

Missoula Rural Fire District
Board of Trustees
Missoula, Montana 59804

June 8, 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, 06/08/2021.

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

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

A motion was made to fix the time to which to adjourn the meeting due to there was not a quorum. Continuance of the meeting was scheduled for Wednesday morning at 10:00 hours.

ADJOURNMENT: Trustee Corti made a motion to adjourn. Vice-Chairman Murphy seconded the motion. Vice-Chairman Murphy adjourned the meeting at 19:07 hours.

Respectfully submitted,



Raquel Wilkinson, Accounting Assistant
Missoula Rural Fire District



John (Ben) Murphy, Chairman

7/13/21

Date



Chuck Beagle, Secretary

7/21/21

Date

Missoula Rural Fire District
Board of Trustees
Missoula, Montana 59804

June 9, 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 continuance of the regular session via a "Zoom" video conference on **Wednesday, June 9, 2021.**

CALL TO ORDER: Vice-Chairman Murphy called the meeting to order at 10:00 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, Secretary Beagle, Trustee Corti and Trustee Mangan.
Absent: Chairman Hanson.

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

CLAIMS: Trustee Corti moved to accept the claims as presented. Secretary Beagle seconded the motion. Motion voted and passed.

COMMUNICATIONS: Melissa Schnee reported communications included one item, and it is a Record of Exceptional Performance for employee Jon Muir.

TRUSTEE REPORTS: Trustee Corti had nothing to report but asked about in-person meetings in the future. Chief Newman said he would cover that topic in his Staff Report.

STAFF REPORTS:

Volunteers Association: No one available to represent the Volunteer's Association.

Local 2457: Battalion Chief (BC) Orr reported on behalf of Captain Burgess that Local 2457 is getting ready for convention in August. Fill the Boot will be resuming, and Jack's Army yard signs are available for purchase for \$10.00.

Battalion Chief: BC Orr reported MRFD's calls for the last month are just shy of 300. This included two structure fires, a motor home fire at the Wye, several vehicle fires, several wildland fires, and a couple of lightning fires. The fire at Hunter Bay Coffee Roasters was contained to one of their large roasters, but it did cause smoke damage to their product and their building. Also, there have been several rescue calls deep into Forest Road 365 off of Blue Mountain Road. Two bicyclists were injured, and we used the UTV for the rescue.

Finance and Human Resources: Melissa Schnee reported that in May her and Chief Finlay went to the Candidate Physical Ability Test (CPAT) Event, hosted by Public Safety Testing (PST), a third-party testing company. PST hosts an online recruiting profile for all Agencies and conducts the written portion of the test online or at a proctored location. This allowed MRFD the ability to recruit and talk to candidates as they completed the physical CPAT. Melissa Schnee supports making this a permanent change. There will be additional Consortium meetings to determine if PST will be hosting the MT CPAT in the future. The

Consortium's Lead HR, Sherry Hall, retired. Melissa Schnee has stepped up as a temporary fill-in as the Lead HR of the Consortium but informed them that this could not be a permanent change. This week MRFD onboarded four new residents who will be on the fuel mitigation crew. One more will start on Monday, July 14, 2021. The five new residents will take the Oath of Office at the July Board Meeting. We are still in the process of looking for an Administrative Assistant. The books are balanced with the County through April. We are working on the FY22 Budget. There will be a 3% increase in medical benefits costs for FY22. It is the first increase in 3-4 years.

Assistant Chief of Operations: Assistant Chief Finlay reported on attending a meeting with County agencies regarding radio and communication needs in Missoula County. They will hold additional meetings, at which time Chief Finlay will present a list of issues we face within the Fire District and beyond. Chief Finlay has been working with Engineer Horsens, our accreditation manager. Engineer Horsens is currently working to solve issues that we are having with the information produced by our Record Management software. The end product will be beneficial for us moving forward, and it will be a positive step. Chief Finlay and Engineer Muir have been involved with the Western Montana All Hazards and Management Team again. The team has been tasked with finding sheltering options for the homeless community that exists in Missoula County. There have been discussions about flooding potential as usual for this time of the year, including areas of Tower Street and Kehrwald Drive. Based on the river's flood stage, we do have some water in that neighborhood and are evaluating it as a Fire District to ensure that we can maintain a response. The Missoula County Office of Emergency Management has been proactive in that with sandbagging and sand availability. MRFD was represented in the Airport Tabletop Drill by several of our employees such as, recently promoted Battalion Chief Mike Bowman. This yearly meeting is a Federal Aviation Administration requirement of the Airport. Several of our Employees are interested in the County Assist Team (CAT), which is a wildfire response team made up primarily of DNRC people from the east side of the state. The CAT team presents our employees the chance for additional opportunities for task book signoffs in positions such as Command and General Staff, Engine Boss, Task Force Leader, and Strike Team Leader. Chief Finlay also attended the quarterly State Hazardous Materials Advisory Group meeting in Helena to discuss the Hazardous Materials Response teams. As mentioned by Melissa Schnee, there have been four new residents onboarded this week.

