

Hebgen Basin Fire District
Board Meeting Minutes
January 12, 2021

Meeting was called to order at 6:02 pm

Board Members Present: Kyle Goltz, Skip Morris,

Board Members Present Via Web ex: Mike Gavagan

Also in Attendance: Chief Grube, Lindsey Charlton, James Jessop, Cassandra Mitchell, Jamie McBirnie

Recorder of Minutes: Lindsey Charlton

Public Comment: No public comment.

Approval of Minutes for December 08, 2020 Board Meeting: Mike Gavagan motions to approve minutes. Kyle Goltz Seconds. All in favor. Motion passed.

Approval of Minutes for December 22, 2020 Board Meeting: Skip Morris motions to approve minutes. Kyle Goltz Seconds. All in favor. Motion Passed.

Approval of Claims/Deposits: Skip Morris motions to approve claims and deposits. Mike Gavagan Seconds. All in favor. Motion passed.

Chief's Report: See attached.

New Business

Resolution Calling for Trustee Election

Kyle Goltz read resolution 0112101 to the Board. The District must formally declare that the board has two seats open. The election will be held on May 4th, 2021 and candidacy forms must be submitted to the county by February 8th, 2021. Skip Morris Motions to approve resolution 0112101, Resolution calling for Trustee Election. Kyle Goltz Seconds. All in favor. Motion Passed.

Station 5 NEPA Process

Chief recaps where the District is at with the NEPA process for station 5. The District has spent close to \$6,600.00 on process and it will cost another \$6,500.00 to complete. The District will have 5 years to build the station once the NEPA process is complete. The current hold up is that the Forest Service deemed it a grizzly bear protected area so we cannot build housing with the station. Mike Gavagan asks Chief if an unmanned station will change the ISO rating for the surrounding area. Chief replies that we do not have the staff or volunteers to respond so it becomes a straw station. Kyle Goltz states that the District has been discussing building this station for many years and since the district is now halfway to completing the process we should move forward. Skip Morris adds that there is a movement down the road to delist the grizzly bears and that the district needs to look to the future. Skip Morris Motions to continue with the station 5 NEPA process. Mike Gavagan Seconds. All in favor. Motion Passed.

Summer 2021 Intern Hiring

Chief is requesting the board to have a discussion about hiring summer interns this year. Last year due to Covid the funding for hiring interns was taken out of the budget. Last summer we had a lot of people visit the community and Chief is planning for another busy summer. Next Board meeting Chief will present the costs and line item from budget that funds can be pulled from. Skip Morris agree that the Board needs to start

looking at staffing for summer because once the park opens it will be terribly busy again. Chief states that the interns come from the Helena College of Technology or the Missoula College of Technology. Mike Gavagan states that the District should move forward but consider Union Contract issue with definition of Intern and volunteers. Kyle Goltz Motions to table Summer 2021 Intern Hiring until Next month's meeting. Skip Morris Seconds. All in Favor. Motion Passed.

Approve Tyrel Stoker for Full Paramedic Pay

Chief reports to Board that Tyrel Stoker has completed his FTO and Medical Direction has signed off on him as full paramedic. Chief requests that the board move Tyrel to his full wage, adding \$1.00 to his hourly wage effective next payroll. Skip Morris motions to approve Tyrel Stoker to Full Paramedic Wage. Mike Gavagan Seconds. All in favor. Motion passed. The Board also congratulates Tyrel for his hard work and completing program.

Meeting adjourned: 639 PM

Next regular meeting 2/09/2021 6pm

Hebgen Basin Fire District
Board Meeting Minutes
February 09, 2021

Meeting was called to order at 6:01 pm

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

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

Recorder of Minutes: Lindsey Charlton

Public Comment: No public comment.

Approval of Minutes for January 12, 2021 Board Meeting: Mike Gavagan motions to approve minutes. Skip Morris Seconds. All in favor. Motion passed.

Approval of Claims/Deposits: Mike Gavagan motions to approve claims and deposits. John Costello Seconds. All in favor. Motion passed.

Chief's Report: See attached.

New Business

Summer 2021 Intern Hiring

Chief request Board approval to begin soliciting applicants for summer internship with the goal of hiring one qualified applicant. Last year the District did not hire any interns and the summer was very busy despite the country having a pandemic. Kyle Goltz states this is a good idea since he is hearing from the nightly rental community that summer bookings are filling up so the Town should expect a busy summer again. Mike Gavagan asks Chief why he only is requesting to hire one intern when in the past the District hired two. Chief responds that the school we get interns from went to strictly distance learning due to Covid and he is not confident there will be two qualified individuals. Chief also stated he wants to wait and see what happens with the union contract which will determine if the positions can be filled by some of our current pay per call volunteer staff. Mike Gavagan motions to allow Chief to start soliciting applications for summer internship. Skip Morris Seconds. All in Favor. Motion Passed.

