

Hebgen Basin Fire District
Board Meeting Minutes
January 11, 2022

Meeting was called to order at 6:01 pm

Board Members Present: Kyle Goltz, Ken Davis, Mike Gavagan, Skip Morris, John Costello

Also in Attendance: Chief Grube, James Jessop, Lindsey Charlton, Jamie McBirnie, Tyrel Stoker, Peyton Holtom, Kayla Wilson, Kendall Carr, Giselle Hansen, Kenny Jones, Brandon Carr, Arlene Carr, Charlie Beck, Desiree Creason.

Recorder of Minutes: Lindsey Charlton

Public Comment: None

Approval of Minutes for December 14, 2021 Regular Board Meeting: Mike Gavagan motions to approve minutes as written. John Costello Seconded. All in Favor. Motion passed.

Approval of Claims/Deposits: Chief reviewed various claims and reported to the board that he replaced iPads for ambulances and moved one of the old ones to the engine. Mike Gavagan stated that Community West Outreach would be interested in purchasing the old tablets if the District won't be using them. Ken Davis motions to pay claims as presented. Skip Morris Seconded. All in Favor. Motion passed.

Chiefs Report: see attached.

Swearing In and Confirmation of Kendall Carr as Confirmed Firefighter

James Jessop gives a speech about Kendall's career progression; transitioning from a kid that grew up watching the Districts firetrucks to becoming a volunteer and now a fulltime Firefighter/EMT. Kyle Goltz swears in Kendall as a confirmed Firefighter/EMT and James McBirnie pins Kendall's shield on.

Approve Arnie Christensen as Firefighter/Paramedic

Chief ask for Board approval of hiring Arnie Christensen as a full time Firefighter/Paramedic. Mike Gavagan motions to approve hiring if Arnie Christensen as a full time Firefighter /Paramedic. Ken Davis Seconds. All in Favor. Motion Passed.

Resolution Calling for Trustee Election

John Costello and Mike Gavagan board member seats are up for election. Resolution 010122 calls for election of open seats and must be signed by Board Chair. Skip Morris motions to approve resolution 010122 to call for election. Ken Davis Seconds. All in Favor. Motion Passed. Kyle Goltz Signed resolution.

Summer 2022 Intern Hiring

Chief asks board to approve staff hiring process for summer interns. Chief recommends the hiring of 3 interns, to have one on each shift. Chief reports that there will have to be negotiations with Union and the District has the funds available in the budget. Ken Davis Motions to allow Chief to start the Summer Intern Hiring Process. Mike Gavagan Seconds. All in Favor. Motion Passed.

YNP Contract Covid Vaccination and Test Policy

Chief distributed a copy of the new District policy for YNP Contract Covid vaccination and test policy. Chief reports that a condition of the contract we entered into with the park is staff must be vaccinated or take a

Covid test on the first day of their shift. Chief reports that the District needs to have a policy in place for staff to follow in order to remain in compliance. John Costello asks Chief what the process will be if a staff member coming on shift tests positive. Chief responded that they would be sent home and he would have to cover that individuals shift as if they called out sick. Ken Davis motions to adopt the YNP Contract Covid Vaccination and Test Policy as written. Skip Morris Seconds. All in Favor. Motion Passed.

Covid-19 Home Test Policy

Chief distributed a Covid 19 home test kit policy for board to review and approve. The District has agreed to be a Covid home test kit distribution location for West Yellowstone. The policy outlines the process for handing out or delivering home tests. Skip Morris Motions to adopt the Covid 19 Home Test Policy as written. Ken Davis seconds. All in Favor. Motion Passed.

Purchase of New Chief's Vehicle

Chief reports that the fleet pricing program is no longer able to offer discounted pricing to purchase a new vehicle. The District will have to pay full retail price to replace his vehicle. The current vehicle is a 2013 and has 140,000 miles. Chief is going to request quotes from three of the main manufactures and bring back to Board to decide on best option.

Next regular meeting: 2/08/2021 at 6pm.

Meeting adjourned: 6:43

Hebgen Basin Fire District
Board Meeting Minutes
February 8, 2022

Meeting was called to order at 6:01 pm

Board Members Present: Kyle Goltz, Ken Davis, Mike Gavagan, Skip Morris, John Costello

Also in Attendance: Chief Grube, James Jessop, Lindsey Charlton, Tyrel Stoker, Kendall Carr

Recorder of Minutes: Lindsey Charlton

Public Comment: None

Approval of Minutes for January 11, 2022 Regular Board Meeting: Mike Gavagan motions to approve minutes as written. John Costello Seconded. All in Favor. Motion passed.

Approval of Claims/Deposits: Mike Gavagan motions to pay claims as presented. Ken Davis Seconded. All in Favor. Motion passed.

Chiefs Report: see attached

New Business

Summer 2022 Intern Hiring

Chief asks for Board approval to hire 3 interns for the summer season. Chief calculated costs at approximately \$35,000 based on interns being with District from May 1 September 30. The funds to cover payroll are available and will cross over two fiscal years. Ken Davis motions to approve Chief to hire 3 interns for the 2022 summer season. Skip Morris Seconds. All in Favor. Motion Passed.

Next regular meeting: 3/08/2022 at 6pm.

Meeting adjourned: 6:20

Chief's Report

For

February 8, 2022

Incidents in January (45)

Incidents Year to Date (49)

Transfers from YNP (4)

YNP Contract (2)

Mutual Aid Requests (1)

EMS Calls (14)

Transports (24)

Fire (3)

2nd Out (3)

3rd Out (1)

Multiple App (3)

2021 Incidents in January (37)

2021 Incidents Year to Date (42)

January 2021 Transfers from YNP (0)

Mutual Aid Requests (5)

EMS Calls (15)

Transports (17)

Fire (5)

2nd Out (2)

3rd Out (0)

Multiple App (3)

Accidents

No accidents to report

Staff Activities and Training

The staff has been busy this month plowing snow when we get it, doing refresher training, running calls and working on training with our new staff. Our Staff has been out on multiple Search and Rescue calls this month. I would also like to thank all the staff and volunteers who have come in and covered when other staff has been sick, or multiple calls going on at the same time. I have set Arnie up to do some FTO shifts with AMR. He completed one shift, this past Sunday and will be doing another shift on Saturday this week. It is my goal to get him cleared to operate as a solo paramedic as soon as possible under our medical director.

