

Missoula Rural Fire District
Board of Trustees
Missoula, Montana 59804

April 13, 2021

PURSUANT TO RESOLUTION 20-10, adopted April 14, 2020, the Board of Trustees is limiting in-person participation to its meetings, in accordance with the Governor's Directive and Opinion of the Attorney General.

The Missoula Rural Fire District (MRFD) Board of Trustees (BOT) met in regular session via a "Zoom" video conference on Tuesday, 4/13/2021.

CALL TO ORDER: Chairman Hanson called the meeting to order at 19:00 hours.

PLEDGE OF ALLEGIANCE: Per Chairman; Hanson, the consensus of the Board was to skip the pledge of allegiance for the video conference call.

ROLL CALL: Present: Chairman; Hanson, Vice-Chairman; Murphy, Trustee; Mangan and Trustee; Corti. Absent: Secretary; Beagle.

READING OF THE MINUTES: Trustee Mangan moved to accept the minutes as written. Vice-Chairman Murphy seconded the motion. Motion voted and passed.

CLAIMS: Office Manager Schnee mentioned she had sent out the revised version of the claims. There were a couple of additional claims totaling \$1,800.00 that came in. The new total is on the updated agenda. Trustee Mangan moved to pay the claims as filed. Trustee Corti seconded the motion. Motion voted and passed.

COMMUNICATIONS: *Office Manager (OM) Schnee reported:* In the Board packet, there are a couple of thank you cards, an Annexation from the City of Missoula, a retirement letter from Lieutenant Todd Newman, a thank you letter that we sent out for the gift of homemade cookies from Bridge Church of Missoula, staff reports and other reports to be addressed later in the meeting.

TRUSTEE REPORTS: None

STAFF REPORTS: None

VOLUNTEERS ASSOCIATION: No one to represent the Volunteer's Association.

LOCAL 2457: *President Burgess reported:* Local 2457 had elections for Vice-President and Treasurer. Cameron Harris remained our Vice-President, Libby Hooper stepped down as treasurer, and Cooper Berry was elected as the new Treasure. Unfortunately, shortly after, we found out that his son Jack's Osteosarcoma Bone Cancer had returned. Cooper Berry will be leaving us for six months. Blaine Cowan will be helping out with some of the Treasurer duties in his absence. Hopefully, Cooper Berry will be back in six months. Toby Ballard went to the first class of his Executive Leadership series last week in Olympia, Washington. The classes will be going on for a year. More unfortunate news, District Vice-President Ricky Walsh, who leads the entire 7th District, his wife Kelly passed away last week, so several members will be attending her service in Richland, Washington, this weekend.

BC'S OPERATIONS REPORT: *Battalion Chief (BC) ORR reported:* March was the opening of our burning season; fortunately, there were cooler temperatures, so most of our fires stayed in control. We

did have a few that got away from some of our homeowners. We ran just shy of 200 calls. We were busy the last 13 days, about 200 in April.

Office Manager (OM) Schnee reported: This month has been spent training with the new Administration Staff, reviewing & streamlining processes, and updating forms. May is open enrollment for benefits, so we are working with the benefits companies to get that information out to the employees. We started preparation for the FY 2020 audit. We will have that turned over to our auditor to start the audit by the end of this month. She is hoping to have that completed by July 2021. We started working on the FY 2022 budget.

Assistant Chief Finlay reported: Assistant Chief Finlay has continued with his Covid work with the Western Montana All-Hazard Incident Management Team at the Fair Grounds for the last six weeks. The team will begin to release members because of a lack of interest in shots here in Missoula County so, Friday will be his last day there. The experience has been good for the Fire District, Community, and Missoula County. It started on January 18, 2021, so it has been a very long run. He attended the first and second dose clinics daily in addition to the meetings.

Trustee Mangan asked, "Have we been getting many trainees coming in and doing task book chores for them?"

Task book signoffs have been one of our primary focuses at the team level. We did firing operations and burning collaboration with the Department of Natural Resources and Conservation (DNRC). After extended planning, we were able to do several task book signoffs for several positions, up to Task Force Strike team leader. Training Officers and wildland folks had planned this out for quite some time. This is a benefit to Missoula Rural Fire District, assignments going out, and the safety of our folks. We are working feverishly on building the budget for the upcoming year.

Trustee Mangan replied: "Glad to see you brought some trainees in."

