

Hebgen Basin Fire District
Special Board Meeting Minutes
January 10, 2023

Meeting was called to order at 6:00 pm

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

Also in Attendance: Lindsey Charlton, Carrie Egging, Shane Grube, Kendall Carr, Arnie Christenson, Kayla Wilson

Recorder of Minutes: Lindsey Charlton

Public Comment: None

Approval of Minutes for December 13, 2022 Regular Board Meeting: Skip Morris Motioned to approve minutes as written. John Costello Seconded. All in Favor. Motion passed.

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

Chief's Report see attached

Chief reported to the board that Mile Creek RV Park is requesting public Comment from the District about responding to Fire and Ems calls. The Engineering Firm that is leading the charge is expecting the District to be the First call for emergencies and expects the District to respond within 45 minutes. They are located in Madison County and not in our service area. The District will respond as an agency assist when staffing allows but they need to make their own Ems services work for their service area.

New Business

Resolution Calling for Trustee Election

Ken Davis reads Resolution 010123, a resolution calling for the Trustees election. Skip Morris Motioned to adopt Resolution 010123 calling for trustee election. John Costello Seconded All in favor. Motion Passed.

Summer 2023 Intern Hiring

Chief asks for Board approval to start looking for 3 interns to hire for the summer. Mike Gavagan Motioned to allow Chief to start looking for 3 interns for the Districts summer internship program. Skip Morris seconds. All in Favor. Motion Passed.

Review and Approval of District Personnel Policies

210.00 Overtime and Compensatory Time

Board agreed to change the word shall to may on line 10 under section 210.10, titled Overtime Pay. Mike Gavagan motioned to approve policy 210.00 Overtime and Compensatory Time with one correction. John Costello Seconded. All in Favor. Motion Passed.

211.00 Vacant

212.00 Payment Upon Termination

John Costello motioned to approve Policy 212.00 Payment Upon Termination as written. Skip Morris Seconded. All in Favor. Motion Passed.

213.00 Pay Exceptions

Board agreed to change line 4 by removing the words "by the". John Costello motioned to approve Policy 213.00 Pay Exceptions as amended. Skip Morris Seconded. All in Favor. Motion Passed.

300.00 Personnel Administration

This is the title of the section of policies to review.

301.00 Equal Employment Opportunity

Board agrees to make the following changes:

Line 1 needs comma after the word article.

Line 15 change the word operations to Assistant.

Mike Gavagan motioned to approve Policy 301.00 Equal Employment Opportunity with corrections. Skip Morris Seconded. All in Favor. Motion Passed.

302.00 Diversity/Non-Discrimination

Skip Morris motioned to approve Policy 302.00 Diversity/Non-Discrimination as written. John Costello Seconded. All in favor. Motion Passed.

303.00 Reasonable Accommodation

Mike Gavagan motioned to approve Policy 303.00 Reasonable Accommodation as written. Skip Morris Seconded. All in Favor. Motion Passed.

304.00 Position Description

John Costello motioned to approve Policy 304.00 Position Description as written. Skip Morris Seconded. All in Favor. Motion Passed.

305.00 Recruitment and Retention

Board agrees to make the following changes:

Under section 305.00, Line 7 remove the period after the word necessary.

Under section 305.10, Line 5 add a period after the word applicable and remove parenthesis.

Under section 305.30, move Line 15 up to Line 14 and at letter C add a comma after the word process.

Skip Morris Motioned to approve Policy 305.00 Recruitment and Retention with changes. John Costello Seconded. All in favor. Motion Passed.

306.00 Vetrans' Employment Preferences

Board agrees to make the following changes:

Line 2 remove the words "and certain relatives" and add the word "and" after disabled veterans.

John Costello motioned to approve policy 306.00 Veteran's Employment Preferences with corrections. Skip Morris Seconded.

After further Board discussion about omitting "certain relatives" John Costello Motioned to resend his previous motion. Skip Morris Seconded. All in Favor. Motion Passed.

Board agrees to make the following changes:

Line 2 change the word certain to eligible.

Line 3 add 101 to MCA citing.

John Costello Motioned to approve policy 306.00 Veteran's Employment Preferences with corrections. Skip Morris Seconded. All in Favor. Motion Passed.

307.00 Disability Employment Preference

Board agrees to make the following changes:

Line 2 change the word certain to eligible.

Line 4 add 101 to MCA citing.

John Costello Motioned to approve policy 307.00 Disability Employment Preference with corrections. Skip Morris Seconded. All in Favor. Motion Passed

308.00 Nepotism

Skip Morris motioned to accept policy 308.00 Nepotism as written. John Costello seconded. All in Favor. Motion Passed.

Ken thanks staff for organizing staff dinner at parade rest.

