

# Hebgen Basin Fire District

## Meeting Minutes

January 8, 2019

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Meeting was called to order at 18:02 hrs.

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

**Also in Attendance:** Chief Grube, AC Jessop, Lindsey Charlton, Ethan McDowell, Jeremy Gallagher, Will Polansky

**Recorder of Minutes:** Lindsey Charlton

### **Public Comment for Items Not on Agenda:**

Mike Gavagan thanked chief and crew for providing assistance with the recent search and rescue calls.

**Approval of Minutes for October 09, 2018 Regular Board Meeting:** Mike Gavagan motioned to approve. Gay McBirnie seconds. All in Favor. Motion passed.

### **Approve Claims/Deposits:**

Ken Davis motioned to pay Claims. Gay McBirnie seconds. All in favor. Motion Passed.

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

Chief shares that his meeting with park for 1/9 is canceled until government re-opens. MOU has been signed by union, longevity and certification pay has been paid quarterly and that is incorrect. Chief Spoke with district attorney to correct issue and going forward the rate must be added into base wage. Chief has created a calculation to add into staff hourly rate. District will back pay from start of contract.

### **New Business**

#### **Unfair Labor Practice Filed by Local Union 4432**

Chief explained that the Union filed unfair labor practice over residency policy and change of shift. District's attorney responded to the claim last Friday 1/04/19. District is currently waiting for Union response; typically takes 30 days.

#### **Rescind Voluntary Call Back Paid Staff Policy**

During December Board meeting the voluntary call back policy was passed. The local does not like the language used so chief is requesting board to rescind policy ruling. Mike Gavagan motions to rescind Voluntary Call Back Paid Staff Policy. Gay McBirnie seconds. Motion passed 3-1.

### **Interlocal MOU**

Chief explains that during the 16-17 year, the town agreed to pay an additional \$ 88,000.00 .Chief is going to meet with town and try to do an amended MOU adding \$ 88,000.00 to base. This will make 642,000 the base going forward, he is looking for boards feedback. Kyle Goltz shares that adding the \$88,000.00 to the base will prevent possible headaches in future. Ken Davis agrees that it is better to locked in base rate, rather than trying to wait for town to balance budget. Board agrees in Unisom that the Chief should proceed with updating the Interlocal MOU.

### **HR Assistance Company**

Chief is asking board to allow the use of an HR assistance Company. Chief also intends to partner with town and participate in HR development. Mike Gavagan states that this company has both private and public employee company accounts, allowing for a wide range of services.

Gay Mcbirnie makes motion to adopt HR Company and move forward with using their services. Ken Davis seconds. All in favor. Motion passed.

#### **Resolution Calling for a Trustees Election**

Board has two seats coming open this year. District must send resolution into the county to call for election. Election will be May 7<sup>th</sup>, forms need to be submitted February 11<sup>th</sup>. Gay McBirnie motions to approve Resolution NO.01019: Resolution Calling for Trustee Election. Ken Davis seconds. All in favor. Motion passed.

Next meeting February 12th at 18:00 pm

Meeting Adjourned 18:42 pm

# Hebgen Basin Fire District

## Meeting Minutes

January 8, 2019

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**Recorder of Minutes:** Lindsey Charlton

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Next meeting February 12th at 18:00 pm  
Meeting Adjourned 18:42 pm

# Hebgen Basin Fire District

## Meeting Minutes

February 12, 2019

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Meeting was called to order at 1801 hrs.

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

**Also in Attendance:** Chief Grube, AC Jessop, Lindsey Charlton, Landon Zimmerman

**Recorder of Minutes:** Lindsey Charlton

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

**Approval of Minutes for January 8, 2018 Regular Board Meeting:** Mike Gavagan made a motion to approve minutes as written. Gay McBirnie Seconded. All in favor. Motion passed.

**Approve Claims/Deposits:** Nancy Heideman made motion to approve the claims as presented. Gay McBirnie Seconded. All in favor. Motion passed.

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

Reviewed call log, mutual aid calls are up by 8 compared to last year's statistics. District has had a total of 20 transports of which the majority is from Search and Rescue calls. Last month we had two fatalities, and had three calls at one time, two times. Mike Gavagan takes a moment to thank AC James Jessop for his work on a CPR call. The district currently has three paramedics enrolled in refresher course. May 16th there will be an ATV training class from District insurance company. Internship program has received 5 applicants. The Top three will be moving forward to onsite skill testing interview. A letter was sent to the school praising Heidi for her EMT class and to highlight the opportunity to other students. West Yellowstone and Big Sky will now share a voting seat for the 911 Advisory board. The Chief in Big Sky is currently holding the seat.

### **New Business:**

#### **Administrative Assistant Pay Scale**

Chief presented board with copies of the spread sheet Associated Employers prepared pertaining to the Administrative Assistant position. Chief recommends raising the Administrative Assistant position pay scale and the rate does not include the Union COLA increase. Wage increase would match the town for a current position of town clerk. Mike Gavagan motions to approve the Administrative Assistant pay scale. Nancy Heideman seconds. All in favor. Motion passed.

Chief requests for the adopted increase for position to be reflected in the Addendum E. Nancy Heideman clarifies the range will be \$34,316- \$46,428. Pay was: minimum of \$28,000, midpoint of \$33,500 and maximum of \$46,000. New rates are minimum of \$34,316.88, midpoint of \$40,372.80, maximum of \$46,428.72. Chief recommends wage increase for current Administrative Assistant Position to \$37,000.00 since probation has been completed. Nancy Heideman makes motion to adopt new rates and current position pay increase. Mike Gavagan seconds. All in favor. Motion passed.

#### **Hardship Application**

Patient requests to have balance of bill to be written off; she has paid half to date. Balance is \$780.00 and this Patient has consistently paid balance down since 2017. Board agrees this patient has meet the requirements

of hardship standards. Mike Gavagan motions to accept and write off \$780.00, Nancy Heideman seconds. All in favor. Motion passed.