Yellowstone National Park Mutual Aid Agreement

Chief reviews the history between the Park Service and the District with communications beginning in 2017 about entering into a Mutual Aid Agreement. Chief shares a list of correspondence going back and forth and the District has been told they are working on a contract, working on documentation, the park was finalizing a packet, and then the contract was open for bid. Chief submitted a bid and later found out that the park canceled the bidding process but never informed the District. Chief states in the last year the District has not moved any closer to having an agreement in place and he would like Board approval to put the park on 60 day notice of intent to terminate the current Mutual Aid Agreement (MAA). Mike Gavagan adds that we should send a letter stating the MAA will expire in 60 days and any calls after 60 days will be billed directly to the park at the per call rate of \$4000.00. Kyle Goltz states that the District needs to state what will happen after the MAA expires and agrees the District should cancel the current MAA. Kyle Goltz adds that he also spoke with Ken Davis about this earlier and Ken is in favor of terminating the agreement and feels very frustrated with the lack of response from the park. Mike Gavagan Motions to allow Chief to draft a letter to the Park Service stating the current Mutual Aid Agreement will be terminated in 60 days and any further action will be discussed at a future board meeting. Skip Morris Seconds. All in Favor. Motion Passed.

Meeting adjourned: 6:40 PM

Next regular meeting 3/09/2021 6pm

Hebgen Basin Fire District
Board Meeting Minutes
March 09, 2021

Meeting was called to order at 6:00 pm

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

Board Members Present Via Web ex:

Also in Attendance: Chief Grube, Lindsey Charlton, James Jessop, Carrie Egging, Tyrel Stoker

Recorder of Minutes: Lindsey Charlton

Public Comment: No public comment.

Approval of Minutes for February 9, 2021 Board Meeting: Mike Gavagan motions to approve minutes as written. Skip Morris seconds. All in Favor. Motion passed.

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

Chief's Report: See attached.

New business

Summer 20-21 Intern Hiring

Chief is requesting Board approval to hire two interns providing applicants are qualified. Chief Reviewed that originally he requested one intern based on Covid making schools go to distance learning causing a lack in qualified individuals.

Skip Morris motions to allow Chief to hire two interns if applicants are qualified. Ken Davis Seconds. All in favor. Motion passed.

Meeting adjourned: 626 PM

Next regular meeting 4/13/2021 6pm

Hebgen Basin Fire District
Board Meeting Minutes
April, 13 2021

Meeting was called to order at 6:00 pm

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

Board Members Present Via Web ex:

Also in Attendance: Chief Grube, Lindsey Charlton, James Jessop, Carrie Egging, Tyrel Stoker

Recorder of Minutes: Lindsey Charlton

Public Comment: Ken Davis comments that he appreciates the staff for all the hard work and diligence with getting vaccines in arms. The district took the leadership needed and made it happen.

Approval of Minutes for March 9, 2021 Board Meeting: Mike Gavagan motions to approve minutes as written. John Costello seconds. All in Favor. Motion passed.

Approval of Claims/Deposits: Chief reviewed all claims to be paid for April. Ken Davis asks for an update with balancing issue. Chief explains we are still working with Magda and Black mountain to determine where the issue is with the payroll posting to accounting and there is not a resolution at this time.

Ken Davis motions to pay claims as presented. Mike Gavagan seconds. All in Favor. Motion passed.

Chief's Report: See attached.

New Business

Intern Position Hiring

Chief reports that two people have been selected for the intern positions and he would like board approval to send each candidate an offer letter. Mike Gavagan motions to approve Chief to send candidates offer letters. Ken Davis Seconds. All in Favor. Motion Passed.

FY Ending 2021 Budget Amendments

Chief requests board approval to make the following budget amendments using funds received from Cares Act.

Increase:

COVID Wages and Overtime Revenue Account #330300 by \$157,071.02.

COVID Supplies Reimbursement Account #3330400 by \$943.18.

Cares Capital reimbursement Account #330700 by \$106,006.46.

Expense Account 920000 #925 Communications Equipment by \$30,000.00.

Expense Account 920000 # 945 SCBA by \$85,000.00.

Expense Account 920000 # 959 Ambulance \$8,970.00.

Expense Account 920000 # 940 Machinery and Equipment by \$29,954.88.

Expense Account 920000 #976 Station 1 Remodel by \$7,876.76.

Expense Account 920000 #915 Defibrillators by \$76,051.46.

Expense Account 420400 #239 COVID Medical Supplies by \$4,000.00.

Kyle Goltz asks Chief if the Covid line items increases are funds we currently have received. Chief confirms all funds have been already received. Mike Gavagan motions to approve the budget amendments as presented to allow for the accounting to be right. John Costello Seconds. All in Favor. Motion passed.

Employee Housing Assistance Program

Chief is requesting the board to review the Housing Assistance policy. Chief recommends removing the performance evaluation stipulation and matching the dollar amount the employee puts in 2:1, up to \$15,000.00 for full time staff. Chief also would like to add a clause in the program for the purchase of land and after 3 years they can build with a max of \$30,000.00. John asks chief if the program will ever get used since the board has revised this program in the past but staff elected not to use it. Tyrel Stoker stated when he purchased his home he would have used the program but he did not have the down payment to match funds. Chief states that currently the District has the funds in the budget to provide assistance for two employees.

Purchase of New SCBA Air Compressor

Chief request board approval to purchase a new compressor that is compatible with new SCBAs. Chief and AC Jessup are currently in the process of getting quotes and the price range will most likely be \$60,000-\$65,000. Chief anticipated that current compressor would have to be replaced but expected it to fill more than 3 bottles. AC Jessup also states that the district will need to upgrade the mobile fill station. Mike Gavagan states that the District should allow Chief and AC Jessop to make the decision on which compressor to purchase. Ken Davis motions to authorize Chief and Ac Jessop to get bids and purchase a new cascade compressor with the value not to exceed \$65,000.00. Mike Gavagan seconds. All in favor. Motion passed.