Meeting adjourned: 6:55

Next meeting Feb 14 @ 6pm

Hebgen Basin Fire District
Board Meeting Minutes
February 14, 2023

Meeting was called to order at 6:01 pm

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

Also in Attendance: Lindsey Charlton, Carrie Egging, Shane Grube, Kendall Carr, Arnie Christenson, Colter Ross

Recorder of Minutes: Lindsey Charlton

Public Comment: None

Approval of Minutes for January 10, 2023 Regular Board Meeting Mike Gavagan motioned to accept minutes as written. Ken Davis Seconds. All in Favor. Motion Passed.

Approval Claims/Deposits: John Costello motioned to accept claims as presented. Skip Morris Seconds. All in Favor. Motioned Passed.

Chief's Report see attached

Chief gave presentation to board that he gave to Town Council reviewing call volume and call demographics from 2018-2022.

New Business

Change FF/Paramedic position to FF/EMT position

Chief requests board approval to change the open position from Paramedic to EMT to fill vacancy. There is an option with EMT for them to get Paramedic licensing. The program is offered online and Colter Ross shared that Madison County Fire is offering a program that takes 14 months and it cost around \$6,000.00.

Mike Gavagan Motioned to approve Chief changing the open position from Paramedic to EMT. Ken Davis Seconds. All in Favor. Motion Passed.

Ambulance Audit Committee

Ken Davis asks board to appoint one more member to the Ambulance Audit Committee since he is leaving in September. Skip Morris states he can be appointment and take Kens place when he leaves. Mike Gavagan motioned to approve Skip Morris to the Ambulance Audit Committee with Ken Davis. John Costello Seconds. All in Favor. Motion Passed.

Open Sealed Bids and Award Surplus Ford F450

Chief opens sealed bids received.

#1- \$8,750.00 by Tsvi Ancel #2 - \$2,700.00 by Payton Holtom #3- \$10,601.00 by Dan Binford

#4- \$ 8,000.00 by Targee Creek Cabins, Ed Geiger

Ken Davis motioned to accept Dan Binford bid for \$10,601.00. Skip Morris Seconded. All in Favor. Motion Passed.

Surplus 2012 International Chassis

Chief asked for board approval to surplus the 2012 international chassis. Chief requests to sell at Fort Wayne location rather than pay another \$4,000.00 to ship it back here. Mike Gavagan motioned to allow Chief to sell the 2012 International chassis in Indiana and not pay to ship it back to West Yellowstone. Ken Davis Seconded. All in Favor. Motioned Passed.

Meeting adjourned: 6:52

Next meeting March 14 @ 6pm

Hebgen Basin Fire District
Board Meeting Minutes
March 14, 2023

Meeting was called to order at 6:01 pm

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

Also in Attendance: Carrie Egging, Shane Grube, Jeremy Gallagher, Cassandra Mitchell, Braya Hutton

Recorder of Minutes: Carrie Egging

Public Comment: None

Approval of Minutes for February 14, 2023 Regular Board Meeting: Ken Davis motioned to approve Minutes as written. Skip Morris Seconded. All in Favor motion passed.

Approval Claims/Deposits: Skip Morris Motioned to approve claims as presented. Ken Davis Seconded. All in Favor motion passed.

Chief's Report see attached

Meeting adjourned: 6:10

Next meeting April 11 @ 6pm

Hebgen Basin Fire District
Board Meeting Minutes
April 11, 2023

Meeting was called to order at 6:01 pm

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

Also in Attendance: Carrie Egging, Shane Grube, Kayla Wilson

Recorder of Minutes: Lindsey

Public Comment:

John Costello thanks crew for all their hard work all winter long with clearing out hydrants. Mike Gavagan thanks the crew for stepping up and helping out public works.

Approval of Minutes for March 14, 2023 Regular Board Meeting Skip Morris Motioned to approve minutes as written. John Costello Seconded. All in Favor motion passed.

Approval Claims/Deposits: Ken Davis Motioned to approve claims as presented. Mike Gavagan Seconded. All in Favor motion passed.

Chief's Report see attached

Approve Hiring of Colter Ross, Chase Moore, and Cyrus Cannon into Intern/Volunteer Positions

Chief requests Board approval to hire Colter Ross, Chase Moore, and Cyrus Cannon into our summer intern positions. Ken Davis motioned to approve all three of Chiefs recommendations for Intern positions. Skip Morris Seconded. All in Favor. Motion Passed.

Approve Hiring of Peyton Appell as Firefighter/EMT

Chief requests Board approval to hire Peyton Appell into the open Firefighter/EMT position. Ken Davis Motioned to Hire Peyton Appell as our new Firefighter/EMT. Skip Morris Seconded. All in Favor. Motion Passed.

