

BIG SKY FIRE DISTRICT “BSFD”
MINUTES OF BOARD OF TRUSTEES
REGULAR MEETING/PUBLIC HEARING OF OCTOBER 24, 2018

1. Call to Order

Meeting was called to order by Chair Alan McClain at 8:35 am

Present: Trustees Alan McClain, Carol Collins, Renae Schumacher, and Matt Dodd; William Farhat, Fire Chief; Greg Megaard, Deputy Chief; Alecia Fischer, Administrative Officer; Mara Mitchell Administrative Assistant

Absent: Trustee Deb Lewis

a. Introduction of visitors and guests

Big Sky Fire Department: Deputy Chief Tetrault, Battalion Chief Sheil, Battalion Chief Pruiett, Captain Firefighter Bolton, Firefighter Clark, Firefighter DuBois, Firefighter DuComb, Firefighter Farmer, Firefighter Kendziorski, Firefighter Ketschek, Firefighter Lee, Firefighter Nowlin, Firefighter Parker, Firefighter Phillips, and President Local 4732 Firefighter John Foster

Community Members: Jolene Palmer with the Lone Peak Lookout, Rosie Barndt, Shawna Parker, Jean Farmer, Amanda Farmer, Doug Tetrault, MaryAnn Fitzwater, Kathy Tetrault, Jess Hamel, and Chelsie DuBois

2. Public comment for items not on the agenda – None

3. Consent Agenda Items

a. Approval of draft minutes of September 26, 2018 Regular Meeting

b. Approval of draft minutes of October 9, 2018 Special Meeting

c. Financial Reports for September 2018

d. Monthly Financial Statements

e. Check Register: Checks 61167225 – 6117275

f. Correspondence

- **Motion Made and Seconded by Renae Schumacher and Matt Dodd to approve the consent agenda items of October 24, 2018. Passed Unanimously**

4. Fire Chief’s Report

5. New Business

a. 2017-18 Financial Audit Review – Rosie Barndt

- The independent auditor’s report resulted in an unmodified (clean) opinion with no findings related to compliance and internal controls.
- The government finance officers association just came out with a new paper on how to calculate unreserved fund balance. In a case study in the paper the conclusion was made that an unreserved fund balance of 25% of revenue is reasonable. BSFD is at 26% which is good. Rosie reiterated that there is not a right or wrong percentage. Rosie also mentioned in relation to ambulance collections that 69% of what was possible to collect was collected last year. That is a slight dip from last year, but is the average over the past four years.
- Rosie recommended four items for posting. The first being to decrease ambulance revenue for revenue not collected within 60 days of year-end (\$47,870). The second is to adjust the pension liability (\$74,748) and it was also stated that the department’s total pension liability is \$981,546. The third entry recommended for posting is to recognize the receivable from FEMA (\$43,770). The final recommendation is to post depreciation (\$276,919).

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- Three immaterial (not recommended for posting) journal entries are a variance in prepaid insurance (\$1,452) a portion of FEMA grant allocable to FY19 (\$5,314), and the amount of taxes from Madison County not received within 60 days (\$1,567).
 - Rosie also mentioned that the Montana Department of Administration is asking for authority to define an optional reporting framework for smaller local governments. Items that would no longer be required to be included in the audited financial statements: MD&A, accrual basis financial statements, or pension information.
- b. Swearing in/introduction of new employees
- Firefighters Bolton, Nowlin, Parker, and Phillips were sworn in and given their badges after completing their probationary period.
 - Probationary Firefighters Farmer and Lee were introduced.
 - Deputy Chief of Community Risk Management Dustin Tetrault was introduced, sworn in, and given his badge. His employment is scheduled to begin Monday, October 29, 2018.
- c. Employee Recognition
- Chief Farhat stated that this recognition is regarding A Shift and it will happen on a day the shift is all available to attend.
- d. Dissolution of the On-Call Firefighter Program
- Chief Farhat recommended that the board end the employment of on-call firefighters due to the inability to perform the duties of their position safely, effectively and responsibly.
 - **Motion Made and Seconded** by Carol Collins and Matt Dodd to approve the dissolution of the On-Call Firefighter Program. Passed Unanimously
- e. Master Plan Update and Community Risk Management – Standards of Coverage Report
- Chief Farhat stated that the last Master Plan was completed in 2015 by Emergency Services Consulting International (ESCI).
 - ESCI addresses in their Long Range Master Plan Update and Standards of Cover proposal that two things have impacted the plan developed in 2015; First BSFD has effectively addressed nearly all of the findings and recommendations listed in the previous study, a commendable accomplishment. Secondly, growth in the Big Sky community has substantially exceeded the projections developed at the time by ESCI. As a result, in their opinion an update of the Master Plan needs to be undertaken earlier than usual.
 - Per the proposal ESCI costs for this project are not to exceed \$70,819.
 - Chief Farhat believes that it is a wise investment for the department. It will also provide a tool to help the board, Chief Farhat and everyone understand what needs to be done and goals to aim for.
 - **Motion Made and Seconded** by Carol Collins and Renae Schumacher to approve the Master Plan Update and Community Risk Management Standards of Coverage and Station Placement Project per the quoted price, as well as, authorize Chief Farhat to enter into this contract. Passed Unanimously

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- f. Employee Sexual Harassment Training
- Nothing at this time.

6. Old Business

- a. Station 1 and 2 remodel projects update
- Progress is being made. At Station 1 the concrete work is done and work on the interior remodel is beginning. There is a complication with the roof as the old asphalt shingles were left on when the metal roof was placed as a cost savings at the time. The crew is determining the best option to move forward. Station 2 is framed out. Chief Farhat has reached out to the State’s Department of Investments in regards to a loan versus needing a commercial loan to save money on interest. Even with the delay in concrete the construction is still on schedule.
- b. Training Facility on Big Sky Water/Sewer Property Update
- Battalion Chief Barker is still researching other options.
- c. Status of FEMA Fire Act Grant request for radios
- Chief Farhat stated that BSFD did not receive the grant.

7. Other Business

- Chief Farhat stated that he is having the district’s attorney review the relationship BSFD has with The Yellowstone Club in regards to the properties in BSFD’s district located in The Yellowstone Club and our responsibility to them and what we should be looking out for.
- Chief Farhat asked the board if they would like the meeting minutes the same day as the meeting or the next day to review them while the meeting is fresh in their minds. The board did not see the need for this.
- Trustee McClain asked the status of the MOU with the Big Sky Resort Area District (BSRAD). Chief Farhat stated that he has shared information with BSRAD but has not received a response.

8. Public Comment

- President Local 4732 Firefighter John Foster stated that the Union wants to thank the Chiefs and appreciates the opportunity to be included in on the Deputy Chief of Community Risk Management interview process. He also mentioned that the fact that the union’s opinion matters is not universal across other fire departments and it speaks volumes to the relationship of labor management between the union, executive board, and the chiefs.

9. Date for next regular meeting – November 28, 2018 at 8:30 am

- After a discussion the board made the decision to change November’s meeting to November 14, 2018 at 8:30 am and December’s meeting to December 19, 2018 at 8:30 am.

10. Adjournment – 9:42 am

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Respectfully submitted,


Alan McClain, Chair


Board Member

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