

Missoula Rural Fire District
Board of Trustees
Missoula, Montana 59804

October 12th, 2021

The Missoula Rural Fire District (MRFD) Board of Trustees (BOT) met in regular session at the Station 1 Headquarters meeting room and via a "Zoom" video conference on **Tuesday, October 12th, 2021.**

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

PLEDGE OF ALLEGIANCE:

ROLL CALL: Present: Chairman Ben Murphy, Vice-Chairman Larry Hanson, Secretary Dick Mangan, Trustee Jeff Merritt, and Trustee Dan Corti.

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

PUBLIC COMMENT: There are no public comments at this time.

CLAIMS: Trustee Merritt asked about the A to Z claim. Newman explained that it's the wage of MRFD's temporary placement of the Administrative Assistant position. Newman mentioned that the Swank claim was not included in the claim summary for October but will be in next month's summary. Vice-Chairman Hanson moved to accept the claims as submitted. Trustee Merritt seconded the motion. Motion voted and passed.

COMMUNICATIONS: Melissa Schnee reported that the communications included two thank-you letters, a letter from the auditor, two annexations, a Call for Service Report, a Public Relations Breakdown, an IT Report, and the District Fire Marshal's Report.

TRUSTEE REPORTS: There are no Trustee reports at this time.

STAFF REPORTS:

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

Local 2457: Engineer Harris reported that the Fill-the-Boot event is coming up on Saturday, October 16th. He also noted that Lieutenant Riley was back on shift, and Lieutenant Berry will be back on shift within the next week or two.

Battalion Chief: BC Lubke reported that September's call volume had slowed down compared the summer months. There were 262 calls for service. 17 of those calls were handled by mutual aid partners without our response. MRFD provided mutual aid on 95 incidents. MRFD responded to other mutual aid partners 27 times with 8 different agencies. There were 154 EMS calls and 7 fire calls.

Finance and Human Resources: Melissa Schnee reported that most of September was focused on the apparatus replacement schedule and reviewing different funding options. The administrative office has also been preparing for the upcoming audit on Friday, October 15th. MRFD is balanced with Missoula County through August.

Assistant Chief of Operations: Assistant Chief Finlay attended a week-long Safety Operations Class at the National Fire Academy. The class had great information, and Finlay plans to implement those

opportunities to MRFD personnel of all levels. Chief Finlay reported that he took part in the Lieutenant Training Academy, where MRFD has recognized that upcoming leadership benefits from sitting down with them as leaders within the organization and spend time with them, explaining expectations and the process for doing things and the historical reasons behind it. Collectively, use the opportunity to put some fundamental ideas into their minds as far as leadership goes and their role at MRFD in their new positions. Chief Finlay also reported that he took place in the Local Emergency Planning Committee meeting that happens quarterly in Missoula County. Chief Finlay and RM LaForest will be picking up MRFD's Type V from Plains, MT, on October 19th for the chassis build process. Chief Finlay reported that the Active Shooter training with Missoula County had been delayed due to COVID-19 and will be scheduled again at a later date. Chief Finlay also said that he and a few other MRFD personnel had been involved with COVID-19 Operations of the Type 3 All-Hazard Incident Management Team locally. MRFD is no longer involved as the National Guard has taken over. Chief Finlay also reported that MRFD will take a look at run cards and will be helping build run dispatch cards for MRFD and the automatic aid and mutual aid partners in the surrounding area. Secretary Mangan said he would like a report of the number of MRFD personnel who have gone through the Type 3 All-Hazard Incident Management Team experience with the task books and what kind of qualifications they have gained from it. Chief Finlay responded that many have advanced, and he will put that report together in time for the next BOT meeting. Finlay also reported that there had been a discussion of forming a County Assistance Team on this side of the state.

Fire Chief: Chief Newman reported that MRFD would be buying out A to Z's contract for the Administrative Assistant position and bringing Jenn Culp on for a permanent position starting October 18th. Engineer Horsen continues to work on MRFD's accreditation for the Community Risk Assessment's Standard of Cover. Engineer Horsen has been working with Mike Snook from Missoula County Geographic Information Systems to formulate some of the maps and data to help determine the potential relocation of Station 1. This will give a good idea of historical and potential growth for all MRFD stations for the next 20-30 years. The final report will be available in the next month or two. Chief Newman attended the 911 advisory meeting and noted that the 911 department is significantly short-staffed. The department is looking into a different training and recruitment process. Chief Newman reported that he has been working with the Fire Service Training School. He came across issues with deadlines due to COVID-19, causing some of the MRFD trainees to start over from the beginning after putting in the work on the Fire Officer I certification. Chief Newman spoke to the director and came to a mutual agreement that this would no longer be an issue. Chief Newman also reported that he has been working diligently on the apparatus replacement plan that would carry MRFD through the next 20+ years. Chief Newman reported that MRFD's COVID Incident Action Plan was updated and published a couple of weeks ago.