Meeting adjourned: 7:07 PM

Next regular meeting 5/11/2021 6pm

Hebgen Basin Fire District
Board Meeting Minutes
May, 11 2021

Meeting was called to order at 6:00 pm

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

Board Members Present Via Web ex: None.

Also in Attendance: Chief Grube, Lindsey Charlton, James Jessop, Carrie Egging, Benjamin Barnard, Paul Field

Recorder of Minutes: Lindsey Charlton

Public Comment: Chief introduced new interns Benjamin Barnard and Paul Field to the Board.

Swearing in of Board members:

Kyle Goltz and Ken Davis are sworn in and sign their oaths of office. Board must nominate members for Chair, Vice Chair and Secretary Positions. Mike Gavagan nominates Kyle Goltz to Chair. Skips motions to re-elect the same officers for the next year. John Costello seconds. All in favor. Motion passed. Kyle Goltz will remain Chair, Ken Davis will remain Vice Chair. Mike Gavagan will remain secretary.

Approval of Minutes for April 13, 2021 Board Meeting: Mike Gavagan motions to approve minutes as written. Ken Davis seconds. All in Favor. Motion passed.

Approval of Claims/Deposits: Ken Davis states that the claims list needs to be sent to board before board meeting in the future. Ken Davis motions to pay claims as presented. Skip Morris Seconds. All in Favor. Motion passed.

Chief's Report: See attached.

Old Business

Employee Housing Assistance Program

Same policy presented to the board last month as discussion item. Chief is looking for Board approval to update the housing assistance policy with changes made as presented. Kyle Goltz stated that he did not receive any feedback from board or union about the documents changes. Kyle Goltz added that this is a great policy to have and hopefully will create a better chance of getting employee into a home and ensure employee retention within the district. Ken Davis motions to approve this current version with the edits identified, corrections and stricken out verbiage. Skip Morris seconds. All in favor. Motion passed.

Purchase of new SCBA Air Compressor

Chief requests board approval to purchase new compressor. Last month the Board approved AC Jessup and Chief to start process and collect bids. Chief would like to go with a Bauer compressor from Heiman Fire Equipment. The other companies were 22 weeks out with delivery and Heiman Fire is only 4-6 weeks. The package cost \$64,622.50 and includes the compressor system and 5 new bottle for the trailer. Mike Gavagan motions to approve the purchase of the new SCBA air compressor in the amount of \$64,622.50. John Costello seconds. All in favor. Motion passed.

New Business

Yellowstone National Park Contract for Service

Chief is requesting Board approval to sign a contract for Service with Yellowstone National Park on behalf of the District. Chief and the District's attorney went through the contract and cannot find any issues. YNP named Chief as the Signatory on behalf of the District. The Contract states the District will invoice YNP monthly for providing fire and EMS services along the park boundary with an annual amount of \$166,000.00. If the District needs to bill for additional services and has reached the annual amount before the 12 month agreed upon time frame then the contract will expire early. James Jessop asks if there is any language in the contract that would be a violation or demand for response. Chief responds that he does not see any issues or language that would create a problem. Mike Gavagan motions to allow Shane to sign the Yellowstone National Park contract for service on behalf of the District. Skip Morris seconds. Ken Davis asks if the issue with the National Park Dispatch has been addressed since there is not anything in the contract pertaining to the District being EMS on Scene and requesting air support. There was a call a few months back where EMS crew requested air support and dispatch in Mammoth canceled. Then 20 min later Incident Command called for air, this patient was delayed advance care because someone in Mammoth decided against it. Chief responds that there is nothing in this contract that pertains to that so it will be an operational fix resolved with a meeting. If the helicopter is not entering in the park then Mammoth does not have jurisdiction. Ken Davis calls for the question. All in favor. Motion passed.

The Board thanks Shane for his tenacity and follow through with getting this contract in place.

Draft 2021-2022 Preliminary Budget

Chief reports that every year in May the District has to submit a draft budget to the county. Chief shares a copy of the draft budget and reminds the Board that the budget will be revised many times over the next few months before finalized. To determine the expected revenues, the District has to wait to see which Bills get passed through the legislature. Chief points out different line items that were added or amended per auditor and Magda request.

Administrative Assistant Bonus

Chief request Board approval to award a \$5,000.00 Covid 19 bonus for Administrative Assistant. The fire district took on the role of administering vaccines and to date has fully vaccinated 860, with 700 requiring two shots. Lindsey spend weekends and nights registering people. Lindsey developed a waiting list and handled taking hundreds of calls. Chief would like to board to authorize a \$5,000.00 Covid Bonus using the Covid funds received through the cares act. Ken Davis motions to approve Administrative Assistant bonus. John Costello seconds. All in favor. Motion passed.

Excess ZOLL E Series Monitors

Chief request Board approval to donate the old Zoll monitors since the District used Cares money to purchase new ones. Chief Jessop found that Painted Rock Fire District could use them. This district is very small, all volunteer located in the Bitterroot Valley. They provide service to a lot of older community members and do not have any monitors currently. John Costello motions to approve the donation of the old Zoll monitors to the Painted Rock Fire District. Skip Morris seconds. All in favor. Motion passed.

