

**Hebgen Basin Fire District**  
**Board Meeting Minutes**  
**March 8, 2022**

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Meeting was called to order at 6:00pm

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

**Also in Attendance:** Chief Grube, James Jessop, Lindsey Charlton, Arnie Christensen , James McBirnie, Cassandra Mitchell , Dustin Hojem,

**Recorder of Minutes:** Lindsey Charlton

**Public Comment:** Chief introduced Arnie to board. No other public comment.

**Approval of Revised Minutes for February 8, 2022 Regular Board meeting:** John Costello motioned to approve revision of minutes. Skip Morris Seconded. All in Favor. Motion Passed.

**Approval of Revised Minutes for January 11, 2022 Regular Board Meeting:** Ken Davis motioned to approve minutes as written. Skip Morris Seconded. All in Favor. Motion passed.

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

**Chiefs Report:** see attached

Chief reports that the septic line at Station 3 froze and had to be blown out by Blue Services. It froze two feet from the tank where it is driven over. The District will need to dig down to line and add better insulation before next winter.

**New Business**

**Ambulance Audit February 2022**

Ken Davis provided all the board members a copy of the 2022 ambulance audit report. Ken reports that the staff is doing their part and getting reports done correctly. Lindsey is tracking and posting payments correctly as well as doing her due diligence to collect unpaid debt. Kyle Goltz thanks John and Ken for the time spent administering the audit and compiling the report. Skip Morris motion to approve ambulance audit report from February 2022. Kyle Goltz seconded. All in favor. Motion passed.

**Approve Hiring Search for EMT/Firefighter Position**

Chief requests board approval to post the EMT/Firefighter position on the hiring platforms used in the past. Ken Davis motioned to approve Chief to advertise the EMT/Firefighter position. Skip Morris seconded. All in favor. Motion passed.

**Approve Hiring Search for Assistant Fire Chief Position**

Chief requests board approval to open Assistant Chief Position on the hiring platforms and to set the pay range to the \$85,000 - \$95,000 annual. The position will be opened internally and if there is not 3 qualified internal applicants the position will then open for outside applicants. Ken Davis motioned to approve search for Assistant Chief Position with salary range update. John Costello Seconded. All in Favor. Motion passed. Chief took a moment to thank James Jessop and James McBirnie for their years of dedicated service to the District. The Board members also thank them both. Chief states that he is organizing a going away BBQ for both on Sunday 3/20/22 in the afternoon.

**Next regular meeting: 4/12/2022 at 6pm.**

**Meeting adjourned: 6:29**