### **Third Party Refusal Ambulance Write-off's**

Chief asks board to decide how department should handle refusals from a non-billing standpoint. District arrives to scene of bystanders that call 911 and the patient on scene refuses treatment. If our staff marks finalize on the call it does not go billing, if they submit to billing then we have to add charges and post. It cost us 5.00 to, upload and create invoices. Without submitting to billing there is still a record of call in image trend for tracking purposes. If staff submits to billing it will need to be deleted. Billing Bridge keeps record of deleted items. Board requests that Administrative Assistant create a spread sheet of deleted calls not needed to be billed Such as refusals or 3<sup>rd</sup> party assist calls. The log will need to correspond with the deleted items in billing bridge to include a reason for deletion.

**Next meeting is March 12<sup>th</sup> @ 6pm.**

Meeting adjourned: 6:50

**Hebgen Basin Fire District**  
**Meeting Minutes**  
**March 12, 2019**

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Meeting was called to order at 1801 hrs.

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

**Also in Attendance:** Chief Grube, AC Jessop, Lindsey Charlton, Ethan McDowell, Jeremy Gallagher, Cassandra Mitchell, Tyrel Stoker, Mikee Stoker, James, McBirnie, Carrie Egging, Landon Zimmerman, Will Polansky, Ryan Linhart, Katie Moen, Katie Ostberg, Jason Gras

**Recorder of Minutes:** Lindsey Charlton

**Public Comment for Items Not on Agenda:**

Carrie Egging addresses the board to make them aware of issues the crew feels is not getting resolved with Chief. A letter written by Ethan McDowell explaining his resignation from Local Union president was read out loud to board. McDowell has expressed he experienced health related issues and lack of sleep due to stress from Chief and board negotiations. Second issue Egging presented to board was the FireFighter1 certifications being Part of crew's employment, terms require that they must complete the Firefighter1 training within 6 months of hire date. The books have been completed by crew but now sitting in Chief's office waiting for his signature. Egging states that books must be completed and submitted to the state within 9 months after the first evolution signature. Once the book is completed by crew members, it then must be signed by Chief or Assistant Chief and mailed to main training office with the state to allow crew member to receive certification. Egging presented timeline of book completion to the time it was turned in to Chief for herself, Will Polansky and Ethan McDowell. All books were turned in to Chief in September and he has not completed his portion. Egging also shares that Ethan McDowell's original book has gone missing and he is now working on filling out a second one. Crew has sent several emails to Chief about the status of submitting their books and he has not responded. Board responds by asking Chief why Ethan's book went missing, why they are not signed and if there is a deadline to submit them to the State. Chief explains the books require approximately 500 signatures and it takes a while to go through and verify all tasks have been completed. Chief asked Ethan About his Book as he never received the first copy and is aware Ethan is currently filling out a second book. Chief states he has been working on Carrie and Will's books and they can still be turned in and accepted by the state. Cassandra Mitchel comments that she had to redo her book 3 times before it was sent in and she had to address it with Chief Waldron several times before she saw results.

Ken Davis responds that if the district has set conditions for employment and the crew is meeting them by time frame required then we need to make sure the district is holding up our end. Gay McBirnie requests that the Chief send out a confirmation email to board when books are signed and mailed.

**Approval of Minutes for February 12, 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:** Ken Davis made a motion to approve the claims as presented. Mike Gavagan Seconded. All in Favor. Motion passed.

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

**New Business:****Ambulance Write-offs**

Chief Presented a list of Write offs to board in the amount of \$55,752.64. Write-offs consist of Third-party calls, bad address, foreign patients, Medicare and Medicaid balances. For Medicaid patients, we cannot bill the balance due to federal regulations, so we must write off 49% of our bill. Refusals will continue to be on spread sheet for the write offs to be approved by board.

Gay McBirnie motions to write off 55,752.64. Mike Gavagan seconds. All in favor. Motion passed.

**Zoning Variance Request**

Gallatin County has asked for District to comment on zoning variance for property that is south of station 4. There is a structure that is supposed to be 12 feet from property line but is only actually 10 feet.

The section of the Station 4 lot is not big enough to build structure, and chief recommends that the board allow Gallatin County to issue variance. Chief is looking for a motion to sign off and respond that the District does not have an issue with the variance. The structure was built in 2003, changed hands several times and someone finally found the 2-foot error.

Mike Gavagan makes motions to allow chief to grant the 2ft variance and respond to Gallatin County. Gay McBirnie seconds. All in favor. Motion passed.

**Emergency Response Child Care Program**

Katie Ostberg and Lindsey Charlton collaborated to create an Emergency Responder Child Care Program. Katie presented program to board and is seeking approval to move forward with securing funding. For emergency drop-in there must be a large call volume. Little Rangers Learning Center's licensing committee is on board with the program. There are times when the district gets hit with multiple calls at the same and this cannot be predicted to secure childcare for responding staff or volunteers. The funding would cover LRLC operating costs in order to stay open later and meet the licensing requirements. Lindsey will be applying for the West Yellowstone Foundation Community Grant and hopefully get more funding from town or district. Drop in rate is \$5.00 per hour, per child. Program is anticipating the time frame of 5 hours for childcare unless a spouse or guardian can pick up the child earlier. Mike Gavagan comments that the board should help fund this program to get it running. Chief ads his thoughts to add a mechanism in here to have public works staff included in the event of a snow emergency with the town. Katie Ostberg states that if there is a declared emergency then the guardian program would cover childcare costs. The Emergency Response Child Care Program is for helping with short term childcare for emergency situations. Chief states that right now the District could do \$500.00 for this year and possibly \$1000.00 for next year to help with drop in costs. Kyle Goltz requested to have a budget amendment to add funds for program at future board meeting.

**Meeting adjourned: 656****Next meeting 4/9 at 6pm**



# Hebgen Basin Fire District

## Meeting Minutes

April 9, 2019

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Meeting was called to order at 1800 hrs.

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

**Also in Attendance:** James Jessop, Chief Grube, Lindsey Charlton, John Costello, Will Polansky, Jeremy Gallagher, Ethan McDowell, James McBirnie, Carrie Egging

**Recorder of Minutes:** Lindsey Charlton

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

**Approval of Minutes for March 11, 2018 Regular Board Meeting:** Mike Gavagan made a motion to approve the minutes as written. Gay McBirnie seconded. All in Favor. Motion passed.

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

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

### **New Business:**

#### **Budget Update**

Chief presented a list of current budget expenditures to show where district is at for 18/19 year. District is currently over budget on vehicle maintenance and construction of training building. Chief will apply revenue generated from assisting with wildfires to cover expenses. Budget amendments will be presented for approval at next board meeting.