Meeting adjourned: 6:49 PM

Next regular meeting 6/8/2021 6pm

Hebgen Basin Fire District
Board Meeting Minutes
June, 08 2021

Meeting was called to order at 6:00 pm

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

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

Recorder of Minutes: Lindsey Charlton

Public Comment: Tyrel Stoker asks for board to consider purchasing Realiti Simulation software and passed out a proposal. Tyrel used this equipment during his paramedic boot camp and feels the department can benefit greatly from it. The software works form an iPad and can run a very wide range of scenarios. The subscription cost around \$9000.00 and allows access to a cloud that larger departments use to upload scenarios based on real calls. The pro membership allows for training in first aid, CPR, EMT along with being compatible with District existing Zoll monitors. Skip Morris states that the District needs to stay technologically evolved to stay on same level as everyone else. Ken Davis adds that finding good training tools is a huge problem and they don't last very long. Chief recommends adding this to the next June Board meeting as an action item. The Board thanked Tyrel for his presentation.

Approval of Minutes for May 11, 2021 Board Meeting: Ken Davis motions to approve minutes as written. Skip Morris seconds. All in Favor. Motion passed.

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

Chief's Report: See attached.

Old Business

Adopt Draft 2021-2022 Preliminary Budget

Last month Chief presented a draft of the FY 21/22 budget for Board review. Chief is asking Board to adopt preliminary budget in order to spend funds after July 1. This process is a procedural action item. Skip Morris motions to approve the 2021 -2022 preliminary Budget. John Costello Seconds.

New Business

Approve new EMT/Firefighter positon

Chief requested Board approval to add an additional EMT/Firefighter position. The contract with the park has been secured and the District could use another vacation relief position. Kyle Goltz states that with the steady call volume the District needs the extra position. John Costello motions to approve an additional EMT/Firefighter position. Skip Morris seconds. All in favor. Motion passed.

Approve Hiring of Kendall Carr Into new Firefighter Position

Chief requested board to approve Kendal Carr to be hired into the new EMT/Firefighter position pending he completes background check and physical. He is currently a full time EMT for Ennis ambulance and an active volunteer with the District. Skip Morris motions to hire Kendall Carr pending he passes background physical. John Costello seconds all in favor. Motion passed.

Reopening of Firefighter/EMT/Paramedic Position

Chief is requesting board approval to reopen this position and post it on the DPHS system. The Indeed system has proven to have been difficult by getting automatic resumes then only 7 apply for the position. Kyle Goltz agrees that it is time to tap into another resource. Ken Davis motions for Chief to reopen the position and post on necessary forums. Skip Morris Seconds. All in favor. Motion passed.

Chief's Evaluation

Chairman Goltz reviews the Boards evaluation results of Chief. All the Evaluations were satisfactory along with commending Chief for spearheading the vaccinations for West Yellowstone. Chief reports that at this time the rest of the county is showing they are 40% vaccinated and he believes West Yellowstone in 65-70% vaccinated with all the J1's arriving. Kyle Goltz also reports that some of the evaluation questions could not be answered by the board because they do not work directly with the paid staff and the Board is not aware of how some things are done. Ken Davis adds that the scale provided showing 0-3 is not broad enough and should be changed to 0-5 in future evaluations providing a better spectrum. The next board meeting the board will discuss the Chief's contract and salary. The next board meeting we will discuss the contract.

Approve Ambulance Write-offs

Lindsey reviewed the ambulance write offs with board. Billing bridge patient dispositions caused several calls dating back to 2016 to not filter to billing side. The rest of the write offs were agency assist, refusals, foreign patients, and bloods draws. Ken Davis motions to write off the submission in the amount of \$41,479.36. Skip Morris seconds. All in Favor. Motion Passed.

Excess 1995 Bauer Compressor /fill station/Cascade

Chief reports to the board that the new compressor will be arriving very soon and he would like board approval to excess the old compressor, fill station, cascade system. Chief would like to advertise a few weeks and accept sealed bids. If there is not any interest then the District could consider piecing them out and donating to other districts. At July board meeting chief will be excessing the old SCBA's. District may get some interest if they are excessed together. Chief states the packs are great but the bottles are at the end of their life cycle. Ken Davis motions to surplus the 1995 Bauer compressor. Skip Morris seconds. All in Favor. Motion Passed.

Meeting adjourned: 7:07 PM

Next regular meeting: 7/13 /2021 6pm

Special board meeting: 6/25/2021 12:00 noon

Hebgen Basin Fire District
Board Meeting Minutes
July, 13 2021

Meeting was called to order at 6:00 pm

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

Board Members via WebEx: Mike Gavagan

Also in Attendance: Shane Grube, Lindsey Charlton, James Jessop, Tyrel Stoker, Carrie Egging, Kendal Carr, Paul Field

Recorder of Minutes: Lindsey Charlton

Public Comment: Kyle Goltz thanks Tyrel Stoker for going above and beyond for suggesting and presenting the simulation tool to Board.

Approval of Minutes for June 08, 2021 Regular Board Meeting: Ken Davis motions to approve minutes as written. Skip Morris Seconded. All in Favor. Motion passed.

Approval of Minutes for June 25, 2021 Special Board Meeting: John Costello motions to approve minutes as written. Ken Davis seconded. All in Favor. Motion passed.

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

Chief's Report: See attached.