Paramedic/EMT Position Discussion

Chief request to hire an additional EMT due to a national Paramedic shortage and the lack of applicants the District has received for a Paramedic. Chief would like to offer the position to the second candidate from last round of interviews. Chief is going to reach out to Rexburg Fire about a Paramedic program they are going launch that will be nationally recognized. Mike Gavagan motioned to allow Chief to hire an EMT from Last round of interviews for the open full time EMT position. Ken Davis Seconded. All in Favor. Motion Passed.

Ambulance Audit Report

Ken Davis shares the audit finding with the board. Ken found that Administrative Assistant has been doing a great job and the crew has also been doing a great job collecting the needed information for billing. Ken Davis expresses that this process is needed to make sure the Auditors can verify all parties including the District Board are doing what is needed to remain compliant. Kyle Goltz Motioned to approve the Ambulance Audit Report as presented. Mike Gavagan Seconds. All in Favor. Motion Passed.

Excess Vacation Leave Payout

Chief requests board approval to payout excess vacation hours. He has 105.8 over the annually allowed vacation hours per year and will be paid out at 50%. Mike Gavagan motioned to approve vacation payout for Chief. Skip Morris Seconded. All in Favor. Motion Passed.

Meeting adjourned: 6:48

Next meeting: May 9 @ 6pm

Hebgen Basin Fire District
Board Meeting Minutes
May 9, 2023

Meeting was called to order at 6:01 pm

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

Also in Attendance: Shane Grube, Kendall Carr, Brock Wilson, Kayla Wilson, Colter Ross, Kenny Jones, Jeremy Gallagher, Braya Hutton, Chase Moore, Arnie Christensen

Recorder of Minutes: Lindsey Charlton

Swearing in of Board Members: Tabled until next meeting.

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

Public Comment: Kyle Goltz thanks Brock Kelly for his years of dedicated service and thanks Lindsey and Carrie for planning his retirement party.

Approval of Minutes for April 11, 2023 Regular Board Meeting: Mike Gavagan motioned to approve minutes as written. Skip Morris Seconded. All in Favor motion passed.

Approval Claims/Deposits: Mike Gavagan motioned to approve claims as presented. Ken Davis Seconded. All in Favor motion passed.

Chief's Report see attached

Swearing in of Braya Hutton as Firefighter/EMT

Chief gave a speech about the history of firefighting and discussed Braya's hard work and accomplishments. Kyle Goltz swears in Braya as Firefighter/Emt and Jeremy Gallagher pins her badge. Kyle congratulates and then thanks Braya for joining the District.

New Business

Approve Hiring Raymond Ball as EMT/Firefighter

Chief requests Board approval to hire Raymond Ball. Ken Davis motioned to approve the hiring of Raymond Ball as new Firefighter /EMT. Skip Morris Seconds. All in favor. Motion passed.

Approval of Final Payment to Apgar Ambulance

Chief requests Board approval to send the final payment to Apgar for completion of the re-chassis. Chief would like to trade in the old chassis, and send wire for \$143,000.00. Ken Davis motioned to approve Chief to send final payment and trade the chassis. Skip Morris seconds. All in favor motion passed.

2023-24 budget

Chief presents preliminary budget to Board for review. The District will not receive its 23/24 taxable value until August and under the current contract with the Town we will not see an increase in funding. Some of the major expenses for next year will be from radio upgrades, ladder truck replacement, a new roof for station 3, and Station 1 needs to replace the exhaust handling system.

Meeting adjourned: 6:36

Next meeting June 13th @ 6pm

Hebgen Basin Fire District
Board Meeting Minutes
June 13, 2023

Meeting was called to order at 6:02 pm

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

Also in Attendance: Shane Grube, Braya Hutton, Cyrus Cannon, Cassandra Mitchell, Kenny Jones, Peyton Appell

Recorder of Minutes: Lindsey Charlton

Swearing in of Board Members: Lindsey Charlton swears in Skip Morris as Board member

Election of Board Positions:

Chair: Mike Gavagan motioned to keep Kyle Goltz as chair. Skip Morris Seconded. All in Favor. Motion Passed.

Vice Chair: Kyle Goltz motioned to nominate Mike Gavagan as Vice Chair. Skip Morris Seconded.

Secretary: Mike Gavagan motioned to nominate John Costello as Secretary. Skip Morris Seconded. All in Favor. Motioned passed.

Public Comment: none

Approval of Minutes for May 09, 2023 Regular Board Meeting: Mike Gavagan motioned to approve minutes as written. John Costello Seconded. All in Favor motion passed.

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

Chief's Report see attached

New Business

Ambulance Write-off's

Chief reviews the call type and amount for the write offs. Mike Gavagan Thanks the Staff for doing a great job with collecting Patient information this year. Ken Davis motioned to approve this year's ambulance writes offs in the amount of \$79,649.63. John Costello seconds. All in Favor. Motion passed.