Fire Chief: Chief Newman reported the Administration has completed a lot of work in preparation for the new fiscal year over the last month. Chief Newman has attended many decision-making meetings regarding the new Station 4, and it is on track for a September 1, 2021, move-in day. In the next Board meeting, Chief Newman will add to the agenda the potential options for the existing Station 4 building and property for the Board to decide how they would like to proceed. Chief Newman has also been updating the Resident Fire Fighter contract. He is looking at potential educational opportunities for the residents to bring some more interest, including a 4-year degree option which would mean a 4-year resident. Missoula County Fire Protection Agency meetings have resumed. A new scheduling software, Crew Sense, is being looked at to replace the current scheduling software, Telestaff. Crew Sense has better integration with the current payroll system, Black Mountain. This will streamline the process through accuracy, efficiency, and less time-consuming. The Covid-19 task force has updated our Incident Accident Plan. Things that had been shut down due to Covid-19 are now starting to open back up, including the Car Seat Events, in-person meetings, and other community events. Chief Newman also suggested a hybrid option for the Board meetings starting in July. The Board meeting would be predominantly in-person with a zoom option for those who are unavailable to attend in person. Vice-Chairman Murphy and Trustee Mangan both agreed that they liked that option. Secretary Beagle asked Chief Newman about the status of the New Station 1. Chief Newman said that the Standard of Cover Study is still in progress, and it should be completed in early August. Then, it will go to the County Commissioners, and it can proceed from there.

OLD BUSINESS: None to Report

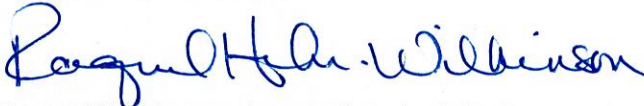
NEW BUSINESS:

1. **Resolution 2021-2 Surplus Sale:** This is a resolution for approval to proceed with the surplus sale items listed in the resolution. Secretary Beagle made a motion to proceed with the resolution 2021-2. Trustee Corti seconded the motion. Motion voted and passed.
2. **Resolution 2021-3 Advertise for bids for a BC response vehicle:** Chief Finlay explained why the resolution for bids is presented to the Board early. "We've seen a significant delay in the Type V that was supposed to be delivered based on chip availability. Although our Type V is finished and mechanically ready to go, there is a shortage of chips for vehicles". Rather than being delayed further, Chief Finlay is hoping for the approval of this resolution to go out to bid and start this process. Secretary Beagle made the motion to move forward with this resolution. Trustee Corti seconded the motion. Motion voted and approved.
3. **General Release of Liability for Donation of Equipment St. Ignatius Fire Department:** Secretary Beagle made the motion to accept the General Release of Liability. Trustee Corti seconded the motion. Motion voted and passed.
4. **General Release of Liability for Donation of Equipment Garrison Volunteer Fire Department:** Secretary Beagle made the motion to accept the General Release of Liability. Trustee Corti seconded the motion. Motion voted and passed.
5. **General Release of Liability for Donation of Equipment Polson Rural Fire Department:** Secretary Beagle made the motion to accept the General Release of Liability. Trustee Corti seconded the motion. Motion voted and passed.
6. **General Release of Liability for Donation of Equipment Chief Cliff Volunteer Fire Department:** Secretary Beagle made the motion to accept the General Release of Liability. Trustee Corti seconded the motion. Motion voted and passed.
7. **General Release of Liability for Donation of Equipment Missoula College-University of Montana:** Secretary Beagle made the motion to accept the General Release of Liability. Trustee Corti seconded the motion. Motion voted and passed.
8. **FY22 Medical Director Contract for Dr. Gildea:** Annual renewal starting July 1, 2021. The only change from the last fiscal year is that the annual amount increased from \$9,000.00 to \$9,500.00 per year. Secretary Beagle made the motion to renew the contract with Dr. Gildea. Trustee Corti seconded the motion. Motion voted and passed.
9. **MRFD Administrative Staff Contract Negotiations Notification:** This is the required notification for the administrative contract negotiations are to expire December 31, 2021. Chief Newman would like to request negotiations for the next contracts to start January 1, 2022. Vice-Chairman Murphy recognized and accepted MRFD's intent and that the Board is officially notified. No motion is required on this item.
10. **Oath of Office – Vice-Chairman Murphy and Secretary Beagle:** Melissa Schnee reported that both Vice-Chairman Murphy and Secretary Beagle ran unopposed. Melissa Schnee did the Oath of Office and sworn both Vice-Chairman Murphy and Secretary Beagle in.
11. **BOT Elections:** Trustee Corti suggested that Vice-Chairman Murphy take over as Chairman and have Chairman Hanson take over as Vice-Chairman and Secretary Beagle to remain the

Board Secretary. Secretary Beagle and Trustee Corti voted to move forward with this change effective July 1, 2021. Voted and passed.

ADJOURNMENT: Trustee Corti made a motion to adjourn. Secretary Beagle seconded the motion. Vice-Chairman Murphy adjourned the meeting at 10:52 hours.

Respectfully submitted,



Raquel Wilkinson, Accounting Assistant
Missoula Rural Fire District


John (Ben) Murphy, Chairman

7/13/21
Date


Chuck Beagle, Secretary

7/21/21
Date