#### **Zoning Complaint Station 4 Shed**

Letter was received from Gallatin county enforcement in regards to the shed on station 4 property. A complaint has been filed stating that it is located too close to the back property line. The district had to file for a conditional use permit to build station 4 and met all conditions of permit at that time. There was never mention of the shed in discussions pertaining to location since it was on the property when district purchased it. Chief is not interested in requesting zoning variance for the shed since it has been on property 30+ years, before station was built 2012. There is concrete slabs surrounding shed that will need to be moved if County determines District is in violation and requires the shed to be relocated.

#### **Audit Update**

Morgan was onsite last Friday and completed audit. She should be working with Sydni and get the financial statements completed.

#### **FireFighter 1 Book Update**

FF1 books have been turned in and District has paid the \$95.00 due for certifications. We have 18 months total to complete books and Chief can designate one person to sign books. AC Jessop has been assigned to take care of books moving forward. Chief suggests changing condition of employment when we hire new staff, it can state 18 months to complete FF1. The problem will be if candidate is hired and the expected 6 month

time frame falls during winter when the FF1 training is not done. The probation period could be changed but conditions will not be met in time frame preventing monetary goal being reached. AC Jessop suggest that FF1 not be a stipulation of probation and allow 12 months' time to complete. Ken Davis adds that the District should not hold up probationary period compensation due to uncontrollable circumstances preventing FF1 from being reached within 6 months. The summer call volume and winter months are stacked against them. AC Jessop recommends the District consider implementing the passing the tactics part as the conditions of the 6 month probationary period but not the FF1 testing.

Chief explains that starting from the hire date they have 18 month to complete and pass the FF1 testing. The current conditional offer of employment states the new hire has 6 months to complete the FF1 training. We have hired people and they did not complete the ff1 training but were allowed off the 6 month probation. What is written in the condition of employment needs to match the contract. Kyle Goltz asks if district can do tactics all year round to help staff meet 6 month goal regardless of call volume or winter months. Chief responds that we can do training in winter but there are five tactics that must be completed and the pitch roof event along with the flat roof event is more difficult when there is 5 feet of snow. Jeremy Gallagher states that the FF1 is more of career building tool, not a way to prove worth. Other departments do endurance tests and would allow people to prove strength and offer an academy process that will satisfy position needs. Ken Davis adds that there may be people that come here that would not want to follow that track of FF1 to FF2 to Officer. Jamie McBirnie states that some departments require applicant to have FF1 and CPAP certification to even send in an application. We have more than the capabilities to train for FF1 here. Ken Davis asks if the Districts current Policies require FF1 as a condition of employment and if the requirement that goes out in letter of employment is a district requirement. Ken Davis directly asks Chairman to see in writing what we do now. Chief responds that as of right now the district does not have a policy written. Kyle Goltz requests this to be added to the agenda as new business for next Board meeting.

Kyle Goltz would like to close the meeting by stating on the record "I would like to thank Nancy for her service and her knowledge of budget and what she added to board".

Meeting adjourned: 18:53 pm

Next meeting 5/14 6pm

# Hebgen Basin Fire District

## Meeting Minutes

May 14, 2019

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Meeting was called to order at 1800 hrs.

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

**Also in Attendance:** Chief Grube, AC Jessop, Lindsey Charlton ,Hunter Wetherelt , Matt Larson, Ethan McDowell , Jeremy Gallagher, James McBirnie

**Recorder of Minutes:** Lindsey Charlton

### **Swearing in of Board Members**

Lindsey Charlton swears in Mike Gavagan and John Costello to board seats.

### **Election of Chair, Vice Chair and Secretary**

Board elects members for positions of chair, Vice Chair and Secretary. Mike Gavagan Motions that Kyle remain in chair position. Gay McBirnie seconds .All in favor. Motion passed. Gay McBirnie motions for Ken Davis to hold Vice Chair seat. John Costello seconds. All in favor. Motion passed. Ken Davis motions for Gay McBirnie to hold Secretary Position. Kyle Goltz seconds. All in favor. Motion passed.

### **Public Comment for Items Not on Agenda:**

James McBirnie asked for clarification about the applications for EMS personnel from life flight. Chief states that they stopped in a week ago and determined that federal law trumps state law so they can sell membership. Air methods has not sent anything yet but life flight stated they and air methods have a reciprocal agreement but not sure how in depth it goes.

**Approval of Minutes for April 9, 2019 Regular Board Meeting:** Mike Gavagan motions to approve minutes as written. Gay McBirnie second. All in favor. Motion passed

**Approve Claims/Deposits:** Ken Davis motions to pay claims. Gay McBirnie seconds. All in favor. Motion passed.

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

### **Old Business**

#### **Audit Update**

The Draft copy of the Audit Report has two blank pages that are intentionally left blank for financial statements. Expected to have completed final copy by end of next week.

#### **MOU Town of West Yellowstone**

MOU was approved by town to add funding in the amount of \$88,000.00 into the base with the potential for additional 1.5% annually as prescribed in the November 3, 2015 Interlocal Agreement. Chief is asking that the board vote and rule in favor of accepting agreement. Mike Gavagan motions to accept memorandum of Understanding and Agreement between Hebgen Basin Fire District and The Town of West Yellowstone. Kyle Goltz seconds. All in favor. Motion passed.

### **New Business**

#### **FY2019-20 budget**

Chief presented preliminary budget. Expecting property taxes to go up so added more funds to cover possible increase. Ambulance revenues down but projecting they will reach \$225,000.00. Expecting \$650,000.00 from town so District revenue is 1.3 million for next year. Fire revenue and misc. revenue totals are down. There are some expenditures we estimated high on last year such as salaries and health insurance costs but we have to guess on amounts to budget. Capital reserve shows \$150,000.00 the District did not spend. District is setting funds aside for SCBA's and did not spent building communications equipment funds. Funds set aside for

Sprinkler system has not been spent because we have not been able to get more than one bid. The fund will have to roll to next year.