2023-24 Budget

Chief asks board to look at last month's budget print out, anticipated revenues and expenses are still the same. Chief reviews high points and touches on a few things, county hasn't sent May and June reports yet. Ambulance revenue should be higher once we enter May and June data, contract with the town will be the same amount. Chief pointed out a few updates made under capital improvement as he added extra funding for new server, replace roof at station 3 and set aside funding to rebuild or replace and Ambulance. Anticipated budget will be 3,320,831.00.

Adopt 2023-24 Draft Budget

Mike Gavagan Motioned to adopt draft budget as presented. Ken Davis Seconded. All in Favor. Motion passed.

Approve Union Raise Increase as per Contract

Chief request Board approval to increase Union staff wages as per the union contract. Mike Gavagan motioned to approve the Union Staff Pay raise as agreed upon in the current Union contract. Ken Seconded, All in Favor. Motion Passed.

Approve Non-Union Raise Increase

Chief request board approval to give non-union staff a 3% raise. Back in December Chief came to board for raise for Lindsey's position but it does not meet the same standards as the town staff. Chief asks for 6% raise for Lindsey's position to get to the mid-point on the current pay scale for her position.

Mike Gavagan motioned to approve the 3% wage increase for chief and Assistant Chief matching the union staff, and increase Lindsey's position to 6% for mid-point. Ken Davis Seconded. All in Favor. Motion Passed.

Approve Purchase of New Pagers

Chief requests board approval to purchase new pagers. The current pagers are VHF only and hitting the end of their lifespan. With new radio system coming online we will need to purchase 15 new pagers. The market rate for pagers is \$730.00 each. Dunn Communications is the vendor for the new countywide radio system and they are able to give the District a discounted rate. Mike Gavagan motioned to approve purchase of pagers. Skip Morris Seconded. All in Favor. Motion Passed.

Approve Reroofing of Station 3 bid

Chief requests board approval to replace the roofing on station 3. The current roof is coming apart on the North side and needs to be replaced. Chief received 3 bids and would like to go with shingled roof option. The bid from John Clemmons Roofing includes tear off and install for \$29,500.00. Ken Davis motioned to approve the bid for \$29,500.00 from John Clemmons Roofing. John Costello seconds. All in Favor motion passed.

Server Replacement Options

Chief presents board with three different options for server replacement. The Districts current server is past allowed shelf life and needs to be replaced by October. Chief is hoping to stay away from a cloud type of platform and Seth with Computer Foundations is currently waiting for a quote from Dell for replacement server to provide district with firm costs.

Meeting adjourned: 7:05

Next meeting Thursday July 13th @ 6pm

Hebgen Basin Fire District
Special Board Meeting Minutes
June 30, 2023

Meeting was called to order at 6:00 pm

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

Also in Attendance: Shane Grube, Carrie Egging, Cassandra Mitchell, Braya Hutton, Kenny Jones, Cyrus Cannon

Recorder of Minutes: Carrie Egging

Public Comment: None

Approval Claims/Deposits End of Year: Mike Gavagan Motioned to approve claims as presented. Ken Davis Seconded. All in Favor. Motion passed.

New Business

Capital Fund Resolution FY 2023

Chief request Board to Approve Resolution 06302023 creating Capital Fund 4000 per current auditor's request. This fund has been created to keep operating costs separate from Capital improvements. Mike Gavagan Motioned to approve resolution number #06302023 to create capital fund 4000. Ken Davis Seconded. All in favor. Motion passed.

FY Ending 2023 Budget Amendments

Move Cash from General Fund to Capital Fund

Chief request Board approval to move \$900,000.00 from General fund to Capital Fund. The current Auditor dinged the District on Management Decision and Analysis section and requested a formal board action moving funds in our accounting software. Ken Davis Motioned to approve budget amendment #1 for FY ending 2023 for June 30, 2023 in the amount of \$900,000. Skip Morris Seconded. All in favor. Motion passed.

Accounting Services

Chief request Board approval to decrease funds from the Legal Fees expense account by \$20,000.00 and the Health Insurance account by \$20,000.00 to increase the Accounting Services account by \$40,000.00. The District did not anticipate changing Auditors or doing 4 audits instead of 2 audits. Mike Gavagan Motioned to approve budget amendment #2. John Seconds. All in favor. Motion passed.