Old Business

Draft 2021-2022 Preliminary Budget

Chief reports that he added preliminary budget to agenda to see if board reviewed and had any input. The District had items budgeted that needed to be remove and then year-end adjustments once final numbers are received from county. Chief will email budget out 10 days before next board meeting.

New Business

Excess Old SCBA Bottles, Packs, Masks

Chief asks for Board approval to excess old SCBA bottles, packs and masks to offer as package with old compressor. SAR has requested some of the old bottles for their banana boat and Chief would like to donate a few. There is 23 packs and bottles total. Ken Davis motions to excess the old SCBA bottles, packs and masks. Skip Morris seconded. All in Favor. Motion Passed.

New Policy 504.10 Work Rules Incident Report

Chief distributed a copy of new policy to the Board and reviews the proposed changes he would like to update. The policy will be instituted to ensure the reports are getting submitted to billing on time. Lindsey emails the crew monthly with a list of reports not submitted to billing. On June 3rd there were 10 reports not submitted from April and 14 reports with no information. AC Jessop reports that the iPad browser was set to private mode so it was automatically clearing everything out of the tablet preventing crew from transferring call information. AC Jessop also reports that some of the calls are public assist and not billable calls and he updated the public assist calls selection in image trend to have a place for crew to state why it is selected as public assist. Skip Morris asks if the missing reports are supposed to be completed during the crews shift. Chief reports that according to the administrative rule all reports should be completed within 24 hours of shift

completion. AC Jessop states that there is a Part B to the rule stating a partial report is permitted for middle of the night calls, load and go or CPR calls. Tyrel Stoker stated it is difficult to remember what happened on a call after being off four days. Chief adds he found an error in his proposed changes on third line down that the word firehouse should be revised to image trend. This is just a discussion item for new policy.

Community Land Trust

Chief shared with the board that last Tuesday the Community Housing Input Group (CHIG) presented their idea for housing to the council. One of comments from council that came out was for some of the lots to be designated for Police, Fire District, Public Works, and Teachers. Mayor Johnson wanted to know if the district was interested in paying the connection fee and securing some of the lots. Kyle Goltz asks Chief what the estimated cost will be for the connection fee. Chief states it will be approximately \$34,000.00 per lot. Chief explains that one way the program could work is connection fees are added into the cost of the home when they are built and the town recovers fee when a home is purchased. Ken Davis states that the District could absorb the cost and instead of staff using our current housing assisting program. Chief reports that he has made the request from Dave Noel to put together a cost estimate, and the CHIG has request a grant from foundation to offset costs. Ken Davis adds that the local government agencies have found people to hire but they won't come because they don't have housing. John Costello comments that not as many people are able to buy a house, and he doesn't believe when all the excitement is over there will be as many people standing in line to write a check. Skip Morris asks what will happen with the drainage ditch that is in same site. Chief explains that it is being discussed to extend piping out and moving out to other end. Chief adds that there will be 8 hour home buyer education classes coming in October and hopefully in December and February to prepare future home buyers.

Meeting adjourned: 6:55 PM

Next regular meeting: 8/10/2021 6pm

Hebgen Basin Fire District
Board Meeting Minutes
August 10 2021

Meeting was called to order at 6:00 pm

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

Also in Attendance: Chief Grube, Lindsey Charlton, James Jessop, Tyrel Stoker, Casandra Mitchell, Kenny Jones, Paul Field

Recorder of Minutes: Lindsey Charlton

Public Comment: No public comment

Approval of Minutes for July 13, 2021 Regular Board Meeting: Mike Gavagan motions to approve minutes as written. Ken Davis seconded. All in Favor. Motion passed.

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

Chief's Report: See attached.

Old Business

New Policy 504.10 Work Rules Incident Report

Chief revised the policy that was brought to the board last month and is now asking for approval to implement. Cass reports the crew has been having issues getting reports from iPad to computers and staff has concerns about being reprimanded for issues that are out of their control. Cass states if someone changes the browser to private you will not know until report is missing. Ken Davis states that he and Mike Gavagan are in and out of Imagetrend all the time and never have issues. Chief states that the crew needs to make sure that first thing when they come on shift they check the browsers to make sure they are not in private mode. AC Jessop reports that some of the calls designated to medical director review are not staying under review. AC Jessop also found that some of the calls submitted are not making it to the state level due to rendezvous with helicopter is not a listed destination. Every 15 minutes the calls are imported into the state database so Rexburg, EIRMC, and all hospitals in Montana can view reports. Ken Davis states that if there are still bugs in the system, the District should not be holding the crew's feet to the fire over system hiccups and missing reports. Cass responds that another issue is if one person sets up the call and does not attach whole crew then they cannot access the report. Mike Gavagan adds that the whole team on the call should be accountable and the District should make a change so that everyone on the call is responsible for making sure the report gets completed. John Costello asks chief to add a fail-safe paragraph for technology issues. Ken Davis motions to table this policy to give Chief time to amend, adding technology paragraph. John Seconded. All in Favor. Motion passed.

New Business

Adopt Mill Levy Resolution for Fiscal Year 2022

Chief asks Board to adopt max mill levy for Districts next Fiscal Year. Last Year the District taxable value was 14,700,281.00 and this year it is assessed at 16,797,334.00. The Mills have decreased from 50.71 to 45.52 but with a higher taxable value the District will gain an additional \$22,000.00 in property tax this year. Mike motions to adopt max mill Levy for FY 21-22 at 45.52. John Costello Seconded. All in Favor. Motion passed.