I am sad to say Assistant Chief Jessop will most likely be leaving us soon. He has not turned in his notice yet but, He has applied for a position as a Deputy State Fire Marshall. He has accepted the position they are just working on his background. He will be working out of Ravalli County. I can't thank James enough for his time with Hebgen Basin Fire District and he will make a great Deputy State Fire Marshall for the State of Montana.

Associated Employers

Bryan with Associated Employers will be here next week to go over the DISK Assessment Training. Everyone has completed the assessment and Bryan will bring that information back to the group for discussion and training. I for one can say that the assessment was spot on for my personality and traits.

Gallatin County 9-1-1 Advisory Board

I have been reappointed to Gallatin Counties 911 Advisory Board for another year.

Trustee Election

I spoke with the county election office today and we had 4 applications for our 2 available trustee seats. They are Trustee Costello, Trustee Gavagan, Dustin Hojem and Jeff Pedersen.

COVID Update

Our current active COVID 19 numbers are down again this week. Two weeks ago we had 21 active COVID cases in town, last week we had 15 active cases. This week we are down to 3 active cases in town which is also represented in the number of AT Home Test Kits requests we are getting. We have quite a few tests kits available to the general public at this time.

On February 23 Bozeman Health, Big Sky Medical Center will be at the Povah center from 5:15 till approximately 8:00 doing COVID 19 vaccinations for those 5-17 year of age. We will also be scheduling a second dose clinic in March before spring break.

Hebgen Basin Fire District
Board Meeting Minutes
March 8, 2022

Meeting was called to order at 6:00pm

Board Members Present: Kyle Goltz, Ken Davis, Skip Morris, John Costello

Also in Attendance: Chief Grube, James Jessop, Lindsey Charlton, Arnie Christensen , James McBirnie, Cassandra Mitchell , Dustin Hojem,

Recorder of Minutes: Lindsey Charlton

Public Comment: Chief introduced Arnie to board. No other public comment.

Approval of Revised Minutes for February 8, 2022 Regular Board meeting: John Costello motioned to approve revision of minutes. Skip Morris Seconded. All in Favor. Motion Passed.

Approval of Revised Minutes for January 11, 2022 Regular Board Meeting: Ken Davis motioned to approve minutes as written. Skip Morris Seconded. All in Favor. Motion passed.

Approval of Claims/Deposits: Ken Davis motioned to pay claims as presented. Skip Morris seconded. All in Favor. Motion passed.

Chiefs Report: see attached

Chief reports that the septic line at Station 3 froze and had to be blown out by Blue Services. It froze two feet from the tank where it is driven over. The District will need to dig down to line and add better insulation before next winter.

New Business

Ambulance Audit February 2022

Ken Davis provided all the board members a copy of the 2022 ambulance audit report. Ken reports that the staff is doing their part and getting reports done correctly. Lindsey is tracking and posting payments correctly as well as doing her due diligence to collect unpaid debt. Kyle Goltz thanks John and Ken for the time spent administering the audit and compiling the report. Skip Morris motion to approve ambulance audit report from February 2022. Kyle Goltz seconded. All in favor. Motion passed.

Approve Hiring Search for EMT/Firefighter Position

Chief requests board approval to post the EMT/Firefighter position on the hiring platforms used in the past. Ken Davis motioned to approve Chief to advertise the EMT/Firefighter position. Skip Morris seconded. All in favor. Motion passed.

Approve Hiring Search for Assistant Fire Chief Position

Chief requests board approval to open Assistant Chief Position on the hiring platforms and to set the pay range to the \$85,000 -\$95,000 annual. The position will be opened internally and if there is not 3 qualified internal applicants the position will then open for outside applicants. Ken Davis motioned to approve search for Assistant Chief Position with salary range update. John Costello Seconded. All in Favor. Motion passed. Chief took a moment to thank James Jessop and James McBirnie for their years of dedicated service to the District. The Board members also thank them both. Chief states that he is organizing a going away BBQ for both on Sunday 3/20/22 in the afternoon.

Next regular meeting: 4/12/2022 at 6pm.

Meeting adjourned: 6:29

Hebgen Basin Fire District
Board Meeting Minutes
April 12, 2022

Meeting was called to order at 6:00 pm

Board Members Present: Kyle Goltz, Ken Davis, Mike Gavagan, Skip Morris, John Costello

Also in Attendance: Chief Grube, Lindsey Charlton, Kayla Wilson, William Polansky, Payton Holtom, Giselle Hansen , Dustin Hojem

Recorder of Minutes: Lindsey Charlton

Public Comment: no public comment

Approval of Minutes for March 08, 2022 Regular Board Meeting: Ken Davis motioned to approve minutes as written. Skip Morris Seconded. All in Favor. Motion passed.

Approval of Claims/Deposits: Mike Gavagan motioned to pay claims as presented. Skip Morris Seconded. All in Favor. Motion passed.

Chiefs Report: see attached

New Business

Approve Hiring of Kenny Jones, Braya Hutton, and Ginger Culverwell into Intern/Volunteer positions

Chief requests Board approval to hire Kenny Jones, Braya Hutton, and Ginger Culverwell to fill the summer Intern/Volunteer positions. Conditional job offers have been sent out and Braya and Ginger are currently waiting for EMT license. Mike Gavagan motioned to approve Kenny Jones, Braya Hutton and Ginger Culverwell for the intern/volunteer positions providing they pass background and physical requirements. Ken Davis Seconded. All in Favor. Motion Passed.

Approve Hiring Kayla Wilson into EMT/Firefighter Position

Chief requests Board approval to hire Kayla Wilson for the full time EMT/Firefighter open position. Ken Davis Motioned to approve the hiring of Kayla Wilson for EMT/Firefighter position. Skip Morris Seconded. All in Favor. Motion passed.

