

AGENDA

REGULAR MEETING
MISSOULA RURAL FIRE DISTRICT

BOARD OF TRUSTEES

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.

DATE: Tuesday, September 8th, 2020
TIME: 7:00 P.M.
PLACE: Station #1, 2521 South Avenue West, Missoula

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

READING OF MINUTES

July Minutes
August Minutes

CLAIMS

July Claims	(\$)275,079.83
August Claims	(\$)184,846.58
Total Claims	(\$)459,926.41

COMMUNICATIONS

TRUSTEE REPORTS

STAFF REPORTS

OLD BUSINESS

1. Annexation Requests for the following 12 properties:

5400 Arnica Road, Missoula 59803	11884 Bench Road, Missoula 59808
12029 Bench Road, Missoula 59808	13625 Crystal Creek Road, Clinton 59825
9000 Dark Horse Lane, Missoula 59802	13345 Green Tree Court, Lolo 59847
13890 Hwy 10 E Clinton, 59825	21644 Hwy 12 W, Lolo 59847
25540 Hwy 12 W, Lolo 59847	2500 Larch Camp Road, Missoula 59803
2652 Larch Camp Road, Missoula 59803	3489 Trails End Road, Missoula 59803

CLOSE THE OPEN MEETING

CALL TO ORDER THE PUBLIC HEARING

1. MRFD Budget for FY 20-21

CLOSE THE PUBLIC HEARING

RE-CALL TO ORDER

NEW BUSINESS

1. Auditor's Engagement Letter for the FY19 Audit
2. Resolution 2020-14 Fee Schedule
3. Resolution 2020-15 Banking Authority for Trail West Bank
4. 4th QTR FY20 Budget vs Actual
5. Resolution 2020-16 FY 21 Capital Improvement Plan
6. Resolution 2020-17 FY 21 Final Budget
7. Local 2457 Union Contract
8. Administration Contracts
9. Bid for 341 from Superior Rural Fire (and Town of Superior)
10. Bid for 312 from Polson Rural Fire District
11. Annexation Requests for the following 3 properties:
12494 Arena Dr, Lolo 59847 12568 Arena Dr, Lolo 59847
13355 Wildrose Ct, Lolo 59847

ADJOURNMENT

Missoula Rural Fire District
Board of Trustees
Missoula, Montana 59804

July 15, 2020

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, 7/14/2020**.

CALL TO ORDER: Chairman Larry Hanson called the meeting to order at 19:00 hours.

PLEDGE OF ALLEGIANCE: *Per Chairman Larry Hanson's recommendation, the consensus of the Board was to skip the pledge of allegiance for the video conference call.*

ROLL CALL: Present: Larry Hanson, Chairman; Ben Murphy, Vice Chair; Dan Corti, Trustee; and Dick Mangan, Trustee. Absent: Chuck Beagle, Secretary.

READING OF THE MINUTES: Vice Chair Ben Murphy moved to approve the June minutes as submitted. Trustee Dan Corti seconded the motion. Motion voted and passed.

CLAIMS: OM Schnee highlighted for the Board that some additional claims came in after the packet was sent out. After further discussion, Vice Chair Ben Murphy moved to approve the claims as presented. Trustee Dan Corti seconded the motion. Motion voted and passed.

COMMUNICATIONS: ***Administrative Assistant (AA) Heidi Sather reported:*** We received Records of Exceptional Performance for Captain (Capt.) Kory Burgess, FFII Jared DeMers, and FFI Jeremy Bergbower. Capt. Burgess made brave and quick action to rescue an elderly woman from a structure fire; FFII DeMers assisted an ailing mother with exceptional acts of customer service; and FFI Bergbower for working with Capt. Burgess on the fire rescue and successful save. We also received a very kind letter from Mr. James Valeo, to express his sincere thanks for MRFD's prompt and life-saving response to his call. The crew members who responded to this call were Lieutenant/EMT-A Jim Steyee, FFI/Paramedic Taylor Blakely, and RFF Mirela Burst.