Adopt Final 2021-2022 Budget

Chief reviews the 2021-2022 budget with board. If max mills are levied, the District will generate \$755,500.00. Chief reports that the Yellowstone National Park Contract will pay \$166,000.00 and the Town of West Yellowstone Contract will pay \$660,000.00. Chief reports he added more funds to the Salaries line item to reflect the increase in wages per Union Contract and for the adding one more staff member. Chief adds that Next year will be the next 5 year inspection on the ladder truck and it is time to either refurbish or replace this vehicle. Chief would like to use the funds in Station 1 remodel to replace the flooring and remove carpet in conference room. John Costello motions to adopt final budget. Mike Gavagan Seconds. All in Favor. Motion Passed.

Approve Re-Chassis of Ambulance 1

Chief asks board approval to Re-Chassis Ambulance 1. The District has \$150,000.00 in the budget for this purpose. The last quote came in at \$135,000.00 and the prices are not out for the 550 chassis yet. The current chassis vendor only offers rebuilt chassis and they no longer build new ones. The District needs to get on the calendar to have this done so the Ambulance can be back here and in service for next summer. Mike Gavagan motions to approve the Re-Chassis of Ambulance 1. Ken Davis Seconded. All in Favor. Motion passed.

Approve Excessing of 1999 Kawasaki Mule

Chief asks for Board approval to excess the 1999 Kawasaki Mule. The District purchased this of three years ago at a surplus sale. Chief is asking board to approve excessing and putting up for sealed bid. John Costello motions to approve excessing of the 1999 Kawasaki Mule. Ken Davis Seconded. All in Favor. Motion passed. Mike Gavagan abstained from voting due to conflict of interest with wanting to purchase the Kawasaki Mule.

Approve Excessing of 1986 Oshkosh Rescue Truck

Chief asks board for approval to excess the 1986 Rescue Truck. The District bought one several years ago since Airport did not have one. They now have purchased a bigger rescue truck so the District no longer needs one. Chief intends on offering it to Ennis or another smaller department that could use it. Ken Davis motions to excess the 1986 Rescue Truck. Mike Seconded. All in Favor. Motion Passed.

Meeting adjourned: 7:16 PM

Next regular meeting: 9/14/2021 at 6pm,

Possibly with Ken on zoom and if skip cannot attend they will reschedule.

Hebgen Basin Fire District
Board Meeting Minutes
September 13 2021

Meeting was called to order at 6:00 pm

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

Also in Attendance: Chief Grube, Lindsey Charlton, James Jessop, Carrie Egging, Ben Barnard, Will Polansky
James McBirnie, Tyrel Stoker, Jeremy Gallagher, Cassandra Mitchell, Justin Mitchell, Brad Schmier

Recorder of Minutes: Lindsey Charlton

Public Comment: No public comment

Approval of Minutes for August 10, 2021 Regular Board Meeting: Mike Gavagan motions to approve minutes as written. Skip Morris seconded. All in Favor. Motion passed.

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

Chief's Report: See attached.

Old Business

New Policy 504.10 Work Rules Incident Report

Chief revised the policy to include a section about YNP calls, disciplinary clause and changed #7 to have last 4 hours shift verbiage added. Ken Davis reviewed # 12 in the policy and request that verbiage be added the admin staff is required to respond to emails from crew acknowledging the email was received. Ken also states he has issues with crew facing disciplinary action if the reports are not submitted due to a technical issue. Chief adds that the reason this policy has been brought forward is because people are not getting their reports submitted and there is not any disciplinary action. Mike Gavagan states that it is hard to believe that there are 15 open calls not sent to billing due to technical glitches. Tyrel stoker suggests adding a separate sentence to the discipline portion to allow for a specific time frame for submitting missing reports. Ken Davis motions to table Work Rules Incident Report. John Costello Seconded. All in favor. Motion passed.

New Business

Approve 7/01/2020- 6/30/2024 Collective Bargaining Agreement

Chief provided copies of the current contract for review and approval. Mike Gavagan makes a motion to approve. Skip Morris Seconded. All in favor. Motion passed.

Adopt FY2020 and FY 2021 Wag increase as Outlined in approved 2020-2024 CBA

Ken Davis motions to adopt FY 2020/FY2021 wage increase as outlined in the Collective Bargaining Agreement. Mike Gavagan Seconded. All in favor. Motion Passed.

Wage Increase for Non-Union Staff

Chief request non-union staff to receive the same wage increase as union staff received in the newly approved Collective Bargaining Agreement. Kyle Goltz responds that historically the non-union staff were given the same wage increase and it is fair to provide the non-union staff with the same wage bump. Ken Davis requests a hand out to show the numbers of what the wage increases will look like. Ken Davis adds that he does not believe it is a good idea to approve non-union wage increase without knowing what is being approved. Chief

recommends the Board table this agenda item until next meeting and he will provide a handout. Mike Gavagan motions to table wage increase for non-union staff until the next board meeting. John Costello Seconded. All in Favor. Motion Passed.