OLD BUSINESS:

1. **Options for the current Station 4:** Chief Newman reported that he has been working with the attorney on the sale of the current Station 4 and provided a document with a tentative timeline. MRFD requested an updated appraisal and should receive it by October 21st. Once the appraisal is received, a special BOT meeting will be scheduled to decide on a Notice of Intention to sell the property at a public auction for the appraised value. MRFD will then publish a notice in the newspaper. At the regularly scheduled November BOT meeting, approval for the resolution will be needed. After that, per state requirements, MRFD will publish the date of sale in the newspaper twice. Then, MRFD will hold the public auction within three months of the date of the appraisal. MRFD cannot accept less than the appraised value at the public auction. If it does not sell at the auction, the next step is to sell through the standard real estate sale. Trustee Merritt asked who would be doing the appraisal. Chief Newman answered that it would be Stevens and Company who did the last appraisal in January of 2020. Chairman Murphy asked if a date could be set for the Special Board Meeting. Chief Newman responded that no date could be set until the appraisal comes back.

NEW BUSINESS:

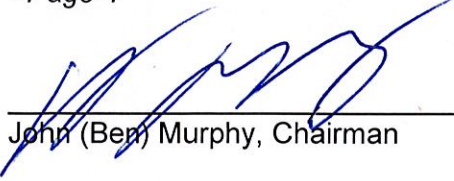
1. **Donation Contract for Libby Fire Department:** MRFD intends to donate the self-contained breathing apparatus backpacks and radios to the Libby Fire Department. Chief Newman referenced the form in the board packet called the "General Release of Liability for Donation of Equipment" that will need to be signed by the BOT. Secretary Mangan asked if the donation had cleared through legal. Chief Newman responded that the attorney approved the process of donation. Secretary Mangan motioned to approve. Vice-Chairman Hanson seconded the motion. Motion voted and passed.
2. **Annexation Request for 1380 Kenwood Drive and 3099 Big Flat Road:** Chairman Murphy asked that the annexation form be updated on "Item 3" for "defensible space zone" for consistency. Trustee Merritt moved to accept annexation for 1380 Kenwood drive. Vice-Chairman Hanson seconded. Motion voted on and passed. Trustee Merritt moved to accept annexation for 3099 Big Flat Road. Vice-Chairman Hanson seconded. Motion voted and passed.
3. **Resolution 2021-8 Advertise for Bids for a Type I Engine:** Chief Finlay reported that MRFD was going to sell a Type I engine but had to cancel the sale due to it being the only engine that can cross the Maclay Bridge. To stay within the apparatus replacement plan, MRFD proposed an additional Type I engine for replacement. By doing so, MRFD would be closer to the proposed timeline and save money by starting the process now. The delivery date would be approximately 450 days from the date the BOT accepts the bid. Secretary Mangan commented that the sooner MRFD could get the process started, the better MRFD would be in the long run. Chief Newman explained that there had been discussion about the timeline, and the savings compared to waiting another year or two. The Type I engine was supposed to be replaced in 2017, so to keep in line with National Fire Protection Association recommendations, MRFD should replace the Type I soon. Trustee Merritt asked how having a piece of equipment that was supposed to be replaced in 2017 affects our accreditation. Chief Newman explained it's a small part of it, but it does affect the accreditation. Also, with having an older engine, it isn't easy to get replacement parts. Another benefit to having a newer Type I is the updated technology and safety features. Chief Finlay added that one of the things that MRFD had done in the past to conserve money was to use the talents of MRFD's retired resource manager to build apparatus. A problem that MRFD is now facing is that one of the water tender's tanks is corroding, causing issues that would be too expensive to repair without a warranty. This being one example of why it's crucial to go through a manufacturer that would include a lifetime warranty. Secretary Mangan moved to advertise for bids for a new Type I engine. Vice-Chairman Hanson seconded. Motion voted and passed.
4. **MRFD Rebranding:** Chief Newman presented the BOT with ideas for a new name and logo.

ADJOURNMENT: Secretary Mangan made a motion to adjourn. Vice-Chairman Hanson seconded the motion. Chairman Murphy adjourned the meeting at 20:00 hours.

Respectfully submitted,




Jenn Culp, Administrative Assistant
Missoula Rural Fire District



John (Ben) Murphy, Chairman

11/9/21

Date



Dick Mangan, Secretary

11/12/21

Date