

**BIG SKY FIRE DEPARTMENT “BSFD”
MINUTES OF BOARD OF TRUSTEES
REGULAR MEETING OF FEBRUARY 24, 2016**

Introduction of visitors and guests

Big Sky Fire Department: Captain Dan Sheil and Firefighter John Foster
Jeremy Clack, Grizzly Plowing
David Fowler, David C. Fowler Architecture

1. Call to Order

Meeting was called to order by Chair Alan McClain at 8:33am

Present: Trustees Alan McClain, Carol Collins, Steve Johnson, Renae Schumacher and Tom Reeves (via phone conference 8:30am – 9:30am); William Farhat, Fire Chief; Alecia Fischer, Office Administrator

2. Public Comment - None

3. Consent Agenda Items - Action Required:

- a. Approval of draft minutes of January 21, 2016 Regular Meeting
- b. Financial Reports for January 2016
- c. Monthly Financial Statements
- d. Check Register: Checks 6115254 – 6115321

- **Motion Made and Seconded** by Carol Collins and Renae Schumacher to approve the consent agenda items of the February 24, 2016 regular meeting. Passed Unanimously

4. Fire Chief’s Report – William Farhat

See report included in board packet.

In addition to the Fire Chief’s Report – Chief Farhat and Alecia Fischer are currently working on updating the Big Sky Fire Department Personnel Manual.

5. Correspondence

See correspondence included in board packet.

6. New Business

a. Ambulance Remount on New Chassis versus Complete New Purchase Discussion

- Captain Pruiett has been researching an ambulance remount versus a new purchase and has been working with Lori from Sawtooth Emergency Services. BSFD will re-use the current ambulance box but it will be remounted onto a new chassis and all of the contents of the box will be replaced. The total cost of the remount will be \$126,800 versus what was originally anticipated for a new purchase \$190,000. BSFD will rent an ambulance while the remount is in progress.
- Trustee McClain asked if three ambulances is enough or do we need to consider having a fourth. Chief Farhat thinks that three is currently adequate; we are not quite there yet as far as having a fourth to cover if one of the units breaks down.
- Trustee Schumacher asked if there was a better time of the year versus another to have the ambulance remounted. Chief Farhat stated that there is never a great time but is comfortable with doing it this summer and renting an ambulance for coverage.

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- **Motion Made and Seconded** by Carol Collins and Steve Johnson to approve of an ambulance remount on a new chassis for \$126,800 versus a completely new purchase. Passed Unanimously
- **Amended Motion Made and Seconded** by Carol Collins and Steve Johnson to approve of an ambulance remount on a new chassis for \$126,800 versus a completely new purchase, contingent on resort tax funding approval. Passed Unanimously
- b. Tuition Reimbursement Request for Probationary Employee Attending Paramedic Program
 - Chief Farhat recommended that the department consider allowing tuition reimbursement for Probationary Firefighter Matt Kendziorski, for a paramedic program, based on his years of service with BSFD prior to his current position.
 - Trustee McClain asked if there is a precedent being set that would be of concern. Chief Farhat stated that he doesn't believe so based on Matt's service time with BSFD and also that he is attending a paramedic program; he would not consider this if it were for a regular college program.
 - **Motion Made and Seconded** by Steve Johnson and Carol Collins to approve Chief Farhat to depart from the established policy of tuition reimbursement to allow this one case for Matt Kendziorski of tuition reimbursement for a probationary employee. Passed Unanimously
- c. Office Administrator Position Description and Compensation
 - Chief Farhat reviewed how the position has changed and grown from an Administrative Assistant position to the Office Administrator position. He stated that this position is the hub of the department.
 - Chief Farhat found comparable position and compensation information from the Bureau of Labor & Statistics for a position titled Administrative Services Manager; Alecia's position falls well within this positions description. He stated that the increase that he is recommending (\$62,500/year starting July 1, 2016 and then \$70,000/year starting July 1, 2017) is still below the Bureau of Labor & Statistics recommended average wage for the comparable position.
 - Chief Farhat stated that while this is a big change, he believes that the department has been deficient in appropriately compensating this position for years. He stated that because of Alecia, the department has been able to grow the position from an Administrative Assistant to an Office Administrator. While it is a different position, Chief Farhat stated that Alecia's total compensation with benefits is still less than the other full-time BSFD positions except for probationary employees.
 - Chief Farhat is requesting approval of the updated job description for the Office Administrator position, as presented, and also approving compensation for the Office Administrator position to \$62,500/year starting July 1, 2016.
 - Trustee Schumacher asked for clarification of the comparable wage information for the positions within local governments within Montana. Chief Farhat explained the positions and cost of living and wage comparable for "like" positions.
 - Trustee Johnson stated that the budget committee that reviewed this (Trustees Johnson and Reeves and Chief Farhat) support what Chief Farhat is proposing.
 - Trustee Collins stated that she is comfortable with the budget committee being comfortable with this and she is also comfortable that the compensation is within the structure of the firefighter salaries, even though it is a different position, it is also in line with the comparable wage and cost of living information.

