We do not have a lot of information about the new system at this time. Gay McBirnie makes a motion for the board chair to sign the Financial Statement Acknowledgement. Mike Gavagan seconds. All in favor. Motion passed.

**FY 2019-20 Budget**

No new information at this time. If we are successful with PILT funding we will be able to finalize the budget. It may not be until late July or early August before we can finalize. The current taxable value percentages are 52% rural and 48% in town. Chief states he is anticipating changes to the draft but not until we see final numbers. Evaluation will be done before next meeting.

**New Business:**

**Hiring of Volunteers and Part Time Staff (to cover open shifts)**

Chief ask board for some direction with losing an employee in mid-summer causing staffing issues and gaps in shift coverage. The district has multiple ways to do this by using union staff, employees, part-time employees, temporary, or seasonal staff. Chief sent an email on 5/16 laying out what staffing plan would be since losing Ethan. The intern position should have filled one of the 48/96 shifts available, the second would fill 4 out of 6 days. Landon and the interns were moved to 48/96 shifts so we have three person coverage for peak season. Chief sent out an email opening a 12 hour shift for every day to have coverage during higher call volume period. For July, 28 out of 31 shifts still open and June has 23 out of 30 still open. Chief suggests utilizing volunteers that have FF1 and EMT certification, allowing them to be paid. Once paramedic is hired it will take at least a month to have them fully trained. Chief reports that the District has had interest from a number of people that would like to work with staff. We currently have two volunteer EMTs that have their license and a

couple more working on it. Cassandra Mitchel responds that in the past we have been asked to fill the medic shifts and when Ethan left the open shifts should have been offered to them. The interns should be used as interns, it is a huge safety risk to have them as third shift member. Chief reiterates that he sent the crew email to fill 12 hour open shifts. We are currently fully staffed with 4 paramedics and 4 EMTs. If we have a paramedic and two interns on shift, this will allow for overtime to be accrued before or after shift. Will Filled Ethan's shift so the actual position open is a second vacation relief. By changing the shift to be 12 hour shift then this will allow for a fair, equal distribution of OT with the least amount of impact to your lives. Jeremy adds that having the new medic will help take a load off during the summer. The crew has been operating a 2.5 man shift now to a 3.5 man shift and also looking at bringing in a 4<sup>th</sup> person that we have never operated with before. The local should negotiate bringing someone in. We are essentially doubling our staffing so this addition person is out of the blue. Give people time to cover shifts rather than hiring a seasonal. The District will not get a good fireman or quality individuals in a seasonal position and this will just create a revolving door. James Mcbirnie states that this is the first time in history the district has had a third person on shift 24/7. Mike Gavagan asks crew why they are opposed to having volunteers added as paid staff to cover the shortage for a month and a half. Cassandra Mitchell responds that they do not have a problem with paid volunteers. We need to ask them to sign up for a shift and be on call. James Mcbirnie adds that if you hire someone or hire volunteers fill 12 hours shifts, they need to fall under the policies of the district, and Union contract. If we are going to see a need to have 4 on every shift, they need to have the same hours and standards of Union. Tyrel stoker comments that if we hire a paramedic now, they won't be trained for a month or two. We have an issue with interns being here to learn but they are mainly driving vehicles during calls. They should be in a training role ultimately gaining experience. They currently do not have the experience to care for patients. Chief responds that the crew has the ability to train them how to provide care and there are calls the interns will be competent to handle. They have the ability and licensing to provide care. James Jessop states that interns need to be supervised constantly. If there is a case where an intern is left alone with patients we are crossing the line. We need to follow the rules of having interns. Chief adds that the minimum staffing requirements were met per contract. We went through this last year and we are in the emergency services with a need to serve the public. The best way to the serve that need is by having a fourth person. Most of the call volume comes in between 8 am and 8 pm. This is when we have the greatest need. Landon states to serve the public best is by not having poorly trained volunteers that are responding to calls. Will Polansky adds that some of the staffing issues will be addressed once we fill the paramedic position, if we hire a seasonal person it will take the same amount of training time. We are willing to negotiate as long as we do it through the proper channels. John Costello recommends Chief sitting with the union and work out the problem then meet with board. Gay McBirnie agrees and makes motion to have Chief meet with union staff to negotiate out the issues with the shifts to be filled, with board member present within the next 10 days. Ken Davis seconds the motions. All in favor. Motion passed. James McBirnie asked for the motion to be extended to 15 days since he and Casandra will be on vacation. Chairman Goltz advises that they already voted on the motion and it stands at 10 days.

### **Approval of Union Staff Wage Increases effective July 1, 2019**

Requested board action for wage increase. The one thing we were dinged on with the audit was the rates not being in the files. Auditors do not look into personnel files but ask to see documentation that is required to be in the file. We have to have the current pay rates in files. The approved pay rate is \$19.68 and \$21.95 base, as calculated in budget. Ken Davis motions to approve Union staff Wage Increase and put raise letter in file, Mike Gavagan seconds. All in favor motion passed.

**Meeting adjourned: 723pm**

**Next meeting 7/9 at 6pm**

Special board meeting on the 27<sup>th</sup> or 28<sup>th</sup> for year-end claims and budget amendments.