Appointment of 2 Board Member to the Assistant Chief Hiring Committee

Chief requests the Board to appoint two members to sit on the hiring committee. Chief reports that there are currently 4 applicants and they will be asked to respond to essay questions then interview within three weeks. Skip Morris and Mike Gavagan offer to sit on Committee with Ken Davis as alternate in the event Mike Gavagan is not re-elected to board. Kyle Goltz motioned to make Skip Morris and Mike Gavagan as primary committee seats and Ken Davis as the alternate. John Costello Seconded. All in Favor. Motion Passed.

Request for Exception with the Housing Assistant Program

Chief is requesting the board to make an exception for Payton Holtom for the Housing Assistance Program. Payton Holtom is still on probation and would like to request \$8000.00 to purchase a lot in Hebgen Lake Estates. Once Payton purchases land he will be coming back for Board approval to use the remaining \$7000.00 of the program for construction. Chief is asking the Board to waive the 2 year employment requirement and grant Payton permission to utilize the program. Ken Davis motioned to make an exception for Payton Holtom to use the Housing Assistance Program. John Costello Seconds. All in Favor. Motion passed.

District Land Trust

Chief would like the board to consider the District creating a land trust or entering into a land trust agreement in order to facilitate housing for District staff. Chief has reached out to a community member that is interested in selling a lot at 20% less than current market value. John Costello states the Trust should come before the land purchase. Chief recommends the District partner with an existing land trust agency such as Trust Montana, Headwaters or Gallatin Valley Land Trust. Chief recommends having the person from Headwaters he has been speaking with come down to give a presentation and have a question and answer work session with the Board. Skip Morris Motioned to have the District Land Trust moved to a work session with the Land trust person Chief recommends in the very near future. John Costello Seconds. All in Favor. Motion Passed.

Request to Purchase Stair Chair

Chief request Board approval to purchase a new stair chair to replace the oldest one in inventory that is close to 30 years old. The new Stair Chair is \$4000.38 and there is funding for District that was donated through the West Yellowstone Foundation that can be used for this purchase. Skip Morris motioned to approve the request to purchase a new stair chair. Mike Gavagan Seconded. All in Favor. Motion Passed.

Review and Approval of District's Policies

Chief has selected 7 Policies, #'s 101-107 for the Board to review and would like to do this monthly until all have been reviewed. Chief states there will also be some policies that will be reviewed and there will not be any changes necessary but any major changes will need to be reviewed by District legal counsel. Mike Gavagan recommends that the board review every three years with the option to review and revise a policy at any time. Mike Gavagan adds that the Board policies are meant to coexist with Montana Code but it cannot supersede the Montana Code.

- 101 Purpose of the Board or Trustees By Laws
- 102 Arranging and Amending
- 103 Authorization
- 104 Purpose of the Board of Trustee's By-Laws to
- 105 Powers, Duties and Responsibilities
- 106 Board of Trustees
- 107 Board Officers and Duties

Mike Gavagan motioned to adopt 101, 102,103,104 with grammatical errors updated, 106 and 107 adopted as is and 105 is tabled until Board has legal review. John Costello seconds. All in favor. Motion Passed.

Board requests that policy 108 be reviewed at the next meeting and that administration send out in advance to give board time to address possible updates before board meeting.

Next regular meeting: 5/09/2022 at 6pm.

Meeting adjourned: 7:23

Hebgen Basin Fire District
Board Meeting Minutes
May 09, 2022

Meeting was called to order at 6:01pm

Board Members Present: Kyle Goltz, Ken Davis, Mike Gavagan, Skip Morris, John Costello

Also in Attendance: Chief Grube, Lindsey Charlton, Carrie Egging, Tyrel Stoker, Kendall Carr, Ginger Culverwell

Recorder of Minutes: Lindsey Charlton

Swearing in of Board Members: Tabled until next meeting

Election of Chair, Vice Chair and Secretary: Tabled until next meeting

Public Comment: no comment

Approval of Minutes for April 12, 2022 Regular Board Meeting: Mike Gavagan motioned to approve minutes as written. Skip Morris Seconded. All in Favor. Motion passed.

Approval of Claims/Deposits: John Costello motioned to pay claims as presented. Ken Davis Seconded. All in Favor. Motion passed.

Chiefs Report: See attached.

Ken Davis asks Chief when the Generators for Station 2 and 3 will be operational. Chief stated that we are just waiting on Barta Electric to run electrical.

New Business

Request for Exception with the Housing Assistance Program

Arnie Christenson requested an exception so he may be allowed into the Housing Assistance Program. Arnie has already taken the HRDC homebuyer education program and is working on getting a building permit. Arnie is requesting \$15,000.00 now then another \$15,000.00 after he breaks ground. Chief reports we have enough funding in current budget to allow this exception and pay out the request.

Mike Gavagan motioned to approve Arnie Christenson's Request for an Exception with the Housing Assistance Program. Skip Morris Seconded. All in Favor. Motion Passed.

Recommendation of Assistant Chief/ Fire Marshal hiring Committee to hire Carrie Egging as Assistant Chief/Fire Marshal Position

Chief requests Board approval to hire Carrie Egging as the Assistant Chief /Fire Marshal. Chief reports that she was the number one choice of the hiring committee. Ken Davis Motioned to accept Chiefs recommendation and hire Carrie Egging as the Assistant Chief/ Fire Marshal. Skip Morris Seconds. All in Favor. Motion Passed.

Payout of Excess Vacation Leave

Chief requests Board approval to payout excess vacation hours for himself in the amount of 9.66 hours. Mike Gavagan motioned to approve excess vacation hours payout for Chief in the amount of 9.66 hours. Ken Davis Seconds. All in Favor. Motion Passed.