### **Ambulance**

Chief passed photo around of Ambulance to be purchased. Currently ambulance 2 is not driving correctly and staff has changed everything mechanically related to driving and cannot get it fixed. Crew is not comfortable with driving it down road, it has air ride system that causes it to sway. Electrical issue that comes and goes, when it shuts off we lose all power to module losing lights and sirens. Pencare has a few choices for purchase; a 2017 model, 2018 model or we can get a new model. Chief recommends buying the 2017 model, add power load and District graphics. This will allow all three ambulances to be in state compliance, and providing a rail system to secure patient in the event of a rollover crash.

Currently we have \$56,000.00 in ambulance fund, District can take additional funds needed from the ambulance apparatus account. James Mcbirnie and Ethan McDowell confirm driving concerns they have experienced with Ambulance 2 validating the need for replacement. Chief would like to remove ambulance box and use chassis for plow truck providing the chassis will be salvageable. Mike Gavagan ads that the safety of crew and the people we are transporting is top concern for all of us. Comparing fire calls verse ems calls shows that we need to invest in quality equipment. We are too far away from services that the electrical issue alone is a major problem. John Costello agrees and asks how much more money should be anticipated to spend once it arrives to town. Chief states that it will need power load, graphics, and radios moved. Anticipating the total cost should be \$211,490.00. Mike Gavagan motions to approve purchase of 2017 Pencare ambulance in the amount of \$211,490.00. Gay McBirnie seconds. All in favor. Motion passed.

### **Lighting Project Upgrade**

Chief is requesting board action to approve lighting upgrade. Station 2 lights are over 20 years old and currently if you walk out in to bay of Station 1 you can see how bad the lighting currently is. District will get an incentive back from Fall River for updating. Currently we have 1500 in station 2 maintenance account and balance needed could come out of the sprinkler system account. Chief explains that led lights have dropped in price and quality of sensors have improved. We will be placing better quality of sensor in bay and it should save on electricity due to not being on all the time. Ken Davis motions to approve Lighting Project Upgrade. Gay McBirnie seconds. All in favor. Motion Passed.

### **Replacement and paving around station1**

District has been setting funds aside for several years to replace pavement, replace both bays, back parking area, ally between Station 1 and SAR building. Chief has reached out to 4 different paving companies, two responded with estimates, 1 refused to come to west and 1 never responded. \$35,822.00 is most expensive and only covers paving. Additional fees for dirt and gravel services will be assessed. District will have to work with two contractors in an attempt to get it done in timely fashion. HK contracting is preferred for paving and they will do paving if site is prepped in advance. Chief would like to have done by fall, asking for board approval. Ken Davis motions to authorize replacement paving. Mike Gavagan seconds. All in favor. Motion passed.

### **Firefighter/Paramedic Hiring**

Ethan McDowell has resigned from his 48/96 position and Will Polansky currently is the vacation relief position. Chief would like move Will Polansky into 48/96 position and open the vacation relief to public for hiring. Position will be posted and open for a month.

Mike Gavagan motions to approve Chief moving Will Polanski into position 48/96 position. Gay McBirnie seconds. All in favor. Motion passed.

Meeting Adjourned- 725

Next meeting June, 11<sup>th</sup> at 6pm,

**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.

**Hebgen Basin Fire District**  
**Special Board Meeting Minutes**  
**June 27, 2019**

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Meeting was called to order at 12:06 hrs.

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

**Also in Attendance:** Chief Grube, AC Jessop, Lindsey Charlton, Jeremy Gallagher

**Recorder of Minutes:** Lindsey Charlton

**Public Comment for Items Not on Agenda:** Jeremy Gallagher stated that the meeting with local was not on board agenda. The local decided to try to fill as many of the open 12 hr. shifts by sign up. If they do not get covered then Chief can assign crew to fill them.

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

**New Business:**

**Budget Amendments**

Chief Requests to Decrease Apparatus #960 by \$160,954.00 and increase Ambulance #959 by \$160,954.00 to keep ambulance purchase under correct budget line item. Gay McBirnie makes motion to Decrease Apparatus #960 by \$160,954.00 and increase Ambulance #959 by \$160,954.00. Mike Gavagan Seconds. All in favor. Motion passed.

Chief requests to increase the Emergency Childcare Fund # 245 by \$1000.00 for a grant that was received from West Yellowstone Foundation. Gay McBirnie motions to increase the Emergency Childcare Fund # 245 by \$1000.00. John Costello Seconds. All in favor. Motion passed.

**Ambulance Write Off for Bad Debt**

Chief is asking to write off current outstanding bad debt with ambulance billing to keep in 18-19 year. Some of the reasons are time to bill insurance has expired, foreign patients, and an issue with the billing software. Lindsey is now going through call log monthly to verify all billable calls have been submitted for billing. Jeremy Gallagher comments that it is difficult and awkward to collect payment at time of call for patients without insurance. Mike Gavagan makes motion to write off bad debt in the amount of \$31,936.04. Gay McBirnie seconds. All in favor. Motion passed.

**Surplus Property Used Dryer from Station 1**

Station 1 has two complete sets of washer and dryers and one excess dryer in working condition. To dispose of excess dryer, Chief needs Board approval per Surplus Property Policy. Gay McBirnie motions to Surplus Property Used Dryer from Station 1. John seconds. All in favor. Motion passed. Mike Gavagan asks if we have the option to donate the dryer within the community. AC Jessop state the Surplus policy states with board approval the dryer can be donated or surplus out by public bids. Mike Gavagan suggest the district call around and see who could use it rather than go through the bidding process.

**Meeting adjourned: 12:22pm**

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





# Hebgen Basin Fire District

## Meeting Minutes

July 9, 2019

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Meeting was called to order 1800

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

**Also in Attendance:** Chief Grube, AC Jessop, Lindsey Charlton, Landon Zimmerman, James McBirnie, Cassandra Mitchell, Jeremy Gallagher

**Recorder of Minutes:** Lindsey Charlton

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

**Approval of Minutes for June 11<sup>th</sup> Regular Board Meeting:** Mike Gavagan Approves June 11<sup>th</sup> Regular Board meeting minutes as written. Ken Davis Seconds. All in Favor. Motion Passed.

**Approval of minutes for June 27<sup>th</sup> Special Board Meeting:**

Gay McBirnie Motions to Approve June 27<sup>th</sup> Regular Board meeting minutes. Mike Gavagan Seconds. All in Favor. Motion Passed.