In addition, the correspondence also contained the monthly public relations outreach breakdown, which showed 11 total documented events along with its corresponding graph, as well as the June 2020 I.T. (Information Technology) Report from I.T. Manager Joe Ford for his computer work for the District.

TRUSTEE REPORTS: None.

LOCAL 2457: ***Secretary Jon Muir reported:*** COVID seems to be shutting almost everything down or postponing everything. They are holding the state convention digitally from 9/2/20 – 9/3/2020. The Local 2457 is also holding union meetings in a video-conference format until we hear otherwise about directives. Vice Chair Ben Murphy asked for clarification as to who determines their COVID protocols regarding meetings. Chief Newman explained that there is a lot of information out there, which is why we formed our internal COVID taskforce. This taskforce goes through the information using what we felt were credible sources. Our primary sources of information consist of our medical director, the Missoula City/County Health Department, and information from Governor Bullock's office. Those are the three main sources that we are using to continue to make our decisions as we move forward through this different time.

BC'S OPERATIONS REPORT: BC (Battalion Chief) Greg Orr reported: We have had a busy month. BC Orr highlighted from the call for service report that we had 205 calls for June. Over the last month, we have had a rash of water rescues, vehicle accidents, and several structure fires. Early in July, we also had a fire on North Ave at approximately three- or four o'clock in the morning. And, as they were wrapping that one up, at about six-thirty in the morning, they had another one at Roseburg that was also a legitimate structure fire. Also, we had the fire rescue with Capt. Burgess. The 4th of July, oddly enough, was somewhat uneventful. We did have several grass fires, but they were small grass fires that were caught quickly. Nothing too significant on the 4th, which was probably a nice bit of relief for the crews.

The other thing that we have been doing is focusing on training. A lot of water rescue training, luckily, and it has come in handy. And we have been concentrating on getting proficient with our new truck. Trustee Dick Mangan asked when the new aerial would be in service. Chief Newman replied that we are getting closer, but we want to make sure that all of our personnel are adequately trained on it before putting this highly technical piece of equipment into service. Because we had to shut down our multi-company drills with the increase in COVID cases, that has slowed the training down somewhat, and we have had to spread our training out a bit. Chief Finlay added that we have been rotating the truck around the stations, but we are probably four to six weeks out before we are ready. One of the reasons that we are in a little less of a hurry is that we still have our reasonably capable aerial that is still in use. It does not necessarily reach the new height requirements, and the technology is old, but we are still running it as a viable rig since we have not yet received interest in it regarding a sale. So, we are ensuring that we have everything in place before putting the new aerial in service.

STAFF REPORTS:

Office Manager (OM) Melissa Schnee reported: Our new fiscal year started on 7/1/2020. OM Schnee is working with the auditor to wrap up the audit for fiscal year 19, working with the County for closing fiscal year 20, and working with the Chiefs on the budget for fiscal year 21. Later on, under "New Business," we will talk about the preliminary budget. To give some context: we will not be getting the tax valuation form from the state until the second Monday in August. So, everything that we are working with up until then is preliminary.

We are also in the process of collecting applications for entry-level firefighters, and that was open nationwide. We have received about 25 applications so far.

Assistant Chief Paul Finlay reported: On 7/14/20, Chief Finlay attended via a video conference the quarterly LEPC (Local Emergency Planning Committee) meeting for Missoula County, to discuss any needs throughout the local emergency planning arena. So far, everything sounds to be running smoothly. However, there has been a lot of discussions regarding COVID and the resurgence in numbers.

Resource Manager Brian LaForest and Chief Finlay are scheduled to fly to Sioux Falls, SD, from 8/10/20 to 8/11/20 for a mid-point inspection of the two Type I engines that we ordered. Those engines are expected to be done by October of this year.

As OM Schnee previously indicated, we have had several budget discussions that have gone on over the past month, and Chief Finlay has attended quite a number of those.

