

Missoula Rural Fire District
Board of Trustees
Missoula, Montana 59804

August 9th, 2022

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, August 9th, 2022**.

CALL TO ORDER: Chairman Murphy called the meeting to order at 16:00 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 Merritt moved to accept the minutes as written. Vice-Chairman Hanson seconded the motion. Motion was voted and passed.

PUBLIC COMMENT: No one from the public was present for comment.

CLAIMS: Trustee Corti motioned to accept the claims as submitted. Trustee Merritt seconded the motion. Motion was voted and passed.

COMMUNICATIONS: Raquel Wilkinson conveyed that the communications consisted of several thank-you letters, a letter from the Board of County Commissioners for a resolution of annexation, five notices of public hearing for annexation, a letter from the Auditor regarding the FY21 Audit, an IT Report, 2 DFM Reports, a Public Relations Outreach Breakdown, and a Calls for Service Report.

TRUSTEE REPORTS: Vice-Chairman Hanson thanked MRFD for participating in his wife's Celebration of Life service.

STAFF REPORTS:

Local 2457: No one from Local 2457 was present for their report.

Finance and Human Resources (HR): Melissa Schnee was not present for her report.

Battalion Chief (BC): BC Orr reported several significant incidents in July. MRFD sent two water tenders to Frenchtown along with East Missoula's 511 apparatus for an incident that started as a grass fire but ended up burning a mobile home and several vehicles. There was also a structure fire incident that was put out quickly. MRFD crews worked on a few significant fires: the Black Mountain fire, about 17 acres, and the Glenn Eagle fire, about 6 acres. In addition to these incidents, several crew members have been out on wildland assignments.

Assistant Chief of Operations: Chief Finlay reported that there had been a consistent rise in the number of calls MRFD receives, with nights being busier than they have ever been. The crews have been doing a good job keeping up with the demand. Chief Newman added that it would be interesting to see, from a data standpoint, MRFD's Standards of Cover and the Community Risk Assessment work that's being done. He believes they have been running many more Collision Calls or two calls simultaneously. This data will determine if MRFD is covering what they need to cover. Chairman Murphy asked if there was a way to look at the time spent on calls to see what percentage of a shift is spent on response. Chief Newman said yes, that data would be available. Chief Finlay also reported that MRFD

has continued to work on their SOGs that support the transition to Blue Card and will come into effect September 1st, 2022. There has also been a fair amount of work on accreditation and the FY22 budget. A lot of the budget work has been focused on the training budget. MRFD's Training Officer, BC Cowan, will retire in December 2022, and Lieutenant (Lt.) Crocker will be stepping in his place. Once Lt. Crocker is moved into that position, Lt. Mediate will fill his current position as the internal EMS Director. Finally, MRFD has begun the transition to the new radios within the apparatus.

Fire Chief: Chief Newman provided each Board member with a copy of the new Strategic Plan. The information in the document was put together by 22 of MRFD's personnel. This will serve as a guiding document for the next several years. Chairman Murphy asked if there was a mission and value statement previously. Chief Newman responded that there wasn't a value statement but a mission statement, which was very long. As part of the accreditation process, the first step was the Community Risk Assessment/Standards of Cover (CPSE), which is complete. The second step was the Strategic Plan, and the third step that is now being worked on is the Self-Assessment Manual. The manual will take all of MRFD's information and help find the areas they are deficient in, where they are exceeding, excepted best practices and industry standards. Once this is complete, MRFD can be put in as an applicant agency instead of what they are now, which is a registered agency. A Peer Assessor Team from CPSE will be assigned to MRFD and will prepare to go to the Commission. Eventually, the Peer Assessor Team will come to the department and spend 3-5 days determining if MRFD is following the accreditation process. Chief Newman is hoping this will occur in August of 2023 at the Fire-Rescue International Conference. Chief Newman also reported that much work had been done on the overall budget. Union Negotiations will be held on August 17th. MRFD has continued to navigate the State Department of Administration and County Finance to get the final revenue numbers. The Chief Interviews were completed on July 27th, and four new firefighters were hired. They begin their nine-week academy on September 6th and will go on shift in October. Lastly, Chief Newman reported that the new water tender is in service. Chairman Murphy asked if MRFD had any apparatus out on wildland assignments, to which Chief Newman said they have not been called out but are ready to go if needed.

OLD BUSINESS:

NEW BUSINESS:

1. **FY22 4th QTR Budget vs Actuals:** Chief Newman reported nothing unexpected in the budget. Trustee Corti asked why the General Fund Taxes showed a negative amount on "revenue to be received." Chief Newman and the Board agreed to wait for Melissa's explanation at the next Board meeting.
2. **Resolution #2022-7 - Resolution to amend FY21 Budget:** Chief Newman read a note from Melissa that stated, "Same as FY20 required when we convert to government-wide statements for the audit that we record part of the pension liability that the state carries for PERS/FURS. Essentially, it's the state's liability, but they can pass it on to us to carry as ours, but we truly do not owe the money." Trustee Corti read a portion from the budget that said, "actual progress exceedeth expectation" and asked if that meant it would cost more money. Chief Newman answered that it relates to the fact that MRFD ended up being able to fund that amount of the Station 4 project from the existing budget rather than financing it. Therefore, this was an unexpected liability out of that budget. Trustee Corti moved to amend the resolution. Trustee Merritt seconded the motion. Motion was voted and passed.
3. **Resolution #2022-8 Resolution to amend Missoula Rural Fire District 401 (a) Plan:** Chief Newman explained that the 401 (a) plan needs to be amended every six years but nothing has changed. Trustee Merritt moved to accept the amendment. Trustee Corti seconded the motion. Motion was voted and passed.


- Annexations: 28149 Highway 12 West, Lolo, 59847 and 2013 Deer Creek Road, Milltown, 59851:** Trustee Merritt moved to accept the annexations. Vice-Chairman Hanson seconded the motion. Motion was voted and passed.

ADJOURNMENT: Trustee Merritt made a motion to adjourn. Vice-Chairman Hanson seconded the motion. Chairman Murphy adjourned the meeting at 16:44 hours.

Respectfully submitted,



Jenn Culp, Administrative Assistant
Missoula Rural Fire District



John (Ben) Murphy, Chairman

9/14/22

Date



Dick Mangan, Secretary

9/14/22

Date