Chief requests to for Board approval to payout Carrie Egging Excess Vacation hours. With Carrie changing positions, her max accrual will be 240 hours and she currently has 320.78 hours. Chief recommends paying out Carrie 113 hours of vacation on her last non-exempt employee paycheck. Mike Gavagan motioned to approve the excess vacation hours payout for Carrie Egging in the amount of 113 hours. John Costello Seconds. All in Favor. Motion Passed.

Review and Approval of District's Policies

105 Powers, Duties and Responsibilities Tabled 04/12/22

Chief presented copies of the policies with red colored language for changes to be made and read them out loud. Board agree to strike out red word "equipment" that is listed twice. Ken Davis motioned to adopt revised policy 105 with changes in red and duplicate word removed. Mike Gavagan Seconds. All in Favor. Motion Passed.

108 Board of Trustees Code of Ethics

Board reviewed policy and requested on number 13 a space be added in sentence after the word "an". Skip Morris motioned to approve Policy 108 with requested grammatical corrections. John Costello Seconds. All in Favor. Motion Passed.

Next regular meeting: 6/14/2022 at 6pm.

Meeting adjourned: 6:45

Hebgen Basin Fire District
Board Meeting Minutes
June 14, 2022

Meeting was called to order at 6:01pm

Board Members Present: Kyle Goltz, Ken Davis (Via Web Ex), Mike Gavagan, Skip Morris, John Costello

Also in Attendance: Chief Grube, Lindsey Charlton, Carrie Egging, Tyrel Stoker, Kendall Carr, Kenny Jones, Ginger Culverwell

Recorder of Minutes: Lindsey Charlton

Swearing in of Board Members: Mike Gavagan motions to table until next meeting. Skip Morris Seconded. All in Favor. Motion Passed.

Election of Chair, Vice Chair and Secretary: Mike Gavagan motions to table until next meeting. John Costello Seconded. All in Favor. Motion Passed.

Public Comment: no comment

Approval of Minutes for May 09, 2022 Regular Board Meeting: Ken Davis motioned to approve minutes as written. Skip Morris Seconded. All in Favor. Motion passed.

Approval of Claims/Deposits: Mike Gavagan motioned to pay claims as presented. Skip Morris Seconded. All in Favor. Motion passed.

Chiefs Report: See attached.

Chief reads the speech he gave to County Commissioners requesting PILT funding out loud to the Board. (See attached) Kyle Goltz thanked Chief for going to County and asking for PILT funding. Chief stated the request was denied unanimously 3-0.

New Business

Town of West Yellowstone and Hebgen Basin Fire District Interlocal Agreement Status

Chief informs the Board that the Town is once again claiming the Fire District has not paid for the building. Chief provided town meeting minutes, previous documents, and MOU showing that a reduced payment was paid to the Fire District over a period of several years and provided them to Dan Walker and the Town attorney proving the building was paid off. Now the council wants to review in formal meeting and Chief is asking Board approval to support Chiefs position and resolve matter with the Town Officials. Mike Gavagan motions to approve Chiefs position about Interlocal Agreement status and peruse resolving the matter with the Town. Skip Morris Seconded. All in Favor. Motion Passed.

Approve Ambulance Write-Off's for 2021/2022 Year End

Chief asks for board approval to write off \$86,668.74 in uncollectable ambulance billing. John Costello asks Chief what the write off percentage is. Chief responds that we bill approximately \$500,000.00 and we collect \$250,000.00. Lindsey would like to change the refusal fee for complete hands off calls to \$1.00. Board accepts as long as they still get to see the refusals for auditing purposes. Ken Davis motions to approve the ambulance write off's in the amount of \$86,668.74. John Costello Seconded. All in Favor. Motion Passed.

Approval to update Union pay scale as per contract Effective July 1

Chief requests Board approval to adjusted wages for new fiscal year as per Union Contract.

Mike Gavagan motions to approve what is already approved by signing contact with union. John Costello Seconded. All in Favor. Motion Passed.

Approval to update non-Union pay scale same as Union Effective July 1

Chief asks for Board approval to increase non-union staff wages 3%. Historically the non-union staff received wage increases the same time the Union Staff get increases. John Costello motioned to approve non-union staff pay increase of 3%.Skip Morris Seconded. All in Favor. Motion Passed.

Next regular meeting: 7/12/2022 at 6pm.

Meeting adjourned: 6:47

Hebgen Basin Fire District

Board Meeting Minutes

July 12, 2022

Meeting was called to order at 6:01pm

Board Members Present: Kyle Goltz, Ken Davis, Mike Gavagan, Skip Morris, John Costello

Also in Attendance: Chief Grube, Lindsey Charlton, Carrie Egging, Cassandra Mitchell, Braya Hutton, Jeremy Gallagher, Arnie Christensen

Recorder of Minutes: Lindsey Charlton

Swearing in of Board Members: Lindsey Swears in Mike Gavagan and John Costello for Board of Trustees.

Election of Chair, Vice Chair and Secretary: Mike Gavagan motioned to keep existing Chair, Vice Chair and Secretary as is. Skip Morris Seconded. All in Favor. Motion Passed. Kyle Goltz will serve as Chair, Ken Davis will serve as Vice Chair and Mike Gavagan will serve as Secretary.

Public Comment: Jeremy Gallagher stated that he pocket dialed 911 three times while sleeping this morning.

Approval of Minutes for June 14, 2022 Regular Board Meeting: Mike Gavagan motioned to approve minutes as written. Ken Davis Seconded. All in Favor. Motion passed.

Approval of Claims/Deposits: Mike Gavagan motioned to pay claims as presented. John Costello Seconded. All in Favor. Motion passed.

Chiefs Report: see attached

Airport Lease with the Town

Chief reviews where the Town and Airport are with negotiations. The Town needs to enter into a land lease with the Airport for 40 years without an at will clause to prevent the Airport from forcing town to move sewer system. The Airport is asking for \$270,000 annually from Town for the land lease. Town needs to push to get the agreement within the next 45 days in order for the Sewer system to go online 2024. The airport should consider what will be needed once they build the new 16 million dollar terminal. The Fire District provides Fire and EMS services to the Airport for 0.00 financial compensation and Chief believes that all of the agencies need to work together to create a reasonable agreement.

