

Missoula Rural Fire District
Board of Trustees
Missoula, Montana 59804

May 11, 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, 5/11/2021.

CALL TO ORDER: Vice-Chairman Ben Murphy called the meeting to order at 19:00 hours.

PLEDGE OF ALLEGIANCE: Per Vice-Chairman; Murphy, the consensus of the Board was to forgo the pledge of allegiance for the video conference call.

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

READING OF THE MINUTES: Trustee Mangan moved to accept the minutes as written. Trustee; Corti seconded the motion. Motion voted and passed.

CLAIMS: Trustee Mangan questioned the \$256,795.60 claim that was paid to Stryker Sales. OM Schnee and Chief Finlay explained the invoice was for 6-LifePak's and AED's. The cost is reimbursable by the COVID-19 relief fund. The LifePak's are used in MRFD's Type 5 or Type 1 vehicles that are typically the front-line engines. The AEDs would be used in staff vehicles. 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 is a thank you card from 4H, an IT report, Call for Service Report, and a Public Relations Outreach Breakdown.

TRUSTEE REPORTS: None

STAFF REPORTS: Local 2457; President Burgess welcomed 3 New Hires; FF Thomas Beers, FF Jeff Noble, and FF Cody Maxon.

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

LOCAL 2457: *President Burgess reported:* Local 2457 submitted their intent to open negotiations in August 2021 and was informed that it would have to go through Vice-Chairman Murphy and Chief Newman while Chairman Larry Hanson is out. President Burgess also reported that with Covid restrictions easing up, they have an in-person convention scheduled for the first week in August. The MRFD members are continuing to step up and cover for Cooper Berry while he is in Boston for his son Jack's cancer treatment.

BC'S OPERATIONS REPORT: None

Office Manager (OM) Schnee reported: We have been working on FY 20 audit this month which was submitted to the auditor this week. We have been working on upgrading our forms, processes and automating our Accounts Payable and claims processes. Diana is no longer working in the front office so we will be reanalyzing the front office needs. More to come on that.

Assistant Chief Finlay reported: Assistant Chief Finlay reported that the on-duty BC report is not available due to technical difficulties. Chief Finlay reported on the number of calls for the month was in the high teens for grass fires, and there were several structure responses, including one that we assisted Clinton Volunteer Fire Dept. with. There was slightly over 300 calls this month. Chief Finlay and OM Schnee will be attending CPAT in Great Falls on Monday (5/17 and 5/18). The candidates have taken the written portion of the test and will have the opportunity to take the physical portion of the test with a practice on Monday and the test on Tuesday. Chief Finlay and OM Schnee will be handing out informational flyers related to MRFD. Chief Finlay said, "Even though we don't expect or anticipate any openings within our ranks, we plan on identifying a pool of employees at some level, so if something did change, we have the availability of those folks." There is an upcoming airport drill scheduled with the airport to meet their FAA requirements. A number of MRFD people will be attending. On 05/12/21, there will be a radio meeting with Missoula County Office of Emergency Management (OEM), Missoula Fire Department, and MRFD regarding our needs. Chief Finlay said, "As far as radios go, our handheld and mobiles are getting aged. The last round of radios came through a grant through the County, and I am hopeful that potentially we will be able to do something similar again and use that system and be compliant with our responses and upgrade our radios". Chief Finlay has also been working on run card needs related to the ongoing accreditation and dealing with some of the technicalities of that situation. Additionally, has overcome some of our significant geographical challenges and water supply challenges that accompany our current run card and as well as accreditation needs. There was a flooding meeting at the request of OEM, the Weather Service and, everyone that takes part in flooding around the area as it happens. The prediction is that we will not see anything more than what has become the normal. A fair amount of time has been spent putting together a significant training budget in addition to the MRFD budgeting needs so that way all the employees training needs are met and be able to fund throughout the year. Chief Finlay is back in the office full time. His last day at the vaccination clinic was 4/16/21. A meeting with elected officials, i.e., the 3 County Commissioners and Mayor Engen, it has been determined that with the desire/demand of the vaccines have slowed down. There will now be one vaccine clinic located in Lucky's Market.

OLD BUSINESS:

1. **Agenda Item:** The Del Bonita Agreement was addressed again. The contract terms have been updated to remove the requirement for MRFD to be listed as an additional insured Agency. OM Schnee requests that the contract be approved under the new format. Trustee Mangan moved to approve as amended. Trustee Corti seconded the motion. Motion voted and passed. OM also asked for a motion to allow Chief Finlay to sign the new contract in the absence of Chairman Larry Hanson and Secretary Chuck Beagle. Motion voted and passed.

NEW BUSINESS:

1. **Introduction of newly promoted Lieutenants, Captain, and Battalion Chief:** A pinning ceremony held on 5/11/21 in the bays at MRFD station 1 with their families, with about 30 people in attendance to recognize the people that recently went through a promotion. The successful candidates from Engineer to Lieutenant included Max Kottwitz, Kirk Paulsen, and Brian LaForest, from Lieutenant to Captain Eric Huleatt; and Mike Bowman promoted from Captain to Battalion Chief.
2. **Max Mills Letter:** OM Schnee presented to the BOT the annual request for the letter of maximum mills that is sent to the County and asked that Vice-Chairman Murphy be approved

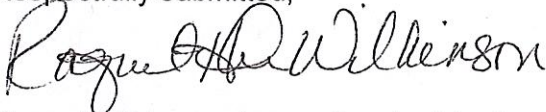
to sign in the absence of Chairman Hanson. Trustee Mangan made the motion to approve applying for Max Mills. Trustee Corti seconded the motion. Motion voted and approved.

3. **FY 21 3rd Qtr. Budget vs. Actual Report:** OM Schnee reported that there was nothing out of the ordinary or unexpected in the report. Trustee Mangan asked a follow-up question about the CARES Act and the Wildland Fire revenue. OM Schnee explained that the Wildland Fire revenue comes from wildland assignments and EMAC wildland assignments. Chief Finlay and OM Schnee explained that the CARES Act revenue was received from the State of Montana allocated funds for qualified costs.

4. **Resolution to Amend the FY20 Budget:** OM Schnee requested a resolution to amend the FY20 Budget. Trustee Mangan moved to approve. Trustee Corti seconded the motion. Motion voted and approved. OM Schnee requested a motion to have Chief Finlay sign for the absent board members. Trustee Mangan made the motion to allow Chief Finlay to sign for absent board members. Trustee Corti seconded the motion. Motion voted and approved.

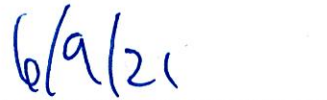
ADJOURNMENT: Trustee Corti made a motion to adjourn. Vice-Chairman Murphy seconded the motion. Chairman Hanson adjourned the meeting at 19:35 hours.

Respectfully submitted,




Raquel Wilkinson, Accounting Assistant
Missoula Rural Fire District



Larry Hanson, MRFD Board Chair

Date

Chuck Beagle, MRFD Board Secretary

Date