Moonrise Support Letter Request

Chief distributed and read to the board a letter from Moonrise Partners LLC asking for the Fire District to support their request for an easement from Forest Service. Chief recommends that the District does not support nor oppose the easement request as it is not the Districts Job to support projects. The District is required to evaluate projects and determine the requirements that must be met and adhere to them. Skip Morris adds that this request falls under the Towns Planning and Zoning and the District must following the proper zoning and fire standards. Mike Gavagan motions to not write a letter per the Moonrise Partners LLC request as it is not the district job to support or not support. Ken Davis stated he does not have enough information to make a decision based on the drawing and likes Mike Gavagan's Motion. John Costello Seconded the motion All in Favor. Motion Passed.

Award Excess Equipment Bids or Requests

SCBA's	Lot#1
DOT 4500 PSI Bottles	Lot#2
Compressor and Fill Stations	Lot#3
1999 Kawasaki Mule	Lot#4
1986 Oshkosh Rescue	Lot#5

Chief opens all sealed bid received for excess items. Clarkston Fire bid \$10,050.00 for Lot #3. Clark County Volunteer Fire requested the Scott Air Packs, PSI Bottles, and Bauer air compressor be donated due to lack of funding of their volunteer system. Cassandra Mitchell bid \$655.00 on Lot#4 and Mike Gavagan bid \$850.00 on Lot #4. Chief reached out to several people hoping to get some bids on the ARF truck. Since no bids were received, He recommends relisting and reaching out to an outfit that purchases used fire vehicles. Mike Gavagan motions to award lot #3 to Clarkston Fire for their sealed bid amount of \$10,050.00. John Costello seconded. All in Favor. Motion passed. Ken Davis Motions to accept the highest bid for Lot #4 in the amount of \$850.00. John Costello Seconded. All in favor except Mike Gavagan, he abstains from voting. Motion passed.

Next regular meeting: 10/12/2021 at 6pm.

Meeting adjourned: 7:22 pm

Hebgen Basin Fire District
Board Meeting Minutes
October 12, 2021

Meeting was called to order at 6:00 pm

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

Also in Attendance: Chief Grube, Lindsey Charlton, James Jessop, Carrie Egging, Jamie McBirnie, Jeremy Gallagher, Kendall Carr, Tyrel Stoker, Jeff Peterson, Cassandra Mitchell Via cell phone.

Recorder of Minutes: Lindsey Charlton

Moonrise Meadows canceled the presentation and was removed from agenda.

Public Comment:

James Jessop complimented the crew and volunteers for FF1 and FF2 testing, they worked really hard to complete the needed tactics and did a great job.

Jamie McBirnie explains to the board that concerning grievances the union is on the step of the process where they have a committee, and if it is taking too long we can skip that step. If the Board would like he can send out an email. Kyle Goltz responded yes and requested that the Union send out that email request.

Tyrel stoker stated he was under the impression that the letters that were sent out to the board by staff would be discussed tonight. He spoke to Ken Davis about the process, and wanted to know why the letters did not make the agenda. Tyrel expressed that other than a conversation with Chief a few weeks back there has not been much communication. Kyle Goltz responds that the board has strict bylaws to follow and this falls in a grey area that needs to be carefully looked at to proceed properly.

Approval of Minutes for September 13, 2021 Regular Board Meeting: Ken Davis motions to approve minutes as written. Skip Morris Seconded. All in Favor. Motion passed.

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

Chief's Report: See attached.

Old Business

New Policy 504.10 Work Rules Incident Report Tabled at September 13 Board Meeting

Chief reports the policy has been revised and modified based on the comments and feedback received.

Ken Davis asks that #5 be updated to state that the refusal must be signed by one of the family members, witness, law enforcement or both crew members. Mike Gavagan asks staff attending if there are any other concerns about this policy that were not addressed. James McBirnie state he does not like how the policy is written and the current SOG in place should be turned into a policy. Mike Gavagan responds that the SOG only states the employee will be talked to and there are no disciplinary actions for not following it. Chief stated that this policy was written using the verbiage from the existing SOG. Chief asks Lindsey what billing and calls submitted to billing is currently looking like. Lindsey reports that not all but some crew members do not submit calls in timely manner and runs are still missing face sheets, patient information, insurance information and despite constant emails it is difficult to get needed information. Lindsey states that there needs to be a policy with disciplinary action to hold crew accountable when not submitting runs to billing. Mike Gavagan motions to approve the policy with the change to #5 to read the crew needs to get a signature from a witness

or law enforcement officer for refusals. Chief responds to be clear if the patient refuses to sign refusal the crew must ask primary care provider and if law enforcement is not available then crew will sign.
Ken Davis seconds Mike's motion with revision to #5 as chief stated. All in Favor. Motion passed.

New Business

Non-Union Staff Longevity Schedule

Board Approved changing the longevity scale when entering into the new union contract this year. Chief ask the board to make the same longevity scale change for non-union staff. The change will have longevity starting one year earlier on the employee's hire date anniversary and not on the physical year anniversary.
Mike Gavagan makes motion to approve longevity scale change for non-union staff. Skip Morris seconds, All in Favor. Motion Passed.

Wage Increase for Non-Union Staff

Wage increase for non-union staff was tabled from last meeting. Chief provided Board with comparable wages from Big Sky, Central Valley and Missoula. Historically the non-union staff get the same increase that is awarded to union staff. Ken Davis Makes a motion to approve wage increase for non-union staff. Skip Morris Seconded. Chief asks if the wage increase will take effect now or back date to July 1 like the union staff were awarded. Skip motions to amend the motion to approve wage increase for non-union staff effective July 1.
Ken Davis Seconds. All in Favor. Motion Passed.