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

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

### Old Business:

#### 2019-20 Preliminary Budget

Chief will not be able to finalize budget until district receives year-end numbers from County. Chief went over capital expenses and discusses budgeted items. Budget amendment approved at special board meeting in June was completed. Now showing on page 7, line 960, item titled apparatus shows the decrease in funds used to cover cost of new ambulance.

### New Business:

#### Approval of hiring of Brad Wittrock as new Vacation Relief Paramedic/Firefighter

Chief offered Brad Wittrock the position and he has passed background check. He is ready to come work Monday 7/15/19 with board approval. Brad is a 20 year paramedic and completed the ff1 and ff2 training. During previous employment he has been primarily working as paramedic. Currently working in backcountry wilderness. Chief reports that all provided references said they would rehire if had chance. Mike Gavagan states that he hopes the crew takes into account that he has been working primarily as a paramedic and will probably require a refresher in firefighting. Mike Gavagan motions to hire Brad Wittrock as new Vacation Relief Paramedic/Firefighter. Gay McBirnie seconds. All in favor. Motion passed.

#### Pay Per Call Policy

Chief created a draft policy for paying volunteers for calls and would like board and crew input. John Costello asks Chief if this is what came out of the meeting a few weeks ago and is it something we can live with. Chief responds that we all agreed that we should be paying the volunteers. Cassandra Mitchell comments that this is the first time the crew is seeing the policy. Ken Davis shares that the policy looks like it addresses what is needed to pay volunteers, and it's clear. The only concern is determining if they are still technically volunteers if they are being paid. Chief states that volunteers remain in that status as long as they are not paid more than 20% of the annual salary. James McBirnie adds that Ennis does the same thing only they get paid minimum

wage by hour then \$16.00 for transport. They have an option where you either fill out a W2 or elect to not get paid. It is completely optional. Chief responds that there may be some employers that do not allow a second job causing some of our volunteers to decline payment. Mike Gavagan asks Chief if this would cover a call like parade rest fire or a third call out ambulance request. Chief responds that it would but there are steps that need to be followed. Chairman Goltz asks the crew to please look it over and add their input. Board will look it over and determine if any changes need to be made.

**Meeting adjourned: 1835.**

**Next meeting 8/13/19 18:00**

**Hebgen Basin Fire District**  
**Meeting Minutes**  
**August 13, 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, Hunter Weltherelt, Will Polansky, Brad Wittrock

**Recorder of Minutes:** Lindsey Charlton

**Public Comment for Items Not on Agenda:** Chief introduced Brad Wittrock to Board. No other public comment.

**Approval of Minutes for July 9, 2019 Regular Board Meeting:** Mike Gavagan motions to approve minutes as written. Gay McBirnie seconds. All in Favor. Motion passed.

**Approve Claims/Deposits:**

Chief reviews various claims explaining expenditures. Ken Davis motions to approve claims as presented. Gay McBirnie seconds. All in favor. Motion passed.

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

**Old Business:**

**Approval 2019-20 Budget**

Chief reports that districts taxable value increased compared to 2018 numbers, causing decrease in mill value to 49.74. Budget has been adjusted to reflect decrease and salaries line item along with for pay per call for volunteer line items have been increased. Mike Gavagan states that mill levy should be adopted before budget is approved. Chief adds that if board does not like where budget is currently at, the mill balance will need to be adjusted. Chief recommends for board to approve max mills due to conflict the District is in with Park Service and PILT funding distribution. Kyle Goltz states that the current radio situation and the Districts need for a new engine need to be considered. Board moves to vote on adopting Mill Levy (see below). Ken Davis asks Chief why is there \$10,000 in operations budget. Chief responds that last year the District had a hazmat situation causing unexpected expenses, so it is important to have additional funds available. Kyle Goltz ask board if there are any further questions for Chief and is looking for motion to approve or disapprove budget. John Costello make motion to approve budget. Mike Gavagan Seconds. Motion passed 4-1, (Ken Davis Nay).

**Adopt Mill Levy for Fiscal 2020**

Mike Gavagan makes motion to adopt max mill levy for 2020. Gay McBirnie seconds. Motion passed 4-1, (Ken Davis Nay).

**Pay per call Policy**

Chief presented policy to board last month and has not received any feedback. Re-presenting policy and looking for board approval to implement and offer to volunteers. Kyle Goltz states that he looked it over after last meeting and thinks it is a good policy for volunteers. He proceeds to ask board and present crew members if there are any issues out there that would prevent it from being adopted. Chief responds that the only

concern we had was pertaining to Workers Comp policy cost increasing if they become paid volunteer. Montana State Fund confirmed that they will remain volunteers if their income remains under 20% of salaried. Mike Gavagan revisits that the board asked last meeting if union staff would look over the policy and provide feedback. Jeremy Gallagher responds that it looks great in the local's opinion and is a great incentive to try to bring in more volunteers. Ken Davis makes motion to adopt paid per call policy for volunteer staff. Gay Mcbirnie seconds. All in favor. Motion passed.

**New Business:**

**Pay raises for Non-Union Staff**

Chief is asking board to approve the same pay increases for non-union staff that the union staff received in July. This includes adopting a longevity scale into a policy for non-union members and provide 3% increase and 2.4% cola increase. Kyle Goltz asks chief if this hourly rate is based on 2080-hour work year, like the unions scale. Chief responds that it will be the same scale and that James is at year 6 completed, Chief is at year 7 and Lindsey does not qualify as she has only been here for 1 year. Kyle Goltz states that it is good for non-union staff to have the same benefits of union staff to provide incentive for staff to stay. John Costello makes motion to approve 5.4 % salary increase and longevity. Kyle asks about the timeline for longevity to start. Chief points out that he made an error on the chart presented and staff must complete two full years of employment and longevity begins year 3. Kyle Goltz states the motion on table is to approve nonunion pay raise in the amount of 5.4% salary increase and longevity. Mike Gavagan seconds. Motion passed 4-1(Ken Davis Nay)

**Meeting adjourned: 18:55 pm**

**Next meeting: September 10th at 6:00 pm**

**Hebgen Basin Fire District**  
Meeting Minutes  
September 10, 2019

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Meeting was called to order at 1802 hrs.