Housing Purchase

Chief presents the Board with an opportunity to purchase a home that is for sale that had an original price of \$585,000.00 and has since been reduced to \$440,000.00. Chief asked the home owner, a former employee, Tyrel Stoker if they could accept and reduced amount of \$385,000.00 and he agreed. John Costello would like to see the District take a conservative approach by way of a 3 step process. 1) Get a meeting with HRDC ASAP and get a timeline with a checklist for a property trust to be established. 2) Have chief reach out to the staff to see if any would even be interested in the home. 3) Review current budget to ensure the District can finance an appraisal. John Costello also stated that the District should not rush into a purchase agreement, we need to have our ducks in a row first. Chief reports he has already reached out to the HRDC with a list of questions and asked that they attend our next regular board meeting. Ken Davis states that the District needs to make sure we can have real estate in a trust with there being covenants within the parcel location. John Costello states that there are a good share of unit's owner within the neighborhood that are owned by family trusts so he did not see any prohibition. Chief believes that by establishing a land trust in our community the District will help secure affordable housing for future staff.

Kyle Goltz states that he agrees with John and would like to learn more about HRDC and the hoops associated with a land trust but first would like know if there is even any staff interest. The District should not make the purchase if the staff are not interested in participating in this type of housing option. Mike Gavagan states that buying the house would be great to have for recruitment and retention and he is not opposed to having it as a rental unit. In the event we do not a staff member renting the home or interested in buying it, the District could use it for a teacher or police officer. Chief states he is understanding that the District is potentially interested in the purchase but can't commit to a buy at the moment. First the District needs to get more information from HRDC and find out if there is interest in purchase by staff that has the ability to finance. Mike Gavagan motioned that the District moves forward with housing purchase agenda by reaching out to HRDC and establish a housing CLT, and have Chief reach out to staff to see if there is any interest in them making the purchase. Ken Davis Seconded. All in favor. Motion Passed.

FY Ending 2024 Draft Budget Amendments

Chief requests board to deny FY Ending 2024 Draft Budget Amendments since the District will be working on the budget in the coming weeks. Ken Davis motioned to take no action on budget amendments at this time. Mike Gavagan Seconded .All in Favor. Motion passed.

Meeting adjourned: 6:52

Next meeting: July 13th, 2023 at 1800.

Hebgen Basin Fire District
Board Meeting Minutes
July 13 , 2023

Meeting was called to order at 6:00 pm

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

Also in Attendance: Shane Grube, Cassandra Mitchel, Cyrus Cannon, Braya Hutton, Jeremy Gallagher
Via online platform: Mindy DeCosse and Lila Fleishman

Recorder of Minutes: Lindsey Charlton

Public Comment: Kyle Goltz announced that Ken Davis is resigning and thanked him for all his years of service, hard work, and dedication.

Work Session

Scattered Land Trusts with HRDC

Mindy DeCosse and Lila Fleishman give a presentation on how to bring homes into a Scattered Land Trust to West Yellowstone. The main idea is to take out the cost of the land to make homes more affordable. The land is held in a trust and the structure on the land along with any improvements can be sold. Scattered Land Trusts have a simple process that happens at closing, a ground lease is put in place for 75 years and can be renewed for a second term. Grounded solutions model is recommended to be used for best practices. The ground lease is canceled when property is sold and a new lease is put into place. The holder of the Land trust can restrict who the homes can be sold to. When the homeowner sells property, the price is restricted, they get 2% appreciation on interests for every year they live there. The appreciation rate varies by CLT organization, anywhere from 1%-2.4% and amount of people that are interested. The buyer has to take a community land trust orientation class, meet with a lawyer to review ground lease, and HRDC has lawyers that will do it pro-bono. The land trust agreement can be written with any restrictions built into it to fit the needs of District. If a staff member purchases home and only lives in it for 5 years and cannot find another firefighter to purchase then the District can have first right of refusal. There can also be a stipulation that it can then be sold to police officer, town staff member or school staff to keep the home for essential community members. An additional benefit with using Land Trust is the mortgage cannot be over 35% of the buyer's income and combined debt cannot be over 43%. In the event the homeowner cannot afford payments the Land trust agency also has resources for owners to help prevent foreclosure. Shane will get with the HRDC and get some sample land trust agreements for board to review.

Approval of Minutes for June 13, 2023 Regular Board Meeting: John Costello motioned to approve minutes as written. Ken Davis Seconded. Grammatical errors were pointed out so Ken Davis retracted his second on the motion. John Costello motioned to approve minutes with corrections. Ken Davis Seconded. All in Favor. Motion passed.

Approval of Minutes for June 30, 2023 Special Board Meeting: Ken Davis motioned to approve minutes as written. Skip Morris Seconded. All in Favor. Motion passed.

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

Chief's Report see attached

Old Business

Draft 2023-2024 Budget

Chief presented update budget and reports the District is still waiting on final numbers from County. Changes will be on revenue side with ambulance revenue collected and taxes.

