

**BIG SKY FIRE DISTRICT “BSFD”
MINUTES OF BOARD OF TRUSTEES
REGULAR MEETING/PUBLIC HEARING OF NOVEMBER 20, 2019**

1. Call to Order

Meeting was called to order by Chair Alan McClain at 8:31 am

Present: Trustees Alan McClain, Carol Collins, Matt Dodd, and Deb Lewis via phone; William Farhat, Fire Chief; Greg Megaard, Deputy Fire Chief; Dustin Tetrault, Deputy Chief; Alecia Fischer, Administrative Officer; Mara Mitchell, Administrative Assistant

Absent: Trustee Renae Schumacher

a. Introduction of visitors and guests

Battalion Chief Pruiett, Captain Bolton, Firefighter Clark, Firefighter Kammann, Firefighter Farmer, Firefighter Migel, Local 4732 Captain Mark Loomis Rosie Barndt, CPA, and Kevin Cooper and Loren Cantrell of Langlas and Associates.

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

3. Consent Agenda Items

a. Approval of draft minutes of October 23, 2019 Regular Meeting

b. Financial Reports for October 2019

c. Monthly Financial Statements

d. Check Register: Checks 6118017 – 6118089; including voided checks 6117968 and 6118028

e. Correspondence

- **Motion Made and Seconded** by Carol Collins and Matt Dodd to approve the consent agenda items of November 20, 2019.

4. Chief’s Report – See Board Packet for Report

- a. Chief Farhat asked Firefighter Kammann to comment on the deployment to California that he went on. Firefighter Kammann stated that the crew (Captain Gras, Firefighter DuBois, Firefighter DuComb, and Firefighter Kammann) left in Engine 1243 on October 29, 2019 and arrived in California on October 31, 2019. The day after arriving they were assigned to the Easy Fire which is the fire that threatened the Ronald Reagan Library. They were assigned to structure protection for a nearby neighborhood. The next day the Maria Fire started. They were moved to that fire doing mop up and walking the fire line putting out hotspots and fire. That assignment lasted the crew’s remaining time there. The crew was assigned to Montana Task Force 1 – there were four task forces sent from Montana.

5. New Business

a. 2018-19 Financial Audit Review – Rosie Barndt


- The full report is in the Board Packet
- The independent auditor’s report resulted in an unmodified (clean) opinion with no findings related to compliance and internal controls.
- Rosie recommended eleven items for posting. These items are: adjusted taxes receivable from Madison County (\$435,000); record retainage payable (\$131,300); record additional accounts payable to Langlas & Assoc. (\$209,500); adjust capital assets for assets incorrectly capitalized (\$40,300); record additional costs for stations (\$340,800); remove capital assets disposed of during the year (\$388,700); post depreciation (\$384,000); decrease ambulance revenue for revenue not collected within 60 days of year end (\$31,300); adjust pension liability (\$167,600); recognize receivable from Paradise Fire (\$107,800); and recognize receivable from FEMA (\$60,000).
- Three immaterial (not recommended for posting) journal entries are a variance in compensated absences (\$4,000), accrued interest not recorded (\$11,800), and the amount of property taxes not received within 60 days (\$7,600).


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- Rosie recommends that the Board adopt a credit card policy with the following components: defines proper documentation for a credit card charge to be a detailed receipt; requires proper documentation be submitted to the Administrative Assistant within 5 days of the statement closing date; states that personal charges on a Department credit card are a loan and will be repaid within 5 days; and defines the consequences of not abiding by the policy.
 - Rosie stated that there are more recommendations than usual and a majority of them are related to construction and not normal entries for the bookkeeper.
- b. Swearing in of Firefighter Shane Farmer
- c. Jack Creek Road Update
- Chief Farhat stated that Madison County is aware of the need to improve Jack Creek Road.
- d. Westfork Meadows HOA Proxy and Election Ballot
- Trustee Dodd will complete paperwork on behalf of the Board delegating an individual as BSFD’s proxy holder and get it submitted to Westfork Meadows HOA.
- 6. Old Business**
- a. Station 1 and 2 remodel projects update
- Chief Farhat stated that all the change orders have been reconciled and the entire project (both stations) is pretty much done. A few final things (screens that were damaged upon delivery, etc.) are wrapping up.
 - Loren Cantrell with Langlas & Associates acknowledges that there were definite issues with subcontractors and wishes things progressed in a timelier manner. Kevin Cooper appreciates the positivity of everyone at BSFD during construction and acknowledges that he never heard a single complaint and recognizes that it is never easy to live somewhere while it is under construction.
- b. ESCI Standards of Cover Document Progress Update
- Still waiting for acknowledgement of completion.
- 7. Other Business**
- Chief Tetrault stated that BSFD has been asked to bring Santa in the engine to the Christmas Stroll. He also mentioned that BSFD is currently collecting food donations for Big Sky Community Food Bank.
 - Chief Farhat stated Firefight Kammann, Captain Bolton, Firefighter Foster, and Firefighter Kendziorski took a course and are now Instructor I certified.
 - Chief Megaard stated that he, Administrative Officer Fischer, and Captain Loomis attended a conference in California on Public Safety Peer Support and Wellness. It was a very educational conference and great for building a foundation at BSFD. Officer Fischer added that they were given a lot of good resources and also learned that one of the key points is that the therapist/psychologist is familiar with and understands the industry fire. The success of tele therapy was also mentioned as a good resource and strong support system.
- 8. Public Comment**
- 9. Date for next regular meeting** – December 18, 2019 at 8:30 am ***Note date***
- 10. Adjournment** – 9:43 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 ✓