As we mentioned earlier, we are trying to work around the impacts of COVID regarding training, meetings, etc. Unfortunately, there has been a resurgence in the reported cases. We are making the necessary changes within MRFD to ensure our responders' safety, as best we can, through training and responses.

We hired an outside company, UL Testing, to test our ground ladders. It was the first time that we have done so in probably over 25 years. As you can imagine, we failed several ladders, but the project was worthwhile, nonetheless. We want to provide safety for our responders, and we would much rather see

ladders fail in a testing environment than at an actual scene. So, it was definitely worth it, and it is something that should be undertaken every couple of years.

We also had a meeting discussing wildland placarding, as far as homes go. So, more information to come on those, as we prepare for a possible wildland season, and the potential need for structure triaging.

And finally, Chief Finlay recently attended a state SHMAG (State Hazard Mitigation Advisory Group) meeting regarding hazmat response in Montana.

Fire Chief Chris Newman reported: The Station 4 project continues to be ongoing, from the standpoint of meeting with the architects. We are down what they call the "90% construction documents." They anticipate that within two weeks, they could go out to bid for the contractor for this project.

As Chief Finlay mentioned, we have been doing a lot of work on the budget. We also hosted an ABC (Acting Battalion Chief) Academy this past month to get our newest captains ready to step into that role, as far as the acting BC.

Chief Newman attended a virtual TIF (Tax Increment Financing) district meeting, which was fairly benign. One item of interest was that they are looking at a potential TED (Targeted Economic Development) district out around the Frenchtown-Wye area, which depending on the actual boundaries of that, will affect our fire district and also Frenchtown's fire district. So, Chief Newman and Chief Calnan from Frenchtown will be meeting with the TIF (Tax Increment Financing) Board to go over some details. It is nice to get involved with the process early on so that we can have a positive impact on what happens.

We have also had several meetings and discussions with our medical director and our internal COVID taskforce, as Chief Finlay had mentioned. We are just trying to stay ahead of this and make sure that we are keeping our folks as safe as humanly possible.

Finally, Chief Newman was able to meet face-to-face (outside) with all three of the Board of County Commissioners, along with the CAPS (Community and Planning Services) Director, and State Legislator Willis Curdy. They met at the potential site of the new Station 1 project in the Big Sky Park area. This was the first time in almost six months to get this going again, and Chief Newman wanted to emphasize that it was the Board's letter which helped to spur this into action. This letter was sent to the Mayor, to Mr. Bickell, the Chief Administrative Officer for the City, and to Chief Brandt from the Missoula Fire Department. As mentioned from previous Board meetings, we have yet to hear back from any of these three recipients. The County Commissioners were not happy with this, and all three of them indicated that they would follow up with the Mayor and find out what is going on. Chief Newman added that all three of the commissioners, as well as State Legislator Willis Curdy, were supportive of the potential location for the new fire station. So, we are moving forward. Chief Newman will keep the Board posted as this develops.

OLD BUSINESS: Oath of Office – Larry Hanson:

1. **Oath of Office – Larry Hanson:** Vice Chair Ben Murphy administered the oath of office to Trustee Larry Hanson via the Zoom video conference.

After Trustee Hanson completed his oath, OM Schnee noted that we must submit this oath of office to the County, and the document calls for Trustee Murphy's signature. She requested the Board's permission to allow Chief Newman to sign this document in his stead. After a brief discussion, Vice Chair Ben Murphy moved to allow Chief Newman to sign on his behalf. Trustee Dick Mangan seconded the motion. Motion voted and passed.

NEW BUSINESS:

1. **Introduction and Oath of Office for New Resident Firefighters:** Chief Newman introduced to the Board the four newest Resident Firefighters for MRFD: for Station 2, Ethan Perelman; for Station 5,

Garet Pope; and for Station 6, Cole Bick and Jacob Lapinski. Chairman Larry Hanson then administered the oath to the new Resident Firefighters.

