



Hebgen Basin Fire District

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

Regular Board Meeting January 10, 2023 6:00 P.M.

Agenda

Roll Call
Public Comment for Items Not On Agenda
Approval of Minutes for December 13, 2022 Board Meeting
Approve Claims/Deposits
Chief's Report

New Business

Resolution Calling for Trustee Election	Discussion/Action
Summer 2023 Intern Hiring	Discussion/Action

Review and Approval of District Personnel Policies	Discussion/Action
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210.00 OVERTIME AND COMPENSATORY TIME
211.00 VACANT
212.00 PAYMENT UPON TERMINATION
213.00 PAY EXCEPTIONS
300.00 PERSONNEL ADMINISTRATION
301.00 EQUAL EMPLOYMENT OPPORTUNITY
302.00 DIVERSITY / NON-DISCRIMINATION
303.00 REASONABLE ACCOMMODATION
304.00 POSITION DESCRIPTIONS
305.00 RECRUITMENT AND SELECTION
306.00 VETERANS' EMPLOYMENT PREFERENCE
307.00 DISABILITY EMPLOYMENT PREFERENCE
308.00 NEPOTISM



Hebgen Basin Fire District

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Regular Board Meeting February 14, 2023 6:00 P.M. Station 1

Agenda

Roll Call
Public Comment for Items Not On Agenda
Approval of Minutes for January 10, 2023 Board Meeting
Approve Claims/Deposits
Chief's Report

New Business

Change FF/Paramedic position to FF/EMT position	Discussion/Action
Ambulance Audit Committee	Discussion/Action
Open Sealed Bids and award surplus Ford F450	Discussion/Action
Surplus 2012 International Chassis	Discussion/Action



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Regular Board Meeting March 14, 2023 6:00 P.M. Station 1

Agenda

- Roll Call
- Public Comment for Items Not On Agenda
- Approval of Minutes for February 14, 2023 Board Meeting
- Approve Claims/Deposits
- Chief's Report



HEBGEN BASIN RURAL FIRE DISTRICT

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

Regular Board Meeting

April 11, 2023

6:00 P.M.

Station 1

Agenda

Roll Call
Public Comment for Items Not On Agenda
Approval of Minutes for March 14, 2023 Board Meeting
Approve Claims/Deposits
Chief's Report

New Business

Approve Hiring of Colter Ross, Chase Moore, And Cyrus Cannon into our open Intern/Volunteer Positions	Discussion/Action
Approve Hiring Peyton Appell into our open EMT/Fire Fighter Position	Discussion/Action
Paramedic/EMT Position Discussion	Discussion/Action
Ambulance Audit Report	Discussion/Action
Excess Vacation Leave payout	Discussion/Action



HEBGEN BASIN RURAL FIRE DISTRICT

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Regular Board Meeting

May 9, 2023

6:00 P.M.

Station 1

Agenda

Roll Call
Swearing in of Board Members
Election of Chair, Vice Chair and Secretary
Public Comment for Items Not On Agenda
Approval of Minutes for April 11, 2023 Board Meeting
Approve Claims/Deposits
Chief's Report

Swearing in of Firefighter/EMT Braya Hutton

New Business

Approve Hiring Raymond Ball as EMT/Firefighter	Discussion/Action
Approval of Final Payment to Apgar Ambulance (Ambulance 1 Re-Chassis)	Discussion/Action
2023-24 Budget	Discussion



HEBGEN BASIN RURAL FIRE DISTRICT

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

Regular Board Meeting June 13, 2023 6:00 P.M. Station 1

Agenda

Roll Call
Swearing in of Board Members
Election of Chair, Vice Chair and Secretary
Public Comment for Items Not On Agenda
Approval of Minutes for May 9th, 2023 Board Meeting
Approve Claims/Deposits
Chief's Report

New Business

Ambulance Write-offs	Discussion/Action
2023-24 Budget	Discussion
Adopt 2023-24 Draft Budget	Discussion/Action
Approve Union Raise increase as per the Contract	Discussion/Action
Approve Non-Union Raise increase	Discussion/Action
Approve purchase of new pagers	Discussion/Action
Approve Reroofing of Station 3 bid	Discussion/Action
Server Replacement options	Discussion



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Special Board Meeting June 30, 2023 6:00 P.M.