Fire Chief Newman reported: Our accounting assistant started in March. Fire Chief Newman virtually attended the Northwest Accreditation and Credentialing Consortium meeting. This month we had numerous Station 4 construction meetings with both the architects and the general contractor. Station 4 is right on schedule. We held Captain and Lieutenant Assessments since we last spoke and new hire interviews. We are bringing on three new hires on April 26, 2021. We had someone from the Center for Public Safety Excellence come in for a three-day training on the Accreditation process that we are going through right now. We have been hitting the budget hard as far as priority list type stuff -- a lot of comparison from the last FY and getting ready to go for the upcoming FY.

OLD BUSINESS: None.

NEW BUSINESS:

1. **Introduction of new Administrative Staff:** Fire Chief Newman introduced our new Administrative Staff. Diana Bowen has been a welcome addition to the front office. It is a fairly steep learning curve. She is doing well. Our Accounting Assistant, Raquel Wilkinson, came on Board on March 15, 2021, and has been doing many great things already in less than a month since she has been here. We see a lot of progress from the budget side, financial side, claims, and all the stuff they do.

Trustee Corti replied: "Welcome aboard."

- 2. Update PIP Policy:** (Fire Chief Newman) We have updated our Performance Improvement Plan Policy (PIP). The main change is the clarification of what the PIP actually is and to separate it from the discipline policy. We clarified the grey areas for our supervisors and clarified how they should or want to use it. We hope that this PIP Policy can be used prior to getting to the discipline phase and looking at more, as the name states, performance improvement.

Trustee Mangan asked, "Do we need to sign this?"

Fire Chief Newman replied: "It would need to be signed." That was the past practice, but Larry at Station 1 can sign since we are virtual now. If the rest of the Board would like Fire Chief Newman to sign for them, he believes we could do that. Trustee Mangan moved to accept the PIP as proposed and have the Chairman sign for all of us. Vice-Chairman Murphy seconded the motion. Motion voted and passed.

- 3. Accounting Assistant Employment Contract:** (Office Manager Schnee) This is the contract for the starting wage for Raquel. It is the same type of contract that Heidi had just with Raquel's information. This will take her through the end of the calendar year.

Trustee Mangan accepts as proposed, and Trustee Corti seconded the motion. Motion voted and passed.

Office Manager Schnee asked, "If you guys would like to make a motion to have Fire Chief Newman sign on behalf of the Trustees that are not present."

Trustee Mangan moved, and Vice-Chairman Murphy seconded the motion. Motion voted and passed.

- 4. Del Bonita Turnout Donation Agreement:** (Fire Chief Newman) The General Release of Liability for a donation of equipment is in your packets. We have been doing this on any type of protective equipment that we have and will not be using anymore, so it becomes a surplus. Because of the nature of the equipment, we have been using this General Release of Liability. As you can see, there are seven turnout coats, seven pairs of bunker pants, and 37 pairs of boots. The Turnout Program manager decided they are no longer useful for Missoula Rural Fire District. Del Bonita Fire Company has stated that they would like to have this equipment; we would much rather do that than throw it away.

Trustee Mangan asked, "Chief, is it National Fire Protection Association (NFPA) compliant?"

Fire Chief Newman mentioned, "The NFPA recommendations as far as the length of time, like a tire, whether it looks good or not, you should change it out at ten years (approximately)." At the time, we were NFPA compliant, so now we still are NFPA compliant. I know that our Turnout Program Manager would not send out anything in ill repair; those things get thrown out. What we use as Missoula Rural Fire District standard is when we are going to get rid of them as long as they are in good repair and serviceable that's when we offer them up to the departments or companies that are using things that potentially are 20 years or even older than these.

Trustee Mangan replied: "Sounds good."

Vice-Chairman Murphy moved to approve. Trustee Mangan seconded the motion. Motion voted and passed.

Office Manager Schnee mentioned: "I would also ask for a motion to be made to allow me to attest to the signatures rather than Secretary Beagle since he is absent."

Vice-Chairman Murphy moved to approve. Trustee Corti seconded the motion. Motion voted and passed.

ADJOURNMENT: Trustee Corti made a motion to adjourn. Vice-Chairman Murphy seconded the motion. Chairman Hanson adjourned the meeting at 19:24 hours.

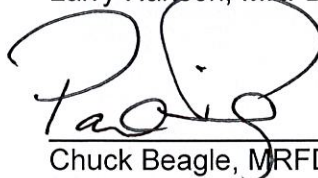
Respectfully submitted,



Diana Bowen, Administrative Assistant
Missoula Rural Fire District


Larry Hanson, MRFD Board Chair

5/13/21
Date


Chuck Beagle, MRFD Board Secretary

5/13/21
Date