2. **Board Selection for Negotiating Team:** After a brief discussion, Vice Chair Ben Murphy and Trustee Dan Corti volunteered to represent the Board on the negotiating team. Chief Newman also wanted to recommend that the Board consider keeping at least one person on the negotiating team that was involved with the process from the previous year. From a consistency standpoint, this can save a lot of time.
3. **Resolution 2020-11: Surplus Sale:** Chief Finlay highlighted that the Board packet contained a list of items that we are requesting to surplus sale and that these items are submitted from several of our fire stations. After a brief discussion, Trustee Dick Mangan moved to approve the list as submitted. Trustee Dan Corti seconded the motion. Motion voted and passed.

Chief Newman asked if the Board would consider voting to allow him sign on the resolution, in the absence of the Board being able to come in. Trustee Dick Mangan moved to approve allowing the Fire Chief to sign on their behalf. Vice Chair Ben Murphy seconded the motion. Motion voted and passed. Trustee Dick Mangan asked if this permission could extend to the Chief for each of the resolutions that were on the agenda for this month. The consensus of the Board was to agree to allow for Chief Newman to sign on their behalf for all of the July resolutions that were approved for Board signature.

4. **Resolution 2020-12: Surplus Equipment:** Chief Finlay explained that we would like to surplus two of our older Type 1 Engines, once the new ones arrive and are put in service. We request to begin this process in order to be able to work with some local fire agencies who have expressed interest in our 1995 International and the 2001 International. We have reached out to a third-party vendor in order to set some values for these engines, and we are requesting Board approval to surplus these, with a future date to be determined. Chief Finlay also clarified that on high dollar items, state law requires us to establish a value before we could sell the equipment or transfer it to another agency. After further discussion, Vice Chair Ben Murphy moved to approve the resolution. Trustee Dan Corti seconded the motion. Motion voted and passed.
5. **Resolution 2020-13: Bids for a Type 5 Engine Cab Chassis:** Chief Finlay stated that in concert with our Resource Manager, Brian LaForest, we built an apparatus replacement schedule. This refers to one of the items, in which we would like to request for a Type 5 to be built to replace an aging Type 6, which is over 20-years old. Trustee Dick Mangan asked for clarification between the two engine types. Chief Finlay explained that a Type 5 can hold 500 gallons of water, while the old Type 6 can only hold 250 gallons of water. After further discussion, Trustee Dick Mangan moved to approve the resolution. Vice Chair Ben Murphy seconded the motion. Motion voted and passed.
6. **Capital Improvement Plan FY21:** Chief Newman noted that last year was the first year that we presented the Board with a capital improvement plan; this was after a lot of work with our consultant as far as our new budget process. So, the capital improvement plan is a very dynamic document from year to year. Essentially, this what we plan to do as we move forward to improve the District, as far as equipment, infrastructure, and the like. He also highlighted that some of these items are carryovers, as they were slower to accomplish than what we had initially estimated. Chief Newman also clarified that no vote was necessary on the capital improvement plan; this was simply a presentation to the Board and an opportunity to ask and answer questions.
7. **FY21 Preliminary Budget:** Chief Newman stated that the preliminary budget is difficult because we do not have the information yet regarding our anticipated revenue for this fiscal year. This preliminary budget is based on last year's numbers, and the only things different so far are some adjustments as far as trends regarding a line item that may be on its way up or on its way down. It will probably be

late August before we can have our final budget ready for approval by the Board. OM Schnee added that the preliminary budget's most significant change is that everything that we are hoping to do next fiscal year in the capital improvement plan has been added into this preliminary budget. Chief Newman also confirmed as of 7/1/2020, we are in the status of "essential-spending only" until we know our revenue. OM Schnee also clarified that no vote was necessary on the preliminary budget; this was simply a presentation to the Board and an opportunity to ask and answer questions.

