

Hebgen Basin Fire District  
Meeting Minutes  
June 09, 2020

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Meeting was called to order at 1800 hrs.

**Board Members Present:** Ken Davis, Kyle Goltz, John Costello, Mike Gavagan, Skip Morris

**Also in Attendance:** Chief Grube, AC Jessop, Lindsey Charlton, Cassandra Mitchell

**Recorder of Minutes:** Lindsey Charlton

**Swearing in of Board Member:** Lindsey swears in Skip Morris as official Member of Board of Trustees.

**Election of Chair, Vice Chair and Secretary:** Mike Gavagan motions for Kyle Goltz as Chair and Ken Davis as Vice Chair. Both Board members agree to maintain positions. John Costello Seconds. All in favor. Motion passed. Ken Davis nominates Mike Gavagan as Secretary. Mike Gavagan accepts Secretary Role. John Costello Seconds. All in favor. Motion Passed.

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

**Approval of Minutes for May 12, 2020 Regular Board Meeting:** Ken Davis motions to approve minutes as written. Mike Gavagan seconds. All in favor. Motion passed.

**Approve Claims/Deposits:** John Costello motions to approve the claims as presented. Ken Davis Seconded. All in Favor. Motion passed.

**Chief's Report:** See attached.

**New Business:**

**Appointment of Ambulance Revenue Audit Committee**

Chief reports that the Auditors of the financials suggested to have protocols and an annual audit in place to review the ambulance revenues. Board will need to appoint ambulance revenue committee members. Ken Davis states he can remain on the committee and that the process was designed to trace the trail of money through our system from start to finish. When the Audit is complete the Audit Committee provides a copy of findings to Chief to share with financial auditors. John Costello Volunteers to be the second member on the Ambulance Revenue Audit Committee. Mike Gavagan motions to approve Ken Davis and John Costello as the boards Ambulance Revenue Audit Committee. Skip Morris Seconded. All in favor. Motion passed.

**2019-2020 Audit and Financial Statement Update**

Chief reports to Board that the District is still having balancing issues with County and Black Mountain system. Our numbers balance every month with the County but our Black Mountain number on the trial balance never reflect accurate numbers. Sydni is having trouble getting the cash to balance and chief forwarded the Board her recent email for review. When reviewing issues with Black Mountain Support, they believe the issue is from the past auditors making journal entries to correct balances rather than finding the cause. Chief reports that when previous Administrative Assistant was transitioning into a new role, the auditor at the time emailed journal entries and they were never posted. When Sydni first looked at Black Mountain numbers she had to make several adjusting entries to correct balances. Ken Davis states that District continues to spend money to adjust financial statements when Black Mountain should be involved and step up to fix issues. Ken Davis asks Chief why the Board is just now hearing about the issue for closing out year-end for 2019. Chief responds that the issue may be linked to the payroll program and he does not want to bother the board with problems that currently do not have solutions. Chief adds that there are many things with the Gasby34 accounting standards that do not pertain to the District. Chief requested an amendment to do the Audits every two years, extending 2019 another year.

**Station 5 NEPA Services Update and Contract**

Chief would like to continue to move forward with the NEPA contract using a stair step approach. NEPA Services met for a site visit and used up \$2200.00 of the \$5000.00. Chief reports that it will cost an additional \$10,844.00 for us to move forward with the assessment and expresses that he believes it would be wrong to stop now in this process. If the District stops this process where we are now then we will have to start it over from very beginning, costing the District even more money in the long run. John Costello states that we need to keep ball rolling and move forward with the NEPA process. Ken Davis motioned for Chief to continue in the NEPA process. John Costello Seconds. All in favor. Motion passed.

#### **Approve Ambulance Write –Offs for 2019/2020 Year End**

Ken Davis asked Chief for clarification about Public Assists and Agency Assist calls. The public assists calls are for walk up without transport such as a blood pressure check or a situation where a bystander calls 911 and injured party refuses care. Agency assists are blood draws at PD or MVA that the officer requests EMS not parties involved that have a refusal. The District does not charge partnering agencies for these type of calls. Chief reports the District is still waiting on a list from collection agency for ones they cannot collect that are past the allotted time frame for assignment. Mike Gavagan motioned to approve Ambulance Write Offs in the amount of \$37,313.76. Skip Morris Seconded. All in favor. Motion passed.

#### **EMT to Paramedic Position Pay Increase**

Chief requests approval from Board to move Tyrel Stoker from EMT pay schedule to Paramedic pay schedule. Tyrel is now licensed with the state as a Paramedic. The Districts Medical Control wants Tyrel to get more field training so Chief is trying to work out an agreement with AMR for a FTO program. Tyrel will be on pay probation at the hourly pay rate of \$20.06, which is consistent with any other probationary paramedic. Chief reports that he discussed with Tyrel the request of District Medical Director and Tyrel approved. Cassandra Mitchell asks Chief to clarify Tyrel's probation terms and also asks why the medical direction gets to make decisions about paramedics. Chief responds that Tyrel is only on pay probation until he completes the FTO to the satisfaction of our Medical Director. Medical Direction is now way more hands on and the District is running into things that are new. Ken Davis comments that when a Medical Director signs on it is their liability if a paramedic makes a mistake. James Jessop states that he thinks it will be a beginning to change our protocols to help implement a way for the District to do our due diligence with people that are newly licensed. Mike Gavagan states that he would like to pass on a congratulations to Tyrel and also agrees that field training is a great idea. Mike Gavagan Motioned to move Tyrel to Paramedic probationary wage starting next pay period and allow for chief to increase pay upon completion of FTO program with approval from Medical Direction. John Costello Seconded. All in favor. Motion passed.

Chief informs the Board that Choice Aviation requested that the District write a letter of recommendation to have the airport remain open in the winter. They are wanting to leave Airport open in the winter to get fixed wing aircrafts in to transport patients. John Costello responds that this is a large subject for discussion and should not be had until we know exactly what they want. Chief states that he will forward the Request from Choice Aviation through email to allow board to review. Mike Gavagan adds that the Board needs to know more details before agreeing to anything.

Chief requests the District to have special board meeting at the end of month to get in all last minute claims paid. Board agrees to have meeting on Tuesday, 6/30 at noon.

**Meeting adjourned: 7:44**

**6/30-special board meeting at noon**

**Next regular board meeting 7/14/20 at 6pm**