

Hebgen Basin Fire District

Meeting Minutes

February 12, 2019

Meeting was called to order at 1801 hrs.

Board Members Present: Gay McBirnie, Kyle Goltz, Mike Gavagan, Nancy Heideman

Also in Attendance: Chief Grube, AC Jessop, Lindsey Charlton, Landon Zimmerman

Recorder of Minutes: Lindsey Charlton

Public Comment for Items Not on Agenda: No public comment.

Approval of Minutes for January 8, 2018 Regular Board Meeting: Mike Gavagan made a motion to approve minutes as written. Gay McBirnie Seconded. All in favor. Motion passed.

Approve Claims/Deposits: Nancy Heideman made motion to approve the claims as presented. Gay McBirnie Seconded. All in favor. Motion passed.

Chief's Report: See attached.

Reviewed call log, mutual aid calls are up by 8 compared to last year's statistics. District has had a total of 20 transports of which the majority is from Search and Rescue calls. Last month we had two fatalities, and had three calls at one time, two times. Mike Gavagan takes a moment to thank AC James Jessop for his work on a CPR call. The district currently has three paramedics enrolled in refresher course. May 16th there will be an ATV training class from District insurance company. Internship program has received 5 applicants. The Top three will be moving forward to onsite skill testing interview. A letter was sent to the school praising Heidi for her EMT class and to highlight the opportunity to other students. West Yellowstone and Big Sky will now share a voting seat for the 911 Advisory board. The Chief in Big Sky is currently holding the seat.

New Business:

Administrative Assistant Pay Scale

Chief presented board with copies of the spread sheet Associated Employers prepared pertaining to the Administrative Assistant position. Chief recommends raising the Administrative Assistant position pay scale and the rate does not include the Union COLA increase. Wage increase would match the town for a current position of town clerk. Mike Gavagan motions to approve the Administrative Assistant pay scale. Nancy Heideman seconds. All in favor. Motion passed.

Chief requests for the adopted increase for position to be reflected in the Addendum E. Nancy Heideman clarifies the range will be \$34,316- \$46,428. Pay was: minimum of \$28,000, midpoint of \$33,500 and maximum of \$46,000. New rates are minimum of \$34,316.88, midpoint of \$40,372.80, maximum of \$46,428.72. Chief recommends wage increase for current Administrative Assistant Position to \$37,000.00 since probation has been completed. Nancy Heideman makes motion to adopt new rates and current position pay increase. Mike Gavagan seconds. All in favor. Motion passed.

Hardship Application

Patient requests to have balance of bill to be written off; she has paid half to date. Balance is \$780.00 and this Patient has consistently paid balance down since 2017. Board agrees this patient has meet the requirements

of hardship standards. Mike Gavagan motions to accept and write off \$780.00, Nancy Heideman seconds. All in favor. Motion passed.

Third Party Refusal Ambulance Write-off's

Chief asks board to decide how department should handle refusals from a non-billing standpoint. District arrives to scene of bystanders that call 911 and the patient on scene refuses treatment. If our staff marks finalize on the call it does not go billing, if they submit to billing then we have to add charges and post. It cost us 5.00 to, upload and create invoices. Without submitting to billing there is still a record of call in image trend for tracking purposes. If staff submits to billing it will need to be deleted. Billing Bridge keeps record of deleted items. Board requests that Administrative Assistant create a spread sheet of deleted calls not needed to be billed Such as refusals or 3rd party assist calls. The log will need to correspond with the deleted items in billing bridge to include a reason for deletion.

Next meeting is March 12th @ 6pm.

Meeting adjourned: 6:50

Chief's Report

For

February 12, 2019

Incidents in January (37)

Incidents Year to Date (45)

Transfers from YNP (1)

Mutual Aid Requests (9)

EMS Calls (12)

Transports (20)

Fire (4)

2nd Out (1)

3rd Out (0)

Multiple App (4)

2018 Incidents in January (37)

2018 Incidents Year to Date (40)

January 2018 Transfers from YNP (7)

Mutual Aid Requests (1)

EMS Calls (15)

Transports (11)

Fire (4)

2nd Out (2)

3rd Out (0)

Multiple App (5)

Accidents

We had no accidents to report in January.

Staff Activities and Training

This has been another busy month for us assisting Search and Rescue. We have also been busy with Mutual Aid Calls to both YNP and Madison County, MT. We had 2 very traumatic accidents last month that we responded to. One was a fatality crash on 191 in the park between a pickup and semi, the second was a fatal snowmobile crash in town between a snowmobile and car. Since the start of February we have been hit twice with 3 EMS calls going on at the same time. I want to thank those off duty staff who have responded back and assisted with those emergencies. Three of our paramedics were in refresher training last weekend. We are working with VFIS Insurance to bring an ATV/UTV instructor course to West Yellowstone in May.

Internship Program

We have received 5 applications for our intern positions. We will be looking at doing interviews within the next week or so.

Longevity and Certification Pay

I am still working on the MOU with the union on Longevity Pay.

Non Union Employees Positions

Associated Employers has finished the Administrative Assistant pay classification and is working on the Assistant Chief and Chiefs pay classification.

Interlocal Agreement MOU

I have been unable to do my call volume presentation to the town council. I have been on the agenda twice. The first time my presentation was tabled due to the amount of items on the council's agenda and time. I was put on the agenda last week but was out of town for Martins follow up appointment. I will be on the agenda next week. I have been asked to go to Helena and testify on the importance of the additional 1% resort tax later this month and said I would.

Annual Financial Report

This year when I filed our Annual Financial Report with Local Government Services Bureau we were required to provide some additional information and justification. The discrepancy was caused due to our adjusted entries that Sydni had done while completing our Financial Statements. I sent Local Government Services an explanation and they have accepted our report.

Draft Financial Statements and Audit

Sydni has completed our Draft Financial Statements for fiscal years ending 6/30/17 and 6/30/18. I have emailed you a copy of the statements. Anyone who would like a paper copy, I would be happy to print one out. Morgan will be scheduling a day in the next couple of weeks to come in for the site visit on the Audit. We have already sent her the information she has requesting, once the Audit is done Sydni, will send us the final draft of our financial statements.

Fire Code and Subdivision Review

James and I have been very busy doing Code review on a number of projects, such as the Washburn Circle triplex and the Moonlight Meadows PUD.