

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

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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 Veterans' 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