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

**Also in Attendance:** Chief Grube, AC Jessop, Lindsey Charlton, Tyrel Stoker, Carrie Egging, Brad Wittrock

**Recorder of Minutes:** Lindsey Charlton

**Public Comment for Items Not on Agenda:** No public comment

**Approval of Minutes for August 13, 2019 Regular Board Meeting:** Mike Gavagan made a motion to approve minutes as written. Ken Davis Seconded. All in Favor. Motion passed.

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

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

**New Business:**

**Station 3 Property Line**

Yellow line on map presented by Chief shows the Districts property line. The Lindys are wanting to put in a new fence on the property line. Chief looked for property pins, then measured and they are exact. Chief asked them to sell us the area between current property line, and actual property line. Chief tried to meet with Marve Lindy over Labor Day weekend, he has not had time to meet with chief, he suggested a counter offer where the district will help pay for the fence where existing line is. Chief reports they are asking for us to pay for rails for the fencing, but if they are not willing to work with us on property line then we should not pay for any fencing. Chief is looking for thoughts from board. Kyle Goltz states that the district should not have to have any further expenses if they are not willing to leave fence where it is. Ken Davis adds that if they say they want to build a jack leg fence then they need to have both feet of fence on their property. Chief responds that the District paid \$85,000 for that property. If they say they will sell that 1/3 of property then we should not pay more than approximately \$27,000, its junk property and cannot be used for anything. This is going to affect our plowing and access to station 3 so we may have to look at different equipment.

**Engine 1 Purchase**

Chief emailed a link to the board before meeting to review the Sourcewell program. District is looking to replace engine 1. Sourcewell is a government entity in MN that go out and bid equipment to get favorable pricing. Companies can legally jump on contracts they are entered in and not have to go through RFP process. Many organization in Montana have started going this route. It is an easier and cost effective way of going with contractor and getting a custom built engine. Ken Davis agrees and adds that it is a well-known organization and thinks it is a great idea. John Costello asks Chief if this is this a matter of numbers where they bid. Chief responds that Sourcewell has already placed bids with all of the manufacturers and locked in pricing. Rosenbaer is my recommendation for building an engine; they are a local salesman out of Helena. Chief is looking for a motion to approve moving in the direction of a Sourcewell contract. Ken Davis Motions to pursue the Sourcewell pricing instead of a RFP. Mike Gavagan seconds. All in Favor. Motion Passed.

**Award**

**Sprinkler System Bid Station 1**

Secured two different proposals: First one is Slater Fire from Three Forks and the Second one is IT&M out of Helena, both proposals fall in line with budget for sprinklers. Chief suggestion is to go with Slater Fire due to previous work he has witnessed they have done in community. Mike Gavagan states it is a good idea to keep

proposals within Gallatin County. Chief shares that they did Little Rangers, Yellowstone Country Inn, Borashes property. Chief has only seen IT&M on a couple house projects. Mike Gavagan asks Chief is there is any chance to go back to Slater Fire and see if he would meet ITM proposal. Chief states the difference in pricing between proposals is that Slater did an on sight review and IT&M did their proposal based on photos and parameters. The project will not be done until May but we need to lock in proposal now. Mike Gavagan shares that he likes the idea of going with a company that you have witnessed work. Ken Davis motions to accept Chief's Recommendation of going with the proposal from Slater Fire. Mike Gavagan Seconds. All in Favor. Motion Passed.

### **Copy Machine Lease Upgrade**

Current copy machine is having overages and we get a new machine for approximate 10 dollars more a month. Mike Gavagan motions to approve new copy machine lease. Gay Mcbirnie seconds. All in Favor. Motion passed.

### **Computer and Server Upgrades**

Windows 7 is ending, forcing an upgrade. Our IT guy submitted costs to upgrade and we could save \$800 if we do a remote install. District will need 4 new computers towers, Computer Foundations can upgrade current server. We have \$6000 allocated in budget for computer upgrades. Gay Mcbirnie motions to approve needed upgrades. Ken Davis Seconds. All in Favor. Motion Passed.

### **Local Bill Reduction Request**

Chief explains that this reduction request falls outside our normal policy. A local that we transported in March is looking for a significant discount to make a lump sum payment with a credit card. Per policy we allow locals to pay an amount they can afford until half the bill is paid then write off the rest. Mike Gavagan states that if we do this then we will need to update policy so it fits everyone. The District has the hardship application and current policy for a reason. Ken Davis makes motion to deny Bill Reduction Request. Gay Mcbirnie seconds. All in Favor. Motion Passed.

**Meeting adjourned: 6:55**

**Next meeting 10/8 at 6pm**

# Hebgen Basin Fire District

## Meeting Minutes

October 08, 2019

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Meeting was called to order at 1805 hrs.

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

**Also in Attendance:** Chief Grube, AC Jessop, Lindsey Charlton, Cassandra Mitchell, James, McBirnie, Landon Zimmerman

**Recorder of Minutes:** Lindsey Charlton

**Public Comment for Items Not on Agenda:** no public comment

**Approval of Minutes for September 10, 2019 Regular Board Meeting:** Ken Davis requested a few revisions to be made. Ken Davis made a motion to approve minutes with corrections. Gay McBirnie seconded. All in Favor. Motion passed.

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

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

### **New Business:**

#### **Update to Purchase Policy 121**

Chief learned at recent conference that we can make purchases through a cooperative agreement. Chief amended current policy to allow cooperative purchasing or purchasing with bidding. Mike Gavagan motions to adopt update to policy 121 with new language. John Costello seconds. All in favor. Motion Passed.