Meeting adjourned: 7:38

Next meeting: August 10 @ 6pm

Hebgen Basin Fire District
Board Meeting Minutes
August 10 , 2023

Meeting was called to order at 6:01 pm

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

Also in Attendance: Shane Grube, Carrie Egging, Brock Kelly, Kayla Wilson, Payton Appell, Chase Moore

Recorder of Minutes: Lindsey Charlton

Public Comment: none

Approval of Minutes for July 13, 2023 Regular Board Meeting: John Costello motioned to approve minutes as written. Skip Morris Seconded. All in Favor. Motion passed.

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

Chief's Report see attached

Old Business

Draft 2023-2024 Budget

Chief reports draft budget has not changed and passes out copies for Board to review one last time. Chief requests Special Board meeting for next week to adopt mill Levy and adopt final budget.

Adoption of 2021 International Fire Code

Chief passed out document for board to review with list of notable changes from 2012 to 2021 fire codes.

Chief is requesting the Board to pass a resolution adopting the 2021 International Fire code.

John Costello motioned to approve resolution 08112023-1 calling for Adoption of the 2021 International Fire Code. Skip Morris Seconded. All in Favor. Motion has passed.

Meeting adjourned: 6:36

Next Special Board Meeting: August 18 @ noon

Next Regular Board Meeting: September 14 @ 6pm

Hebgen Basin Fire District
Board Meeting Minutes
August 18 , 2023

Meeting was called to order at 12:00 pm

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

Also in Attendance: Shane Grube, Carrie Egging

Recorder of Minutes: Lindsey

Public Comment: none

Budget

Chief presents final draft of budget and reviews a few line items with changes. Chief added an interest line for revenue side. On expenditures Chief increased budget for the following items: health insurance, wages, federal taxes, furs and pers, Black Mountain, operating, uniform allowance, volunteer uniform allowance, vehicle fuel, educational loan, medical supplies, Station1 maintenance and events and awards.

Chief reports that some of the EMT staff are interested in the paramedic program with Rexburg fire. The educational program wording is for an annual disbursement and Chief would like to review this program and make changes to fit the expected cost of the Paramedic program.

Skip Morris Motioned to approve budget as presented. Mike Gavagan seconded. All in favor. Motion Passed.

Adopt Mill Levy

Chief reads resolution 202308-02 to board and request they vote to Levy max mills of 34.58.

Mike Gavagan motioned to adopt the Mill Levy Resolution 202308-02. Skip Morris seconded. All in Favor. Motion Passed.

Audit agreement

Shane requests board approve for next year audit contract for 28,900.00 With Denning Downey & Associates. Denning and Downing has completed recent audit and financial statements in a timely manner. They will complete financial statements then run audit after 23/24.

Mike Gavagan motioned to approve audit agreement with Denning and Downing Associates. Skip Morris seconded. All in favor. Motion passed.

Meeting Adjourned: 12:14

Hebgen Basin Fire District
Board Meeting Minutes
September 14, 2023

Meeting was called to order at 6:00 pm

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

Also in Attendance: Shane Grube, Lindsey Charlton, Will Polansky

Recorder of Minutes: Lindsey Charlton

Swearing in of Brock Kelley as Trustee: Lindsey reads oath of office and swears in Brock Kelley as Board of Trustee.

Public Comment: none

Approval of Minutes for August 10 2023 Regular Board meeting: Mike Gavagan motioned to approve minutes as presented. Skip Morris Seconded. All in Favor. Motion Passed.

Approval of Minutes for August 18 2023 Regular Board meeting: Skip Morris motioned to approve minutes with spelling error corrected. John Costello Seconded. All in Favor .Motion Passed.

Approval of Claims and Deposits: Mike Gavagan motioned to approve claims and deposits as presented. Brock Kelley Seconded. All in Favor. Motion Passed.

Chief report: See attached

New Business

Approval to Excess old snowplow

Chief requested Board approval to excess the Districts old snow plow. Chief will list it for sale by sealed bid to open at a future board meeting. This will be only the plow, purchaser will have to buy mounting bracket and repair broken spots .Mike Gavagan motioned to allow Chief to excess the old snow plow. Brock Kelley Seconded. All in Favor Motion passed.

Next meeting: 10/12/23 at 6pm

Adjourned: 6:24.

Hebgen Basin Fire District
Board Meeting Minutes
October 12, 2023

Meeting was called to order at 6:00 pm

Board Members Present: Kyle Goltz, John Costello, Brock Kelley, Mike Gavagan

Also in Attendance: Shane Grube, Lindsey Charlton, Carrie Egging, Arnie Christensen, Kendall Carr, Ray Ball

Recorder of Minutes: Lindsey Charlton

Public Comment: none

Approval of Minutes for September 14 2023 Regular Board meeting: Brock Kelly motioned to approve minutes as presented. Mike Gavagan Seconded. All in Favor. Motion Passed.

Approval of Claims and Deposits:

Mike Gavagan motioned to approve claims as presented. John Costello Seconded. All in Favor. Motioned Passed.