New Business

Draft 2022-2023 Budget

Chief reviewed several line items and explained why some expenditures have been increased for next fiscal year. Chief is anticipating higher fuel costs, higher insurance premiums, increased costs for medical supplies, increase in propane rates and would like to split the purchase of a reader boards with the Town. Chief has requested Board to approve the preliminary budget and will present final budget in August for approval. Mike Gavagan motioned to approve preliminary budget as presented. Skip Morris Seconded. All in Favor. Motion Passed.

Review and approval of Districts Policies

109 Board Meetings and Policies

Board questions audio and recording meetings statement in this policy. Mike Gavagan looked up the Montana Annotated Code and read section 2-3-212 and it specifically says "if" the meeting is recorded not that it is mandatory to record the meeting. The Board agrees to remove "Official record of HBFD Board meetings shall

be audio recording as stipulated in 2-3-212 Montana Code Annotated". Ken Davis Motions to Strike the sentence "Official record of HBFD Board meetings shall be audio recording as stipulated in 2-3-212 Montana Code Annotated". Mike Gavagan Seconded. All in Favor. Motion passed.

110 Committees

Kyle Goltz requested the period after first sentence be moved one space to left. John Costello Motioned to approve amendments. Ken Davis Seconded. Mike Gavagan added that #3 is revised to read "A By-Law and Policy review by the Board shall be conducted annually". Ken Davis withdrew his Second for motion on floor. John Costello withdrew his motion. Ken Davis Motioned to correct typo and revise item # 3 to read "A By-Law and Policy review by the Board shall be conducted annually". John Costello Seconded. All in Favor. Motion Passed.

111 Legal Assistance

Mike Gavagan motioned to approve the Legal Assistance policy as written. Skip Morris Seconded. All in Favor. Motion passed.

112 By-Law Amendments

Ken Davis motioned to approve By-Law Amendments Policy as written. Skip Morris Seconded. All in Favor. Motion Passed.

113 New Board Members

Chief recommends that the Board Members should attend the State of Montana Trustee Convention in the fall. Mike motioned to approve New Board Members Policy as written. John Costello Seconded. All in Favor. Motion Passed.

114 Hebgen Basin Fire District Stationary and Name Usage

Kyle Goltz recommended adding 2 Spaces after the period in the second sentence. Skip Morris Motioned to approve Hebgen Basin Fire District Stationary and Name Usage Policy with the update to typographical errors. Ken Davis Seconded. All in Favor. Motion Passed

Next regular meeting: 8/9/2022 at 6pm.

Meeting adjourned: 7:07



Hebgen Basin Fire District

P.O. Box 1508 • West Yellowstone, Montana 59758 • Phone: (406) 646-9094 • Fax: (406) 646-9090

Special Board Meeting Minutes July 25, 2022 5:00 P.M.

Meeting called to order at 17:02

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

Also in attendance: Chief Grube,

Recorder of Minutes: Chief Grube

Public Comment for Items Not On Agenda "None"

New Business

Purchase of New Chiefs Vehicle

Chief Grube presented the board with a Request for Board Action; He went through the history of the purchase, Financial Impact, and his recommendation to purchase.

Motion to approve as Purchase of New Chief Vehicle:	Mike Gavagan
Second:	Ken Davis
All in favor:	Motion carried

Meeting adjourned at: 17:05

Hebgen Basin Fire District
Board Meeting Minutes
August 09, 2022

Meeting was called to order at 6:00pm

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

Also in Attendance: Chief Grube, Lindsey Charlton, Jeremy Gallagher, Payton Holtom, Kayla Wilson,

Recorder of Minutes: Lindsey Charlton

Public Comment: Ken Davis Thanks staff for their help with some of the coroner calls.

Approval of Minutes for July 12, 2022 Regular Board Meeting: Mike Gavagan motioned to approve minutes as written. John Costello Seconded. All in Favor. Motion passed.

Approval of Minutes for July 25, 2022 Special Board Meeting: Mike Gavagan motioned to approve minutes as written. John Costello Seconded. All in Favor. Motion passed.

Approval of Claims/Deposits: Ken Davis motioned to pay claims as presented. John Costello Seconded. All in Favor. Motion passed.

Chiefs Report: See Attached

New Business

Approval Hiring of New Paramedic/Firefighter

Chief reports to the Board that the job offer was sent and declined by first choice due to personal life changes. Offer extended to second choice and the individual will be visiting the District at end of month to make a decision. John Costello Motioned to Table the Approval Hiring of New Paramedic/Firefighter until next regular Board meeting. Mike Gavagan Seconded. All in Favor. Motion passed.

Adopt Mill Levy Resolution for Fiscal Year 2023

Chief read Mill Levey Resolution 202208-01 out loud to the Board. Ken Davis Motioned to Adopt Mill Levey Resolution 202208-01. Mike Gavagan Seconded. All in Favor. Motion passed.

Adopt Final 2022-2023 Budget

Chief presents final budget to Board for review and approval. Board discussed various line items with increases and approve Chiefs allocations. Ken Davis motioned to Adopt Budget as Chief presented. John Costello Seconded. All in Favor. Motion Passed.

Review and approval of Districts Policies

115 News and Social Media Policy

Mike Gavagan Motioned to approve Policy 115 News and Social Media Policy as it is written. John Costello Seconded. All in Favor. Motion Passed.

116 Fire Code Adoption

Board agrees to add space between adopted and by on line two and make the "A" in adopted lower case. Ken Davis Motioned to approve Policy 116 Fire Code Adoption with corrections. Mike Gavagan Seconded. All in Favor. Motion passed.

117 Out of District Mutual Aid Request

Change the word "request" to "requests" on line 3. Board asks Chief to review which Montana Code Annotated should be cited for this Policy, either 10-3-1104 or 10-3-209. Ken Davis Motioned to table the acceptance of policy 117 pending further review of statutes by Chief. Mike Gavagan Seconded. All in Favor. Motion passed.