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- **Motion Made and Seconded** by Carol Collins and Steve Johnson to approve the Office Administrator position description, as presented, dated February 24, 2016. Passed Unanimously
- **Motion Made and Seconded** by Carol Collins and Steve Johnson to approve the salary of \$62,500 for fiscal year 2016-17 and \$70,000 for fiscal year 2017-18. Passed Unanimously
- d. Part-time Fire Marshal Position Proposal
 - Chief Farhat is requesting permission to create a part-time Fire Marshal position to assist with workload that involves development, land use permits, sprinkler inspections, etc. Chief Farhat has spoken to Greg Megaard from Bozeman Fire Department about the position due to his extensive experience and expertise in this area. Creating this position would help relieve the workload on Chief Farhat and Firefighter Matt Mohr. This position will be advertised to the public.
 - **Motion Made and Seconded** by Carol Collins and Steve Johnson to approve the part-time Fire Marshal position as presented. Passed Unanimously
- e. Part-time Administrative Position Proposal
 - Chief Farhat is proposing a part-time Administrative Assistant position at approximately 20/week for \$17.00/hr.
 - The Board of Trustees is supportive of creating this position. Chief Farhat will come back to the Board with an updated position description.
- f. Certificate of Appreciation to Jeremy Clack
 - Chief Farhat and the Board of Trustees thanked Jeremy for his efforts on the 21 Primrose Lane fire. He took it upon himself to investigate the smell of smoke which led him to the house, he alerted the homeowner that her house was on fire and also called 911. Jeremy thanked the Chief and the Board for the recognition.

7. Unfinished Business

- a. Fire Station #1 Renovation Update
 - Chief Farhat stated that the estimate is roughly 3.7 million dollars to renovate Station #1 to fix current issues and also taking into account future expansion. His recommendation is to take the information about the renovation and review the whole picture with the master plan possibly with committees to help review the issues.
 - David Fowler believes that the current station can be effectively renovated to meet the needs of expansion and growth. He believes a new station will cost 6 million +. David stated that the District would also be looking at 5% of construction costs in fees, in addition to the cost of the build/renovation.
- b. Deputy Fire Chief Position Update
 - Chief Farhat gave an update about when Scott Morovits will arrive (mid-March) and that his background check came back as very positive and his physical is clear. He will primarily be responsible for operations and working with the captains.
- c. 2016-17 Annual Budget Committee Update
 - Chief Farhat gave an update from the budget committee and reviewed the proposed budget (included in the board packet) with the Board.
 - Chief Farhat will add the cost for the ambulance and command vehicle into the budget and present at the March board meeting. The resort tax application is due May 1, 2016. The resort tax meetings are June 6th and June 20th.

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- d. Fire Chief's Review Committee Update
 - Executive Closed Session at 10:50am
 - Back in session at 11:14am
 - Trustee McClain reported that Chief Farhat received a positive review.
 - Trustees McClain and Schumacher will discuss the compensation package with Chief Farhat and then present at the March board meeting.
- e. ISO Protection Class Change (10 minute break after this discussion from 10:30am – 10:40am)
 - Chief Farhat reported that the fire district ISO rating will be a 4/4Y effective May 1, 2016. This means that a 4 is for the areas within 5 miles of fire station and hydrated/water supply and 4Y for the rest of the areas. This should improve insurance rates. Chief Farhat will get information out to the public about this change.
- f. Master Plan – Next Steps
 - Chief Farhat is recommending that the Board adopt the Big Sky Fire Department Master Plan. He then recommended that committees are created to address the pertinent areas of the master plan how to proceed with its recommendations.
 - The recommended areas for the creation of committees are service delivery, facilities, training and education, and fire prevention. Chief Farhat will work with the Union to create these committees.
 - Trustee Johnson asked if Lone Mountain Land Company would have any suggestions or input in looking at the results of the plan. Chief Farhat is meeting with the CEO of Lone Mountain Land Company this week to discuss.
 - Trustee McClain stated that the plan is what we already knew, in writing, but it doesn't necessarily spell out solutions. Chief Farhat stated that the master plan drives the process to find solutions. Trustee Collins pointed out that the plan is a guide.
 - **Motion Made and Seconded by Alan McClain and Carol Collins approve adopting the Big Sky Fire Department Master Plan, as our plan, from ESCI.** Passed Unanimously
- g. Montana Firefighter Testing Consortium Lawsuit Settlement
 - This topic was covered in Chief Farhat's report and is included in the board packet.

8. Other Business

- a. Trustee Election Update
 - There are four individuals running for two open positions.

9. Public Comment - None

10. Date for next regular meeting – March 23, 2016 @ 8:30am

11. Adjourned at 11:32am

Respectfully submitted,



Alan McClain, Chair



Steve Johnson, Secretary/Treasurer

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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