Chief report: See attached

New Business

Employee Home Loan Investment and Retention Documents

Chief worked with the Districts attorney to update the Employee Home Loan Investment and Retention documentation. Chief presents the board with a draft copy and notated the original documents was for 7 years and the new documents were amended to fit an Amortization Schedule. Chief reports the District will need to find a financial institution, attorney, escrow company or title company to hold deed of trust. John Costello suggested contacting Security Escrow out of Bozeman.

Mike Gavagan motioned to approve the Employee Home Loan Investment and Retention Documents, with the escrow company to be involved, and give chief the authority to sign documents on behalf of the district. Brock Kelley Seconded. All in Favor. Motion Passed.

Review and Approval of District Personnel Policies

309 Types of Appointments:

309.10 Regular Full-Time Employees

Board agreed no updates are needed at this time.

309.20 Regular Part-Time Employees

Board agreed no updates are needed at this time.

309.50 Temporary Employee

Board agreed no updates are needed at this time.

309.60 Seasonal Employee

Board agreed no updates are needed at this time.

309.70 Interns:

Board agrees to the following update:

In Line 3, remove the letter "A" and add "/ fire".

Brock Kelley motioned to approve all policies listed in section 309 with recommended corrections to 309.70. Mike Gavagan Seconded. All in Favor. Motion passed.

310.00 Probationary Period

Board agrees to the following updates:

1) In Paragraph 1, Line 8 change A fire Chief to The Fire chief.

2) In Paragraph 2, line 5: comma after the word period.

Mike Gavagan requests clarification on a definition of short -term since there isn't a Short Term section in the 309 Policy section. Chief states he will have to consult with the District's attorney for a definition. It will need to meet with our policy, and MCA to make sure we are in correct standards.

Mike Gavagan Motioned to table this policy until clarification from the District's Attorney for terminology for short term employees. John Costello Seconded. All in Favor. Motion Passed.

310.20 Trial Period

Board agrees to the following update:

In Line 3 add the word "is" after the word "and".

John Costello Motioned to approve policy as amended. Brock Kelley seconded. All in Favor. Motion Passed.

Next meeting: 11/09/23 at 6pm

Adjourned: 6:42

Hebgen Basin Fire District
Board Meeting Minutes
November 09, 2023

Meeting was called to order at 6:00 pm

Board Members Present: Kyle Goltz, Skip Morris, John Costello, Brock Kelley,

Also in Attendance: Shane Grube, Lindsey Charlton, Carrie Egging, Arnie Christenson, Braya Hutton, Jeremy Gallagher, Giselle Hansen

Recorder of Minutes: Lindsey Charlton

Public Comment: none

Approval of Minutes for September 14 2023 Regular Board meeting: Brock Kelley motioned to approve minutes as presented. Skip Morris Seconded. All in Favor. Motion Passed.

Approval of Claims and Deposits: Skip Morris Motioned to pay claims as presented. Brock Kelley Seconded. All in Favor. Motion Passed.

Chief report: See attached

Chief requested Board approval to send staff on duty over to the school to help with Giselle Hansen's reading buddy program. The school is struggling with staffing issues and needs the Districts support. Giselle is requesting staff to read with kids or work in areas they are lacking for 45 minutes to an hour two days a week. Board agrees this is a great way to provide community service and helps our students. Kyle Goltz also takes a moment to thank the staff for all the Halloween events they participated in.

Old Business

Review of District Personal Policies

310.00 Probationary Period -tabled 10/12/23

Chief is waiting to for a response from District Attorney and requests that the policy is tabled again. Brock Kelley motioned to table Policy 310.00 Probationary Period. Skip Morris Seconds. All in Favor. Motion Passed.

New Business

Review and Approval of District Personnel Policies

311.00 Employee Personnel Records

Board agrees to update line 2 by removing the period after office and adding the word "and." Skip Morris motioned to accept policy with updates. John Costello Seconds. All in Favor. Motion Passed.

311.10 Personnel File Documents

Board agrees no update is needed at this time. Skip Morris motioned to accept policy as written. John Costello Seconds. All in Favor. Motion Passed.

311.20 Personnel File Access

Board agrees to update line 4 by changing Board of Trustees to Administrative Assistant. Brock Kelley motioned to accept policy with changes. Skip Morris Seconds. All in Favor. Motion Passed.

312.00 Performance Evaluation

Board agrees no update is needed at this time. John Costello motioned to accept policy as written. Brock Kelley Seconds. All in Favor. Motion passed.

312.10 Evaluation

Board agrees no update is needed at this time. Brock Kelley motioned to accept policy as written. Skip Morris Seconds. All in Favor. Motion Passed.