118 Burning of Debris or Structures for Training

Board agrees to change the last word in line 7 from "Evaluations" to "Evolutions". Mike Gavagan Motioned to approve policy 118 Burning of Debris or Structures for Training with Evaluations changed to Evolutions. Ken Davis Seconded. All in Favor. Motion passed.

119 Tobacco Use Policy

Ken Davis Motioned to Adopt Policy 119 Tobacco Use as written. John Costello Seconded. All in Favor. Motion Passed.

120 Release of Public Information

Board agreed to the following changes:

Add "A" after the word of on line 2.

Add a space between shall and be on line 3.

Add reference from the Montana Code Annotated in reference portion of header box.

Remove the comma after Annotated on line 5.

Change the words "County Attorney" to "District Council" on line 8.

Change the word "personal" to "personnel" on line 9.

Change the word "Disk" to "appropriate media" on line 13.

Mike Gavagan Motioned to approve Policy 120 Release of Public Information with 7 changes. Ken Davis Seconded. All in favor. Motion passed.

121 Purchase Policy

Board agreed to the following changes:

Change \$1.00 to "Up" with following description to the right; Phone quotes are recommended but not mandatory for Line A.

Add comma after the word mandatory and Change the letter "m" to lowercase for line C.

Remove extra spaces in front of the word Advertisements in line 12.

After Sunday add in the County newspaper of record in line 12.

Add Montana code Annotated in front of 18-4-402 in line 17.

Move last paragraph above policy 122 to be on the same page as rest of policy 121.

Provide an example of a Cooperative Purchasing Agreement.

Ken Davis motioned to Adopt Policy 121 Purchase Policy as corrected and revised. John Costello Seconded. All in Favor. Motion passed.

122 Annexation Policy

John Costello Motioned to approve Policy 122 Annexation Policy as Written. Mike Gavagan Seconded. All in Favor. Motion Passed.

Next regular meeting: 9/13/2022 at 6pm.

Meeting adjourned: 7:03

Hebgen Basin Fire District
Board Meeting Minutes
September 14, 2022

Meeting was called to order at 6:00pm

Board Members Present: Kyle Goltz, Ken Davis, Mike Gavagan, John Costello, Skip Morris

Also in Attendance: Marshal Holtom, Abbie Holtom, Beverly Holtom, Sharron Josephson, Lindsey Holtom, Payton Holtom, William Polansky, Kayla Wilson, Braya Hutton, Giselle Hansen

Recorder of Minutes: Lindsey Charlton

Public Comment: none

Approval of Minutes for August 09, 2022 Regular Board Meeting: Mike Gavagan motioned to approve minutes as written. John Costello Seconded. All in Favor. Motion passed.

Approval of Claims/Deposits: John Costello motioned to pay claims as presented. Skip Morris Seconded. All in Favor. Motion passed.

Chiefs Report: See Attached

New Business

Swearing in of Firefighter/Paramedics Arnie Christensen and Payton Holtom

Arnie Christensen did not attend meeting.

Chief Grube gave a speech about Peyton's accomplishments and what it means to be a firefighter. Kyle Goltz performed the swearing in ceremony and the board congratulated Payton.

Review and Approval of District Policies

Kyle Goltz requested that Policy 117 be added to the agenda for next month for Board approval.

123 Hebgen Basin Fire Scholarship Program

The Board agreed the policy number in header needs to be corrected from 101 to 123. Skip Motioned to adopt Policy 123 Hebgen Basin Fire Scholarship Policy with one correction. John Costello Seconded. All in Favor. Motion Passed.

124 Excess Property Policy

The board requests the following changes:

Add a period at the end of line 3.

Add a comma on line 6 after the word approval.

Add the word Rural in line after Basin in #5.

John Costello motioned to approve Policy 124 Excess Property with corrections. Mike Gavagan Seconded. All in Favor. Motion Passed.

125 Public Safety

Board agreed to add a comma after the word response in line 8. John Costello motioned to approve policy 125 Public Safety correction. Skip Morris Seconded. All in Favor. Motion Passed.

126 Accident and Injury Investigation Policy

Board agreed to change the words Duty Officer to Fire chief, Assistant chief or Designee in line 1 and add "a" in front of recommendation in line 7. Skip Morris motions to approve Policy 126 Accident and Injury Investigation Policy with corrections. John Costello Seconded. All in Favor. Motion passed.

127 Facial Hair Policy

Board agrees to add a period after Fire Chief in the last line. John Costello motioned to approve policy 127 Facial Hair Policy with one correction. Mike Gavagan Seconded. All in Favor. Motion Passed.

128 Hebgen Basin Fire District Subdivision Policy

Board agree to add the word Rural in Line 1 and add the word Rural in the header at the top of the page. John Costello motioned to approve Policy 128 Hebgen Basin Fire District Subdivision Policy with changes. Skip Morris Seconded. All in Favor. Motion Passed.

129 Ambulance Billing Policy

Board agrees to the following changes:

On page 3, third bullet point add "to" after the word previous.

Add a comma in appropriate place for all dollar amounts in policy-4 places total.

Change the word travelers to travel in the last sentence of the section titled Charges billed to insurance Company.

Mike Gavagan motioned to approve policy 129 Ambulance Billing Policy with a total of 6 corrections. John Costello seconded. All in Favor. Motion passed.

130 Public Comment Policy

Board agrees they need to ask for public comment after they discuss items on the agenda.

Mike Gavagan Motioned to approve policy 130 Public Comment Policy as written. John Costello Seconded. All in Favor. Motion Passed.

Next regular meeting: 10/11/2022 at 6pm.

Meeting adjourned: 7:03

Hebgen Basin Fire District
Board Meeting Minutes
October 19, 2022

Meeting was called to order at 6:03pm

Board Members Present: Kyle Goltz, Mike Gavagan, John Costello, Skip Morris, Ken Davis, Travis Watt, Dan Walker

Also in Attendance: Lindsey Charlton, Shane Grube, Carrie Egging and Payton Holtom

Recorder of Minutes: Lindsey Charlton

Public Comment: none

Community Land Trust and Discussion

Michael Brown gave a Presentation on Headwaters Community Land Trust. Due to the current housing climate many communities across Montana are having to think outside the box for housing options.