Agenda

Roll Call
Public Comment for Items Not On Agenda
Approve Claims/Deposits End of Year

New Business

Capital Fund Resolution FY2023	Discussion/Action
FY Ending 2023 Budget Amendments	
Capital Fund	Discussion/Action
Accounting services	Discussion/Action
Housing Purchase	Discussion/Action
FY Ending 2024 Draft Budget Amendments	Discussion/Action



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Regular Board Meeting August 10, 2023 6:00 P.M.

Agenda

Roll Call
Public Comment for Items Not On Agenda
Approval of Minutes for July 13, 2023 Board Meeting
Approve Claims/Deposits
Chief's Report

Old Business

Draft 2023-2024 Budget

Discussion

New Business

Adoption of 2021 International Fire Code



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Regular Board Meeting September 14, 2023 6:00 P.M. Station 1 West Yellowstone

Agenda

Roll Call
Swearing in of Brock Kelley as Trustee
Public Comment for Items Not On Agenda
Approval of Minutes for August 10th, 2023 Regular Board Meeting
Approval of Minutes for August 18th, 2023 Special Board Meeting
Approve Claims/Deposits
Chief's Report

New Business

Approval to Excess old Snowplow

Discussion/Action



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Regular Board Meeting September 14, 2023 6:00 P.M. Station 1 West Yellowstone

Agenda

- Roll Call
- Swearing in of Brock Kelley as Trustee
- Public Comment for Items Not On Agenda
- Approval of Minutes for August 10th, 2023 Regular Board Meeting
- Approval of Minutes for August 18th, 2023 Special Board Meeting
- Approve Claims/Deposits
- Chief's Report

New Business

Approval to Excess old Snowplow

Discussion/Action



Hebgen Basin Fire District

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Regular Board Meeting October 12, 2023 6:00 P.M. Station 1 West Yellowstone

Agenda

Roll Call
Public Comment for Items Not On Agenda
Approval of Minutes for September 14, 2023, Regular Board Meeting
Approve Claims/Deposits
Chief's Report

New Business

Employee Home Loan Investment and Retention Documents Discussion/Action

Review and Approval of District Personnel Policies

309	Types of Appointments	
309.10	Regular Full-Time Employees	Discussion/Action
309.20	Regular Part-Time Employee	Discussion/Action
309.50	Temporary Employee	Discussion/Action
309.60	Seasonal Employee	Discussion/Action
309.70	Interns	Discussion/Action
310.00	Probationary Period	Discussion/Action
310.20	Trial Period	Discussion/Action



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Regular Board Meeting November 9, 2023 6:00 P.M. Station 1 West Yellowstone

Agenda

Roll Call
Public Comment for Items Not On Agenda
Approval of Minutes for October 12, 2023, Regular Board Meeting
Approve Claims/Deposits
Chief's Report

Old Business

Review of District's Personnel Policies
310.00 Probationary Period
for legal input

Tabled 10/12/2023

New Business

Review of District's Personnel Policies	
311.00 Employee Personnel Records	Discussion/Action
311.10 Personnel File Documents	Discussion/Action
311.20 Personnel File Access	Discussion/Action
312.00 Performance Evaluation	Discussion/Action
312.10 Evaluation	Discussion/Action
312.20 Rebuttal	Discussion/Action
400.00 Employee Leave and Benefits	Discussion/Action
401.00 Vacation	Discussion/Action
401.10 Qualifying	Discussion/Action
401.20 Accrual	Discussion/Action
401.23 Accrual During Leave Without Pay	Discussion/Action
401.25 Maximum Accumulation	Discussion/Action
401.30 Scheduling	Discussion/Action
401.31 Vacation on Holidays	Discussion/Action
401.32 Use of Vacation for Sick Leave	Discussion/Action
401.40 Payment on Termination	Discussion/Action



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Regular Board Meeting December 14, 2023 6:00 P.M. Station 1 West Yellowstone

Agenda

Roll Call
Public Comment for Items Not on the Agenda
Approval of Minutes for November 9, 2023, Regular Board Meeting
Approve Claims/Deposits
Chief's Report

Swearing in of Firefighter/EMT Peton Appell and Ray Ball

New Business

Purchase of 2 Seek Attack Pro Thermal Imagers	Discussion/Action
Award Sealed Bid for Excess Snowplow.	Discussion/Action
ISO Discussion	Discussion
Amend Education Assistance Policy	Discussion/Action
Resolution Calling for Trustee Election	Discussion/Action