8. **Annexation Requests for the Following 12 Properties:**

5400 Arnica Road, Missoula 59803	11884 Bench Road, Missoula 59808
12029 Bench Road, Missoula 59808	13625 Crystal Creek Road, Clinton 59825
9000 Dark Horse Lane, Missoula 59802	13345 Green Tree Court, Lolo 59847
13890 Hwy 10 E, Clinton 59825	21644 Hwy 12 W, Lolo 59847
25540 Hwy 12 W, Lolo 59847	2500 Larch Camp Rd, Missoula 59803
2652 Larch Camp Road, Missoula 59803	3489 Trails End Road, Missoula 59803

Trustee Dick Mangan expressed his concerns about some of the annexation requests. He stated that he would like to see the expectations more clearly defined in the narrative write up, especially when it is a very tentative situation that we are getting ourselves into. Trustee Dick Mangan requested that we delay these annexations. He would like to meet with the Fire Marshal and the Deputy Fire Marshals to spell out more of the homeowner's responsibility in mitigating the risk. Vice Chair Ben Murphy said that he would also be interested in attending this meeting, as well. After further discussion, Trustee Dick Mangan moved to put the annexations on hold for this meeting and reschedule them for the August meeting. Trustee Dan Corti seconded the motion. Motion voted and passed.

ADJOURNMENT: AA Sather requested for the Board to allow Chief Newman to sign off on Board minutes from March 2020 until present, so that these approved minutes could be sent to the County. Trustee Dick Mangan moved to allow Chief Newman to sign on the Board's behalf for the approved Board minutes from March to July 2020. Vice Chair Ben Murphy seconded the motion. Motion voted and passed

Vice Chair Ben Murphy made a motion to adjourn. Trustee Dick Mangan seconded the motion. Vice Chair Ben Murphy adjourned the meeting at 19:58 hours.

Respectfully submitted,

Heidi Sather, Administrative Assistant
Missoula Rural Fire District

Larry Hanson, MRFD Board Chair

Date

Ben Murphy, MRFD Vice Chair

Date

<Absent: 7/14/2020 Board Meeting>

Chuck Beagle, MRFD Board Secretary

Date

Missoula Rural Fire District
Board of Trustees
Missoula, Montana 59804

August 12, 2020

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, 8/11/2020**.

CALL TO ORDER: Chairman Larry Hanson called the meeting to order at 19:15 hours. (Note: meeting had a delayed start due to technical difficulties.)

PLEDGE OF ALLEGIANCE: *Per Chairman Larry Hanson, the consensus of the Board was to skip the pledge of allegiance for the video conference call.*

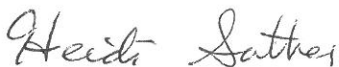
ROLL CALL: Present: Larry Hanson, Chairman; and Ben Murphy, Vice Chair. Absent: Chuck Beagle, Secretary; Dan Corti, Trustee; and Dick Mangan, Trustee.

Note: Fire Chief Chris Newman confirmed with the "Roberts Rules of Order" that all business for the meeting would need to be postponed until the next scheduled meeting due to a lack of a quorum.

CLAIMS: Chief Newman requested for the Board to consider paying the monthly claims that were due. After a brief discussion, it was the consensus of the Board that it would do more harm to delay paying the claims than it would to pay the claims on time. It was also noted that the claims would need to be approved by the Board at the next Board meeting when there was a quorum. Vice Chair Ben Murphy moved to approve the claims as presented. Chairman Larry Hanson agreed with the motion. Chief Newman was directed to pay the claims.

ADJOURNMENT: After further discussion, Vice Chair Ben Murphy made a motion to adjourn. Chairman Larry Hanson agreed with the motion. Meeting was adjourned at 19:26 hrs.

Respectfully submitted,



Heidi Sather, Administrative Assistant
Missoula Rural Fire District

Larry Hanson, MRFD Board Chair

Date

Ben Murphy, MRFD Vice Chair

Date

<Absent: 8/11/2020 Board Meeting>

Chuck Beagle, MRFD Board Secretary

Date