The way Headwaters lines out Land trust is homeowners agree to community appropriate standards RE: use and occupancy. In Bozeman they are building and restricting use with a no rental options for both short and long term. At resale, homeowners keep earned equity plus share of market appreciation. Headwaters allows homeowners get to sell for original price plus 2% of price per day they have lived there, thus allowing the home to remain affordable for next buyer.

Trust Montana can apply to the state to be tax exempt to waive taxes on land. They are currently asking for homes to be taxed at their affordable rate (purchased price not appraised value) by the county so the taxes do not financially burden the homeowner making it not affordable.

Purchasers are qualified by a list of criteria that allows a point system to be entered into a random draw. Income must be under \$100,000.00, up to \$100,000.00 in cash assets, and local workforce get priority as long as 75% of income is from employment in Bozeman. Headwaters Community Land Trust has a standing agreement with Fanny Mae and the Montana Board of Housing to have available lenders.

Board asked for reason not to consider entering into a Land Trust agreement. Michael Brown stated that contractual issues, must have a stewardship, no subsidies, lack of support, and poor perceptions have been a few of the hurdles.

Michael recommends the Board review data on Headwaters.org website and look at Burlington Associates in Community Development.

Meeting adjourned: 7:21

Hebgen Basin Fire District
Board Meeting Minutes
November 08, 2022

Meeting was called to order at 6:02 pm

Board Members Present: Kyle Goltz, Mike Gavagan, John Costello, Skip Morris, Ken Davis,

Also in Attendance: Lindsey Charlton, Shane Grube , Carrie Egging , Jeremy Gallagher , Cassandra Mitchel, Dan Stanley, Braya Hutton , Jeff Pedersen, Jeff McBirnie, Gay McBirnie, Kenny Jones, Kayla Wilson, Brock Kelley, Brock Wilson, Payton Holtom, Jason Revisky , Scott Secor, Jason Howell

Recorder of Minutes: Lindsey Charlton

Public Comment: none

Approval of Minutes for October 11, 2022 Regular Board Meeting Ken Davis motioned to approve minutes as presented. Skip Morris Seconded. All in Favor. Motion Passed.

Approval of Minutes for October 19, 2022 Work Session Skip Morris motioned to approve minutes as presented. Ken Davis Seconded. All in favor. Motion passed.

Approval Claims/Deposits

Skip Morris motioned to pay claims as presented. John Costello Seconded. All in Favor. Motion Passed.

Chief's Report

See Attached.

Old Business

117 Out of District Mutual Aid Request (Tabled August 9th 2022)

Board reviewed and agreed to the following changes:

In the header the links to the codes referenced were added.

Line 3 updated code to correct code MCA 10-3-1102.

John Costello motioned to approve policy 117 Out of District Mutual Aid Request with updates. Skip Morris Seconded. All in Favor. Motion Passed.

New Business

Resolution Refusing to Transport SAR Patients

Chief has made several attempts to secure funding from Gallatin County and several times requested a portion of PILT funding be allocated to the District for calls on Forest Service lands. The County has entered into agreements with Madison County, Big Sky, Three Forks and Town of West Yellowstone where the County is paid for LEO services. Chief has asked for the same for the District for SAR calls and the County refuses to pay for services provided. Chief read Resolution 202211-1 out loud to the board and asks for discussion.

Ken Davis states that in order to facilitate a discussion a motion must be made to adopt, deny or table. Ken Davis motioned to not adopt Resolution NO#202211-1 as presented. Mike Gavagan Seconded.

Mike Gavagan states that as SAR coordinator having the District go on SAR calls has been very substantial. The Taxpayers in this community are paying for the Fire and Ems services and SAR calls can take an ambulance out of the area for up to 4 hours. The cost of these calls is a large financial burden to the District and something needs to be negotiated.

Ken Davis adds the Town has been trying to get PILT funding from the County for over 50 years and it has never been provided. If the Board passes this Resolution it's not going to be Shane that gets a black eye, it will be the Board of Trustees. It's the Board that is denying transport to someone injured on the forest and I cannot abide by this. This is a great place to start a discussion but not the tool to make the repair. Scott Secor comments that the largest user of Forest Service land is SAR and now the District is asking for SAR to take money out of their operations to pay for services in West Yellowstone. The Sheriff cannot do anything regarding PILT funding allocations. John Costello asks if the District goes to meet with the commissioners, will the Sherriff go in support of the funding request. Scott states that they are not disagreeing with the ask, just the tactic Shane is using. Jeff McBirnie adds that the perception of the public is that the District doesn't want to service you if you go out into the forest and get injured. If a tourists gets injured and makes it out of forest and there is no ambulance to transport, the District is opening the Town and SAR for lawsuits while making the Town look bad. Jeff Suggest that the District get together with Pat Flowers, the Town Council and Jane Gillett to have more voices be heard. Jason Revisky comments that there is not a code in MCA that states the Sheriff's office must provide ambulance services .GCSAR has been told that if a patient was brought to the station from a SAR call they would not be transported. They have spent the last two days trying to find anyone with an ambulance to provide transport for SAR patients in West Yellowstone. This District is an established Fire and Ems Service and a Political Governing body that follows MCA. Chief Responds that the District does not have to assume the responsibility or financial burden for calls outside our District. Ken Davis call for Question, motion on the floor is to not approve the Resolution 202211-1. Motion passed 4 in favor 1 against. Kyle Goltz was against and wanted to table.

Ken Davis states that by not adopting resolution the District will continue to haul patients and help the injured on Forest Service Lands. Ken Davis request that the Board and Chief need to get together and have meeting with Sherriff Springer. Ken Davis motioned to have Chief, Board members and members of SAR to have a meeting with Sheriff Springer. Kyle seconds. All in favor. Motion Passed.