#### **Engine 1 Replacement Purchase**

Chief provided the set of specs of new engine for board. Going with the cooperative bid and Sourcewell pricing will put the total cost at \$626,300.00. Almost half the cost comes from building a custom chassis. One of the larger benefits of having a custom chassis will be that the district can increase water capacity. New engine can carry 1500 gallons of water, has room for patient care in back seat with back board, and has an in-cab medical compartment with dual opening compartments. A few issues were discussed with specs and Chief requested they move hose reel to back along with adding beds for 2.5 hose. The District has been saving for this for many years, we have \$440,000.00 in apparatus budget and would need to move money to complete purchase. This would be a 25 year purchase, if you compare to spending \$200,000.00 every time we need a new ambulance that lasts 6 years. The Districts current engine is only 2wd, lacks compartment space, and can only transport patient in back seat. John asks Chief where the additional funds to cover cost of engine will come from. Chief responds the district can use ambulance revenue and there is roll over funds every year that can be used. Ken Davis asks Chief if he knows what the weight will be once it is fully loaded. Chief states 53,500 is total estimated weight with all the hose and equipment needed loaded onto Engine. The pre-construction meeting should be in December and it could take up to 1 year for construction to be completed. Bernie comments that the District is long overdue for a new engine and the current engine is a safety concern since it does not have 4 wheel drive. Landon adds that we are an understaffed district and often have to roll to scenes with minimal apparatus. Cassandra states that the new engine would accommodate a MCA and being able to have a place for patient care is needed along with being very beneficial. The current engine is packed and does not even have all the items our crew requires for scenes. Chief adds that East Helena has a similar truck that they paid \$578,000.00, big sky bought one that was identical to what we specked out and they paid \$717,000.00. Mike states that now is the time to make this purchase as prices are not going to go down and this has been

discussed for three years now. Mike Gavagan makes motion to approve the engine 1 purchase. John Costello seconds. All in favor. Motion passed.

### **YNP Service Agreement Direction**

Chief reports that he is supposed to have conference call with Pat Kenney to discuss efforts being made with trying to get a response out of park pertaining to entering into a service agreement. The District currently has a Mutual Aid Agreement and in 60 days it is null and void. The NPS currently has service agreements with other agencies and pays these agencies for their mutual aid calls. The park has been consistently 14% of our call volume and the tax payers are currently covering costs. The park could pay the District \$160,000-\$180,000 annually to help cover cost of running park calls. Chief suggests we send a letter to the NPS to remind them the contract will be expiring on a specific date. It will cost the park a lot more to provide the west entrance with fire and ems apparatus than it would to pay the District for services. This could provide us with the opportunity to hire more staff and provide them additional support. The District currently does not get engines or transport service support from the park and in the last three years they have only transported 1 patient for us. All the other calls we have had the NPS rangers show up to scene to support the District but not the EMS staff. Ken Davis asks Chief what are the Districts costs that we are not getting covered. Chief responds that the District is sending staff that we pay from our district funds to respond to mutual aid calls. The cost comes in when our on shift staff has to wait to engage and then we have to pay extra staff to come in and be on standby. Ken Davis states that the District has to recover costs, if we send crew A into park and Crew B is standby they need to be paid. Chief responds that right now San Francisco provides an ambulance and Engine to NPS and receives compensation. If the park provided the District with \$200,000.00, it could cover the additional expenses we encounter and allow for District to add additional staffing. Ken Davis motions the Chief should begin negotiations with NPS immediately and his last presentation would be to send a letter rescinding the current agreement. Gay McBirnie Seconds. All in Favor. Motion passed.

### **Approve to Excess 2003 F 450 Pickup**

Chief requests to offer old plow truck to public by a sealed bid sale with \$6,500.00 minimum bid. We have a second plow frame to sell with the truck. Chief determined minimum bid amount based on Kelly Blue Book value of similar model since actual model was not available. Mike Gavagan motions to approve excess sale of old plow truck with minimum bid of \$6,500.00. Gay Mcbirnie seconds. All in favor. Motion passed

**Meeting adjourned: 730**

**Next meeting 11/12 6pm**



**Hebgen Basin Fire District**  
**Meeting Minutes**  
**November 12, 2019**

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Meeting was called to order at 1800 hrs.

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

**Also in Attendance:** Chief Grube, AC Jessop, Lindsey Charlton, Cassandra Mitchell, James, McBirnie, Landon Zimmerman, Tyrel Stoker, Mikee Stoker, Scott Newell, Justin Newell, Richard Moore from YNP.

**Recorder of Minutes:** Lindsey Charlton

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

**Approval of Minutes for October 08, 2019 Regular Board Meeting:** Ken Davis motions to approve minutes as written. John Costello seconds. All in favor. Motion passed.

**Approve Claims/Deposits:** Gay Mcbirnie motions to approve the claims as presented. John Costello Seconded. All in Favor. Motion passed.

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

**New Business:**

**YNP Mutual Aid Agreement Evaluation of Service**

Chief states that over the last couple of years the District has worked with park under a Mutual Aid agreement. Past discussions with YNP Superintendents led to District attempting to secure PILT Funding which was not successful. The district is providing a huge amount of service within the park and after reviewing the number of calls along with time spent it is now time for a different agreement. Chief presented board a cost per call evaluation comparing the District and San Francisco Fire Department, which has a financial agreement with NPS. San Francisco averages 157.5 calls and \$722,502.25 in revenue making cost per call \$4,587.32. Hebgen Basin Fire District averages 393 calls and \$1,563,364.50 in revenue making cost per call \$3,979.21. Chief would like to enter into a financial agreement with YNP to receive \$130,000.00 annually for mutual aid. Richard Moore speaks to Board and Chief on behalf of YNP. Richard states that Superintendent Cameron Sholly has been in his position less than a year and is trying to be briefed on all issues in the park. The park staff met with the Superintendent in late October and provided better information pertaining to the Mutual Aid issues. The superintendent feels YNP should move forward with creating a legal instrument that lays out the relationship in detail between Hebgen Basin and YNP. YNP contracted officers have the authority to make decisions and they recognize that to establish similar services inside park would come with substantial cost. YNP understands there is a need for Fire services for hazmat scenes and car accidents. When creating some form of a legal instrument the park would like to address billing as well as review dispatching and radio contact due to previous issues. The new chief ranger will be here in a few weeks and either Richard or Chief ranger will be partnered with contract ranger to coordinate. YNP is hoping to come up with a solution before current contract expires. The Park needs to have a meeting internally to review funding, review park regulations that are binding, review all existing contracts between parks and outside service providers in order to make an agreement that is beneficial to both parties. Ken Davis asked Richard if the Park Service is going to do more EMS transports. Richard responds that they have increased their EMS staff and have an ambulance outside the park for winter transports. Park Service has added a dedicated AEMT Paramedic to crew to assist with patient care from park clinic to BSMC or to meet up with Rexburg for a transfer. AC Jessop states that this spring the District had to turn down a significant amount of transfer requests due to lack of man power.

