

Hebgen Basin Fire District

Meeting Minutes

December 10, 2018

Meeting was called to order at 1801 hrs.

Board Members Present: Ken Davis, Gay McBirnie, Kyle Goltz, Nancy Heideman

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

Recorder of Minutes: Lindsey Charlton

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

Approval of Minutes for October 09, 2018 Regular Board Meeting:

Ken Davis reviews spelling errors and format corrections needed to be made. Nancy motions to approve minutes with errors corrected. Gay seconds. All in favor. Motion passed.

Approve Claims/Deposits:

Chief discusses various claims and explains the need for renewal of the US Federal Contractor Registration. Ken motions to pay claims as presented. Nancy seconds. All in favor. Motion passed.

Chief's Report: See attached.

Chief has confirmed a meeting with new park Representative on January 9th to discuss the district's agency assistance with the West side of Yellowstone National Park. Ken Davis questions call volume and if the EMS assisted transfers from park are covered by patients insurance. Based on peak season call volume, it appears the park is reliant on the District and we neglect to be paid. The park may be taking advantage of our assistance and there could be a problem outside the park and we are in the park taking a transfer, causing a lack in immediate care within District. Ken Davis adds that the district should consider billing for all services provided. The district trains our staff in extrication and we possess the equipment to assist. Worst case scenario is that a motor coach falls into Madison River and we need to extricate people. AC Jessop adds that insurance used to pay the charges and now insurance companies are refusing to pay the bills. Chief explains we have had discussions with a few insurance companies in the past and there is not a lot of ground gained on this topic. Ken Davis states we are going to continue to see an increase of motor coaches into the park, and this department is going to take a hit in the event there is an accident that takes extra resources or an extraction. The District has more resources to deal with a larger wreckage in park, we should expect they will be calling for assistance. Chief states that the park right now is wanting to be more compliant with Fire and EMS guidelines. Chief states that he wants to propose that we have a financial agreement for our agency assist. Right now the District can only bill for transports, not extractions and hazmat situations. Chief will look into the extrication part of the equation, most of the calls our staff gets sucked into are fender benders, which is considered automatic aide. There needs to be financial benefits for the services we offer.

Old Business

Performance Bonuses

Board would like to see evaluations of chiefs from staff. A proposed evaluation was emailed to board members and board would like to make a few changes then have updated version presented to union for approval. Board requests approval of evaluation added to the agenda for next month.

Kyle Goltz states if the local agrees to do the evaluation they all need to participate. The board needs to decide whether to keep it anonymous as it is important to hear their feedback. Kyle would like to see the staff sign their evaluations so they can put weight to their voice. Kyle Goltz shares that Mike Gavagan sent an email before he left and was in favor of staff signing evaluation. Nancy Heideman suggests adding a comment box for staff to provide additional feedback. Gay McBirnie adds that this will be an annual evaluation submitted every May. Ken Davis would like the District to be in touch with the local government center and ask that they look at what we are paying, help us come up with a pay plan. We need a matrix in place to describe job functions and pay rate. This will help the board establish a more solid position to determine specifically what staff is paid for. The local government can determine based on job description, if pay is on target. There needs to be a point of capping pay so that non-union staff will know what rate their pay will max at for their position. Kyle Goltz adds the other thing the board needs to look at is when comparing to other departments, we may find that we are underpaying staff. Ken Davis states that he would like to have an unbiased third party evaluate the pay and establish scale to use as a point of reference. Chief will reach out to local government and ask them if a pay matrix would be beneficial or is it better to just use other comparable departments. Kyle Goltz explains that the board has previously set a salary range in September and could use the back side of the range as a cap for salaries. Chief adds that the District did not add increases to administrative positions. The current rate will put the position behind comparable town positions. Ken Davis states the board should discuss this further, to prove the board has done research to back current pay rates.

Voluntary Call Back Paid Staff Policy

Chief went back and looked at policy and had to change the 30 min response time. Added another exception to state if a call is canceled before arriving to scene, No overtime is paid, just call rate. Staff will be expected to respond to page via radio, and respond in a professional manner. There needed to be something definable to determine an acceptable drive time. Nancy Heideman states if call back staff lives in town but is visiting someone in Horse Butte, they may not make response time due to their location. You are basing the response time based on where they live, and assume staff will remain home when they are on call. Chief responds that they have same amount of time to respond as a person that lives out at Horse Butte. If someone lives across town it will take longer than 30 min to respond. People are generally at their residence for most of the calls that come in during the middle of the night. Nancy Heideman confirms that this is volunteer call back. Gay McBirnie adds that staff have to sign up for the shift, they are not assigned. AC Jessop states anything over 91 hours has to be paid overtime, and if you say a person has to be home, engaged to wait they should be paid. Ken Davis responds that if they are on shift then they get OT if call pushes them over their 91 hours. Ken also shares that when he had to go on a call, he had a duffel bag in the car and stayed within area for all his shifts. When people sign up for the shift they need to plan accordingly to ensure they can meet the policy requirements. Nancy Heideman asks do we have them call and tell us they are on the way or if they are on call do we expect them to have a response time based on location. If you give them 30 min and they are sitting around at home, are they going to wait 25min to respond? Chief explains if staff is signed up for the on call shift, they will be expected to remain in the area and be ready to respond.

Ken Davis adds that 30 minutes is 30 minutes. These people are getting paid to be on call and they need to plan their life around their call shift. AC Jessop adds that all our staff will be ready and know when they are next up. When the first call goes out, those who are on call know to stage in the event a second call goes out. Chief explains that he approached Jeremy and Ethan and they said the policy makes sense to them. We can hold off another month since union is not represented. He adds that it was also pointed out to Jeremy and Ethan that the guy within town has more time to respond. The policy states that staff must sign up two weeks in advance, and be available 365 days per year. Eventually volunteers will be able to sign up. Ken Davis motions to adopt policy. Nancy Heideman seconds. All in favor motion passed.

New Business

Resolution Requesting Referendum (PERS)

Sydni found we do not have a 218 agreement with state for PERS staff. PERS staff has option to pay into PERS and Social Security. Historically the District has paid into both. District needs to complete a resolution to pay into program, there is a vote by PERS staff to participate. There is a law preventing Fire Fighters from participating, it strictly pertains to PERS staff. The District must sign a resolution then the Governor approves. Nancy Heideman motions to approve the request to approve resolution requesting referendum for PERS staff Ken Davis seconds. All in favor. Motion passed.

Summer Fire Fighter Intern Positions

Chief explains that he intends to hire two interns. One is a 48/96 and the second works 12 hour shifts, then switch shifts every other pay period. This will allow them to get same hours as other paid staff and provide additional help 24/7. Chief showed this to union and gave them an idea of how it work. Cost is roughly 19,080 per intern. Kyle expresses that this is a great idea and seems the District can get two interns for the same amount that was paid out last year in Overtime wages. It will cost the district roughly 11,000.00 to pay for interns and the Workers Comp reimbursement check received will help cover the costs.

Ken moved to adopt Intern Positions. Nancy Heideman seconds. All in favor. Motion passed.

Memorandum of Understanding Seasonal Interns

Ken Davis read it over and other than typos it looks good. Chief met with local and they approve the MOU as written. They agree that the seasonal interns are not here long enough to collect union benefits, they will not work the required 6 month probation period.

Ken motions to adopt MOU. Gay McBirnie seconds. Ken Davis ads to the motion that the current draft will have the typos corrected and a final will be submitted to the board. All in favor. Motion passed.

Meeting Adjourned 19:27

Next meeting: January 8th 18:00