Community Land Trust Direction

Chief has requested Board approval to work with Headwaters to create a hybrid model and outline a Community Land Trust for the District. Mike Gavagan motioned to task Chief with setting a meeting with Mike Brown at Headwaters. Skip Morris Seconded. All in Favor. Motion Passed.

Review and Approval of District Personnel Policies

100.00 Personnel Policies

John Costello motioned to approve Policy 100.00 Personnel Policies as written. Skip Morris Seconded. All in Favor. Motion Passed.

200.00 Salary Administration

Board agrees to Change the "E" in the word Exempt to lower case "e" on line three. John Costello motions to approve Policy 200.00 Salary Administration with one amendment. Skip Morris Seconded. All in Favor. Motion Passed.

201.00 Rate of Pay

Mike Gavagan motioned to approve Policy 201.00 Rate of Pay as written. Ken Davis Seconded. All in Favor. Motion Passed.

202.00 Pay Increases

John Costello motioned to approve Policy 202.00 Pay Increases as written. Mike Gavagan Seconded. All in Favor. Motion Passed.

203.00 Anniversary Date

Chief request board to update policy to reflect hire date as anniversary date. Board agrees to strike out line 5, second sentence through remainder of paragraph and change Anniversary date to hire date.

Ken Davis motions to approve policy 203.00 Anniversary Date with revisions. John Costello Seconded. All in Favor. Motion Passed.

204.00 Training Assignment

Ken Davis asks for clarification of this policy stating that if we advertise a position then hire the applicant but they don't meet the requirements, it seems we should not be hiring to begin with. Chief responds that some people are missing credentials and we give them time to complete training and gain needed experience.

John Costello motioned to approve Policy 204.00 Training Assignment. Skip Morris Seconded. All in Favor. Motion Passed.

205.00 Vacant

Mike Gavagan motioned to approve Policy 205.00 Vacant as presented. John Costello Seconded. All in Favor. Motion passed.

206.00 Transfers

Board agrees this is not designed for our organization since we do not have Training Chief, EMS Chief or transfer options to transfer positons at this time. John Costello motioned to approve Policy 206.00 Transfer as written. Skip Morris Seconded All in Favor. Motion Passed.

207.00 Promotion

Ken Davis motioned to approve Policy 207.00 Promotion as written. John Costello Seconds. All in Favor. Motion Passed.

208.00 Demotion

Ken Davis motioned to approve Policy 208.00 Demotion as written. John Costello Seconded. All in Favor. Motion Passed.

209.00 Reclassification

Skip Morris motioned to approve Policy 209.00 Reclassification as written. John Costello Seconded. All in Favor.

Kyle Goltz thanks the staff for decorating the ambulance on Halloween and Mike Gavagan thanks the staff for the coat drive.

Meeting adjourned: 7:49 PM

Next Meeting: 12/13 at 6:00 PM

Hebgen Basin Fire District
Board Meeting Minutes
Decemeber 13, 2022

Meeting was called to order at 6:00 pm

Board Members Present: Kyle Goltz, Mike Gavagan, John Costello, Skip Morris, Ken Davis,

Also in Attendance: Lindsey Charlton, Shane Grube, Carrie Egging, Kenny Jones, Kayla Wilson, Brock Wilson, Payson Wilson, Emma Wilson, Ryker Wilson, Payton Holtom, Will Polansky, Jeremy Gallagher, Kent Swanson, Jeannette Swanson, Chase Swanson, Dustin Swanson, Spencer Swanson, Colten Swanson, Hailey Swanson, Ambria Bedingfield, Matt Stubblefield, Sabrina Stubblefield, Giselle Hansen, Randy Roberson, Janine Roberson, Keith Johnson, Matias Palma, Leonel Sosa, Juan Trujillo, Ashlee Stoneburner, Nate Ashbey

Recorder of Minutes: Lindsey Charlton

Public Comment: Kenny Jones ask the Board to attend the Gallatin County Commissioner meeting on Tuesday, 12/27 at 9am to show support for the Hospital District and to make public comment.

Approval of Minutes for November 08, 2022 Regular Board Meeting Ken Davis motioned to approve minutes as written. Skip Morris Seconded. All in Favor. Motion passed.

Approval of Minutes for November 21, 2022 Special Board Meeting Mike Gavagan motioned to approve minutes as written. John Costello Seconded. All in Favor. Motion passed.

Approval Claims/Deposits

Ken Davis motioned to pay claims as presented. Skip Morris Seconded. All in Favor. Motion Passed.

Chief's Report see attached

Swearing in of Firefighter /EMT Kayla Wilson

Assistant Chief Egging gives a speech about Kayla, recapping her Hebgen Basin journey and sharing stories about her family. Kyle Goltz swears Kayla in as Firefighter /EMT and thanks her for putting in the hard work required for coming up the ranks from a volunteer position.

New business

Raise for Administrative Assistant Position

Chief provided Board members a handout comparing hourly rates for similar positions in the District. Chief is requesting to raise the Administrative Assistant hourly wage by \$3.00 per hour and give a \$3,000.00 Bonus that essentially acts as retro pay from 7/1/22 to present. Chief stated his goal is to have this position paying in the middle pay range for similar positions. Ken Davis states that public service government employees should not receive a bonus and the practice is not in good favor. Mike Gavagan motioned to approve the request for the \$3,000.00 bonus and increased wages moving the Administrative Assistant Position up to mid-point pay range. Skip Morris Seconded. Motion passed 4-1, Ken Davis opposed.

Approval to excess the following property:

2007 Ford F450 Pickup (Sealed Bid)

Chief Grube request board to approve excessing the Districts 2007 Ford 450 pickup via sealed bid process now that his old truck will be repurposed.

Zoll E Series Battery charger and Batteries

Chief asks to donate the Zoll E Series battery charger and batteries to another EMS agency that currently is still using the E series and does not have the funding to purchase the charger.

Ken Davis motioned to surplus the truck and donate to the Zoll charger and batteries to the ems agency in need. Skip Morris Seconded. All in favor. Motion passed.

Meeting adjourned: 6:44

Next meeting: 1/10/2023