Ken adds that the district cannot have duty crew at an event at 7 mile bridge inside the park, then not be able to respond to local emergency in town. The district must have the staffing and manpower to provide services to Hebgen Basin and YNP. Richard responds that the superintendent hopes the contracting officer can work out the way the money flows. For instance if the ambulance comes into park for support, the park pays District for response and then bills the patient. Ken recommends that the contracting officer should consider that the District has to write off a very large amount of ambulance charges from patients providing false information. The dates that the west entrance to the park is open must strongly be considered along with the amount of work load on 191 during winter months. Chief states that the agreement the NPS has with San Francisco currently mirrors what Hebgen Basin currently does and this agreement would be a beneficial template. Richard responds that the park is currently pulling contracts from all over the country and recognizes there are less than a dozen financial agreements at this point in time. The superintendent's goal is to move forward by January with an agreement that fits the needs of both agencies.

#### **Purchase of Hurst Extrication Equipment**

Chief provides board with handout about Hurst extrication equipment. Chief would like to purchase new extrication equipment and is looking for board approval. Total cost for edraulic cutter, ram, spreader and 110 power supply is \$28,950.00. District can fund this purchase by using dividend check from MT State Fund combined with balance left over from budgeted funds for paving project. Kyle Goltz comments that purchasing tools to make work load easier for crew would be a great use of dividend funds. Chief states that with this purchase the District will have a set of extrication tools on every engine. AC Jessop adds that these can be put to greater use beyond extrication by being used in backcountry if needed and can be carried on ATV to scene if necessary. Ken Davis motions to authorize purchase of Hurst Extrication Equipment. Gay Mcbirnie Seconds. All in Favor. Motion Passed.

#### **Opening of Sealed Bids on 2003 Ford F450 Pickup**

Chief opened three sealed bids received for truck. The sealed bids were:

- 1- Robert Hartzog \$7,777.00
- 2- David Alder \$7,005.00
- 3- Jack Fangsrud \$8,661.00

Gay Mcbirnie motions to accept bid for \$8661.00 from Jack Fangsrud for sale of truck. John Costello Seconds. All in Favor. Motion Passed.

**Meeting adjourned: 7:07pm**

**Next meeting 12/10 6pm**

# Hebgen Basin Fire District

## Meeting Minutes

December 10, 2019

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Meeting was called to order 1800

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

**Also in Attendance:** Chief Grube, AC Jessop, Lindsey Charlton, William Polansky, Brad Wittrock, Jeremy Gallagher

**Recorder of Minutes:** Lindsey Charlton

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

**Approval of Minutes for November 12, 2019 Regular Board Meeting:** Ken Davis Approves Regular Board meeting minutes with grammatical errors corrected. Gay McBirnie Seconds. All in Favor. Motion Passed.

**Approve Claims/Deposits:** Ken Davis motion to pay claims. Mike Gavagan Seconds. All in favor. Motion passed.

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

**New Business:**

### **Update Volunteer Reimbursement Policy #133**

Chief proposed making a change to the cell phone part of the Volunteer Reimbursement Policy # 133. The policy was initially created because data was charged for pages received and this helped cover the cost with volunteer personel phone bill. Volunteers that are enrolled in the Pay Per Call Program are receiving compensation and cell phone contracts are now unlimited. We do not pay for paid staff phones and so we should not pay for paid volunteer staff phones. We have one volunteer that cannot have a second job so he cannot take advantage of the Pay Per Call Program. The updated cell phone policy allows that type of volunteer to receive some kind of reimbursement for being on call. Ken Davis made a motion to adopt Update Volunteer Reimbursement Policy. John Costello seconds. All in Favor. Motion Passed.

### **Update Ambulance Billing Policy #129**

In February of 2017 Chief asked board to amend ambulance billing rates from \$850.00-BLS, and \$1000.00-ALS to \$1100.00-BLS and \$1400.00 ALS. This was when District was migrating to electronic system and rates were not updated as expected. Currently the district is behind comparable districts with billing rates. Big Sky charges in district resident rates and in district non-resident rates and out of district rates. Central Valley charges \$1000.00 for BLS and \$1250.00 for ALS. Big Sky has interfacility transfer rates so when a doctor says this person need to go by ambulance, Medicare pays more. Chief would like to increase ALS to \$1550.00, BLS to \$1150.00 and the mileage rate to \$20.00 per mile effective 01/01/2020. Chief would like residents to provide District with proof of residency to get a discount. Chief explained that there are many variables to consider such as Medicare, Medicaid, and private insurance patients. Chief reached out to District legal team to review and they responded that rate increase and discount is non-discriminatory. This change could potentially generate an extra \$50,000.00 in revenue. Mike Gavagan added that it seems fair for our billing policies to be comparable to Big Sky and Central Valley. Ken Davis states that the loaded mile rate seems high and this is something people already complain about.

Mike Gavagan made a motion to Update Ambulance Billing Policy #129. Ken Davis Seconds. All in favor. Motion Passed.

### **Resolution Calling for Trustee Election**

This year the District received the paperwork before the board meeting. Board is required to do a resolution for open trustee position. Date of election will be May 5, 2020. Declaration of Candidacy must be returned by February 10, 2020. If we get more than one applicant for position then it will go to election. Mike Gavagan

made a motion to approve Resolution Calling for Trustee Election. Gay McBirnie Seconds. All in Favor. Motion Passed.

#### **Appointment of Trustees to CBA Negotiating Team**

On June 30,2020 the current contract with union expires and Chief would like to start negotiations early to reach agreement before it expires. The District will need two board members to participate. Mike Gavagan recommends that the board chair should be on that panel. Ken Davis stated if the negotiation process extends into summer he will not be available. Mike Gavagan and Kyle Goltz both volunteer to represent the District for the negotiation team. Ken Davis recommends that the local should have two constant faces through the whole process to help make negotiations consistent. Kyle asks local members present if they have made a decision on who will be taking part in negotiations. Jeremy responded that they sent a few members to some training and they have not decided who will be in the negotiations. Kyle asks that when the local decides to let the board know as they would prefer to get ball rolling by February.

Ken Davis made a motion to appoint Mike Gavagan and Kyle Goltz to the negotiation team to represent District. John Costello seconds. All in Favor. Motion Passed.

**Next meeting 01/13/2020 Monday at 6 pm**

**Meeting adjourned: 18:53**