Next regular meeting: 11/09/2021 at 6pm.

Meeting adjourned: 6:51

Hebgen Basin Fire District
Board Meeting Minutes
November 09, 2021

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, Lindsey Charlton, James Jessop, Carrie Egging, Kendall Carr, Tyrel Stoker, and Cassandra Mitchel

Recorder of Minutes: Lindsey Charlton

Approval of Minutes for October 12, 2021 Regular Board Meeting: Mike Gavagan motions to approve minutes as written. Skip Morris Seconded. All in Favor. Motion passed.

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

Public comment

Cassandra Mitchell addressed the Board as President of Union. Cassandra states that 3 years ago Ethan McDowell came to the Board with issues he was having, ended up quitting the department and quitting firefighting as a whole because of the issues with Chief and department. Cassandra reports that the crew is in crisis mode and they had sent letters to the board and have asked for it to be added at the agenda and it did not happen. The Board stated that it does not get involved in personnel matters and labor relations, but the Montana Code Annotated Section 7-33-2104, called "Operation of Fire Districts" states that the board should have five trustees to manage and govern the district and that includes managing Chief Grube. Cassandra states that the crew is not asking that the Board take sides, just take it seriously and face it head on. The staff feels that they are at a crisis mode with issues with chief, and they are asking that the Board acknowledge these items and add them to the agenda for next meeting. The crew request that the Board hears their side, then let chief state his side, and also ask the Board to appoint a third party to assess the climate and report back to Board. The mental health situation in this department is impacting the crew's job and they are asking the Board to take action and do it quickly.

Chief's Report: See attached.

Next regular meeting: 12/14 /2021 at 6pm.

Meeting adjourned: 6:21

Hebgen Basin Fire District
Board Meeting Minutes
December 14, 2021

Meeting was called to order at 6:01 pm

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

Also in Attendance: Chief Grube, James Jessop, Lindsey Charlton, Jamie McBirnie, Cassandra Mitchell, Tyrel Stoker, Peyton Holtom

Recorder of Minutes: Lindsey Charlton

Approval of Minutes for November 09, 2021 Regular Board Meeting: Ken Davis motions to approve minutes as written. Mike Gavagan Seconded. All in Favor. Motion passed.

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

Public Comment

Peyton Holtom was introduced to board as the new EMT/Firefighter.

Tyrel Stoker addresses the Board asking why the letters the crew wrote were not on the agenda after crew asked for them to be added. Mike Gavagan responds that nothing has changed since the board approving Chief hiring an outside group to come into District to try to fix issues. Tyrel asked for the board to acknowledge that they received the letters and notify the crew that they were heard. Cassandra Mitchell stated that it would be nice for the letters to be added to the agenda so the crew can talk to the board. Kyle Goltz responded that this is not the type of item to be placed on the agenda for a public meeting. The District agreed to hire a third party to conduct a meeting and investigate issues in order to make the situation better. Cassandra Mitchell responds that the whole group feels like the issues in their letters are getting swept under the rug. The board asks Chief to communicate things but the Board has not responded acknowledging the crew has been heard. Mike Gavagan asks the crew what they have not been made aware of since the appointments and meeting with third party. Cassandra responds that they were not made aware anything was happening until Tyrel called over to Billings. After Tyrel's phone call, Chief sat down with him and Cassandra and explained that he had contacted Associated Employers and was going to review everything at board meeting in his Chiefs report. Cassandra stated that Chief could have just sent an email stating what was happening and all this could have been avoided. Ken Davis asks Chief what the time frame is with the third party representative. Chief reports that all of the individual interviews have been completed and the group meeting will be on December 20th. James McBirnie asks the board if they will be present at the group meeting. Kyle Goltz responds that the Board has strict bylaws to follow describing what they can and can't get involved in and must follow the code of conduct. Ken Davis adds that the Board will have a meeting to review the report from the third party in January if it's ready. If at any time the Chief feels like his privacy is being violated then the board can move to have an executive session.

Chief's Report: See attached.

Approve board /District policy change

Chief asks for Board approval for Change of format of the District policies. Chief handed out binders to the board to review. The format will now have each policy on its own page to add or remove items. The Employee Home Loan policy, Educational Loan Policy and Volunteer Pay Per Call policy have been added to the binder

presented in the new format. Going forward, Chief would like to pick 4/5 policies each month and update them. Ken Davis noted that there are many typos that will need to be addressed and that he liked the format of having one policy per page and date reflecting review. Mike Gavagan motions to adopt the District Policy Format change. Ken Davis Seconds. All in favor. Motion Passed.

Approve the Personal Policy Format Change

Chief asks for Board approval to use the same format as the district policy book. Mike Gavagan motions to approve Personal Policy Format change. John Costello seconds. All in favor. Motion passed.

New Personal Hiring

Chief asked the board to approve hiring Peyton Holtom as EMT/Firefighter. Mike Gavagan motions to approve hiring Payton Holtom as new EMT/ Firefighter. Ken Davis seconds. All in favor. Motion passed.

Peyton Holtom is officially hired.

Next regular meeting: 1/11/2021 at 6pm.

Meeting adjourned: 6:43