

Missoula Rural Fire District
Board of Trustees
Missoula, Montana 59804

February 14th, 2023

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, February 14th, 2023**

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. The motion was voted on and passed.

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

CLAIMS: Trustee Corti moved to accept the minutes as submitted. Vice-Chairman Hanson seconded the motion. The motion was voted on and passed.

COMMUNICATIONS: Raquel Wilkinson conveyed that the communications consisted of three thank you cards, two letters from the County Commissioners to annex two of MRFD's properties into Missoula City, Public Relations Outreach Breakdown, two DFM reports, a Calls for Service Report, and an IT Report.

TRUSTEE REPORTS:

STAFF REPORTS:

Local 2457: No one from the Union was present to give a report.

Battalion Chief (BC): BC Orr reported that the Calls for Service were 8.5% above January 2022 call numbers. There were multiple motor vehicle accidents, including a fatality and another mass casualty in Granite County, where 341 had assisted.

Finance and Human Resources (HR): Melissa Schnee reported that MRFD is balanced with Missoula County through December. She is working with the auditor on the FY21 audit. The auditor is behind on MRFD's audit and to get caught up, the auditor proposed to combine FY22 and FY23 audits which MRFD accepted. Melissa reported meeting with Chief Finlay, Chief Newman, and the Resource Manager (RM) LaForest to review and update the apparatus replacement schedule and budget for FY24. They are also looking at the training budget for FY24 with Training Officer Crocker. She met with Lieutenant Paulsen regarding the resident and volunteer budget. Melissa also reported that they applied for the 2022 Assistance to Firefighter Grants for breathing air compressors for Station 6, which Lieutenant Richards is heading up.

Fire Chief: Chief Newman was out on vacation and not available to give his report.

Assistant Chief of Operations: Chief Finlay reported that he and RM LaForest traveled to South Dakota for the Type III and the Type I inspection. The build process for the Type I is expected to be completed by the end of February. Rosenbauer will use the Type III at the Fire Department Instructors Conference in

Indianapolis this Spring, anticipating the delivery of the Type III by May 1st. This apparatus will go to Station 6 due to their area's urban interface potential and four-wheel drive needs. As Melissa Schnee mentioned, they have had a lot of budgeting discussions recently. There was a significant roof leak at Station 6 over the living quarters. Due to its flat roof, they've had many difficulties and decided to add a pitch. Chief Finlay and Chief Newman met with MMW Architects to discuss the project. They will draw up a plan that MRFD will provide to the County for permitting and start the bidding process. Chief Finlay attended the Bonner Community Council Meeting that went well. He also met with the Missoula City Fire Department (MFD) to discuss changing MRFD's responses based on accreditation. They want to ensure they use the effective response forces, a term based on Center for Public Safety Excellence needs. It will also include sending an MFD fire engine to the Target Range and Orchard Homes areas for structure fires. MRFD is currently calling MFD on CPR in progress calls and will move on to structure fires and continue to work more closely with them as time progresses. In addition, a substantial training plan will be put in place between the two agencies to provide live burn training to the new staff that has yet to have that opportunity. Chairman Murphy asked where the new Type I would be in service. Chief Finlay said it would likely be used at Station 1 because of milage needs, and the current 311 would be moved to Station 4. Chairman Murphy asked where the money would come from for the Station 6 roof. Chief Finlay answered that a line item in the budget allows for emergencies such as a new roof. The architect estimated that it would be about \$50,000.

OLD BUSINESS:

NEW BUSINESS:

1. **1st Quarter Budget vs Actual:** Melissa Schnee communicated that both quarters are available. She pointed out that the 1st quarter's total revenue received is 4% because MRFD gets paid twice a year, which is why the cash reserve is so important. Total expenses was at 25% which is right on track for 1st quarter. Chief Finlay added that there are a couple of overages in the 1st quarter based on the first-of-the-year needs. For example, the administration is expended at 40%, because the apparatus payments and insurance are taken out at the begining of the fiscal year, as well as computer programs. He also pointed out that the medical budget is over by 25%, partly due to Dr. Gildea's contract also getting paid at the beginning of the fiscal year.
2. **2nd Quarter Budget vs. Actual:** Chief Finlay mentioned that the 2nd quarter budget's revenue increased to 55%. Secretary Mangan said he noticed significant amounts of money that have yet to be spent. He asked if there's a plan for funds to be allocated to other areas or if it would be carried over to FY24. Melissa Schnee answered that normally, she would look at which budgets would be over and under, and if there's anything left, it's carried over to the following year. The most important thing is to keep the overall budget balanced. Large purchases, such as the new Type I and Type III, will bring that number down significantly. Upcoming training that was postponed due to Covid, priority list items and non-essential spending opened in January which will also impact these numbers. The bank balance and cash reserve will be much closer this year than in the past three years.
3. **Resident Paramedic Education/Tuition Agreement:** Melissa Schnee explained that Secretary Mangan initiated the request for this agreement. The agreement will allow MRFD to pay to residents or volunteers for paramedic school in advance if student loans are not available and states what will happen if they do not complete the program. Several of MRFD's personnel have attended paramedic school through the University of Montana and were able to get student loans, which is ideal. Still, there are some programs where student loans aren't offered. This contract was received from the attorney, and MRFD has already executed it with one of its residents. Chairman Murphy pointed out that it says they must complete their resident program to meet the terms for this and asked how it works for volunteers. Melissa responded that it could also be for volunteers. When a volunteer is interested in the program, this contract will be used as a basis and eliminate the language not relevant to volunteers. Secretary Mangan asked how many fully certified paramedics

are on staff currently and how many are in training. Chief Finlay answered that MRFD has 21 paramedics, and 3 are going through the program now. Melissa added that in addition to the career paramedics, 4 residents and 1 volunteer are in the program.

4. **Resolution #2023-1 go to bid for two staff vehicles:** Chief Finlay said that both of MRFD's Deputy Fire Marshals have been using older vehicles that are inadequate for the terrain they drive on in the winter months. This resolution will allow MRFD to go out for bid for two smaller four-wheel drive trucks that will be capable of hauling their gear. Chairman Murphy asked if these vehicles would be response capable. Chief Finlay answered no because it adds to the cost and is unnecessary. Trustee Merritt moved to accept the resolution. Vice-Chairman Hanson seconded the motion. The motion was voted on and passed.
5. **Resolution #2023-2 go to bid for a water tender:** Chief Finlay stated that the new water tender that was purchased last year was supposed to be going to Station 4 to replace 347, but due to a tank failure at Station 6, they had to adjust their plan and accommodate for that need. They would like to continue to replace 347 with this resolution. Trustee Merritt moved to accept the resolution. Vice-Chairman Hanson seconded the motion. The motion was voted on and passed.
6. **Resolution #2023-3 go to bid for a water tender retrofit:** Chief Finlay said this resolution would be for the water tender that had the tank failure and would likely replace the water tender at Station 5. MRFD has a chassis with low mileage and would like to bid for the retrofit to determine the costs for a new tank and fire body. Secretary Mangan asked about the expected lifespan of a water tender. Chief Finlay answered that it's 25 years. Chairman Murphy asked about the age of the chassis. Chief Finlay responded that it's 21 years old but only has 12,000 miles on it, and based on the retrofit, he believes they can get 15 additional years out of it. They believe the cost will be about \$150,000 versus the \$333,000 for a new one. Trustee Merritt moved to accept the resolution. Vice-Chairman Hanson seconded the motion. The motion was voted on and passed.
7. **Montana Board of Investments ACH Authorization:** Melissa Schnee stated that in order to get money back for an overpayment on the last InterCap loan payment, the Chairman of the Board's signature is required. Chairman Murphy agreed to sign the authorization.

ADJOURNMENT: Trustee Merritt made a motion to adjourn. Vice-Chairman Hanson seconded the motion. Chairman Murphy adjourned the meeting at 19:52 hours.

Respectfully submitted,



Jenn Culp, Administrative Assistant
Missoula Rural Fire District



John (Ben) Murphy, Chairman

3/14/23

Date



Dick Mangan, Secretary

3/16/23

Date