

**BIG SKY FIRE DEPARTMENT “BSFD”  
MINUTES OF BOARD OF TRUSTEES  
REGULAR MEETING OF APRIL 27, 2016**

**Introduction of visitors and guests**

Big Sky Fire Department: Captain Stephen Pruiett and Firefighter Jason Gras

**1. Call to Order**

Meeting was called to order by Chair Alan McClain at 8:34am

Present: Trustees Alan McClain, Carol Collins, Steve Johnson, Renae Schumacher and Tom Reeves; William Farhat, Fire Chief; Scott Morovits, Deputy Fire Chief; Alecia Fischer, Office Administrator

**2. Public Comment**

**3. Consent Agenda Items - Action Required:**

- a. Approval of draft minutes of March 23, 2016 Regular Meeting
- b. Financial Reports for March 2016
- c. Monthly Financial Statements
- d. Check Register: Checks 6115381 – 6115461; including voided checks 6115382 and 6115459
  - **Motion Made and Seconded by Carol Collins and Tom Reeves to approve the consent agenda items of the April 27, 2016 regular meeting, as presented.** Passed Unanimously

**4. Fire Chief’s Report – William Farhat**

See report included in board packet.

In addition to the Fire Chief’s Report:

- Trustee Reeves asked about the number of concurrent calls and how it compares to previous years. Chief Farhat is tracking the trends and said that we really need to look at the data after a year, with the new hospital in place, to understand the overall impact.

**5. Correspondence**

See correspondence included in board packet.

**6. New Business**

- a. Annexation and Services Provided Outside of District Discussion
  - Chief Farhat would like to send a letter to property owners, outside of the District, that are eligible to be annexed into the District to start a conversation about annexation.
  - Trustee McClain asked Chief Farhat to present a draft letter to the Board for review at the next meeting.
- b. Annexation Petition Approval: Geocode 06-0338-02-1-09-09-0000; Property Tax ID# RLE18880; 2033 Ousel Falls Road, Big Sky, MT 59716
  - **Motion Made and Seconded by Tom Reeves and Steve Johnson to approve the annexation petition for Geocode 06-0338-02-1-09-09-0000; Property Tax ID# RLE18880; 2033 Ousel Falls Road, Big Sky, MT 59716.** Passed Unanimously
- c. Request from Chamber of Commerce to Support Transportation Request
  - Chief Farhat does not recommend signing the letter that the Chamber of Commerce drafted. He does recommend drafting our own letter to support a transportation study.

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- **Motion Made and Seconded** by Carol Collins and Renae Schumacher to approve drafting a letter to support funding a comprehensive transportation study that Chief Farhat would write on behalf of the Big Sky Board of Trustees. Passed Unanimously

**7. Unfinished Business**

- a. Fire Station #1 Renovation Update
  - Refer to the “Master Plan” process
- b. Master Plan – Next Steps
  - Chief Farhat reported that he will start meeting with each committee within the next two weeks and will hopefully have the committees’ recommendations within the next month.
- c. Personnel Manual Update
  - Chief Farhat presented his correspondence, with the District’s attorney, regarding the Board’s role in the hiring process. He also presented other issues that will be updated such as vacation maximums, etc.
  - **Motion Made and Seconded** by Steve Johnson and Carol Collins to approve the personnel manual update with noted changes. Passed Unanimously
- d. Administrative Assistant Position Description Update
  - Alecia Fischer reported that language was added for the lifting requirement of 25 pounds and also to better match the language between the position description and the position announcement.
  - **Motion Made and Seconded** by Carol Collins and Steve Johnson to approve. Passed Unanimously

**8. Other Business - None**

**9. Public Comment**

**10. Date for next regular meeting – May 25, 2016 @ 8:30am**

**11. Adjourned at 9:24 am**

Respectfully submitted,

  
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Alan McClain, Chair

  
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Steve Johnson, Secretary/Treasurer

cc: Board of Trustees  
Fire Chief William Farhat  
Local 4732  
Gallatin County Board of Commissioners  
Gallatin County Clerk & Records Office  
Madison County Clerk & Records Office