312.20 Rebuttal

Board agrees no update is needed at this time. Skip Morris motioned to accept policy as written. Brock Kelley Seconds. All in Favor. Motion Passed.

400.00 Employee Leave and Benefits

Board agrees no update is needed at this time. Skip Morris motioned to accept policy as written. Brock Kelley Seconds. All in Favor. Motion Passed.

401.00 Vacation

Board agrees no update is needed at this time to section heading. Brock Kelley motioned to accept heading as written. Skip Morris Seconds. All in Favor. Motion Passed.

401.10 Qualifying

Board agrees no update is needed at this time. Skip Morris motioned to accept policy as written. Brock Kelley Seconds. All in Favor. Motion Passed.

401.20 Accrual

Board agrees no update is needed at this time. John Costello motioned to accept policy as written. Brock Kelley Seconds. All in Favor. Motion Passed.

401.23 Accrual during Leave without Pay

Board agrees no update is needed at this time. Skip Morris motioned to accept policy as written. Brock Kelley Seconds. All in Favor. Motion Passed.

401.25 Maximum Accumulation

Board agrees no update is needed at this time. Skip Morris motioned to accept policy as written. John Costello Seconds. All in Favor. Motion Passed.

401.30 Scheduling

Board agrees no update is needed at this time. Brock Kelley motioned to accept policy as written. Skip Morris Seconds. All in Favor. Motion Passed.

401.31 Vacation on Holidays

Board agrees no update is needed at this time. John Costello motioned to accept policy as written. Brock Kelley Seconds. All in Favor. Motion Passed.

401.32 Use of Vacation for Sick Leave

Board agrees no update is needed at this time. Skip Morris motioned to accept policy as written. Brock Kelley Seconds. All in Favor. Motion Passed.

401.40 Payment on Termination

Board agrees no update is needed at this time. Brock Kelley motioned to accept policy as written. Skip Morris Seconds. All in Favor. Motion Passed.

401.24 Advancing Prohibited

This policy was left off agenda and will be reviewed at next board meeting.

Next meeting: 12/14/23 at 6pm

Adjourned: 6:35

Hebgen Basin Fire District
Board Meeting Minutes
Decemeber 14, 2023

Meeting was called to order at 6:00 pm

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

Also in Attendance: Shane Grube, Lindsey Charlton, Carrie Egging, Ray Ball, Peyton Appell, Kenny Jones

Recorder of Minutes: Lindsey Charlton

Public Comment: None.

Approval of Minutes for November 09 2023 Regular Board meeting: Skip Morris motioned to approve minutes as presented. John Costello Seconded. All in Favor. Motion Passed.

Approval of Claims and Deposits:

Mike Gavagan Motioned to approve claims as presented. Skip Morris Seconded. All in Favor. Motion passed.

Chief report: See attached

Swearing in of Firefighter/EMT Peyton Appell and Ray Ball

Assistant Chief Egging gives a speech about firefighting and the history of the fire industry. Kyle Goltz swears in Peyton Appell and Ray Ball as Firefighter/EMTs.

New Business

Purchase of 2 seek Attack Pro Thermal Imagers

Chief reviews quotes for thermal imagers and requests board approval to go with the quote in the amount of \$6127.98. The Seek Attack Pro Thermal Imagers each come with truck chargers, straps and a 5 year warranty. Mike Gavagan motioned to approve purchase of the thermal imagers in the amount of \$6,127.98. Skip Morris Seconded. All in favor. Motion Passed.

Award Sealed Bid for Excess Snowplow

Kyle Goltz opens the only sealed bid for plow. Shane Grube was the only bid received and bid \$350.00 for plow. Skip Morris motioned to accept the bid for \$350.00. John Costello Seconded. All in Favor. Motion Passed.

ISO Discussion

Chief reviews the ISO score and report from the ISO inspection. Chief reports that back in 2017 the District scored 60.15 which landed the District a class 4 rating. The proposed new rating of class 5 is due to water pressure changes, staffing changes, Town Water System issues, and training hours not being logged correctly by staff. The District has 1 year to make improvements to attempt to keep the rating of ISO at class 4.

Amend Education Assistance Policy

Chief handed out a copy of the current Education Assistance Policy with amendments listed in red. Amendments are on page 2, in paragraph 3 for line 2. Mike Gavagan motioned to approve amendments as Chief presented for the Education Assistance Policy. Skip Morris Seconded. All in Favor. Motion Passed.

Resolution Calling for Trustee Election

Kyle Goltz reads Resolution # 231401 to the board calling for a trustee election for Kyle Goltz and Brock Kelley board seats. Mike Gavagan motioned to approve Resolution 231401 calling for an election for board seats. Skip Morris Seconded. All in Favor. Motion Passed.

Next meeting: 01/11/24 at 6pm

Adjourned: 6:52