

Hebgen Basin Fire District
Board Meeting Minutes
April 12, 2022

Meeting was called to order at 6:00 pm

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

Also in Attendance: Chief Grube, Lindsey Charlton, Kayla Wilson, William Polansky, Payton Holtom, Giselle Hansen , Dustin Hojem

Recorder of Minutes: Lindsey Charlton

Public Comment: no public comment

Approval of Minutes for March 08, 2022 Regular Board Meeting: Ken Davis motioned to approve minutes as written. Skip Morris Seconded. All in Favor. Motion passed.

Approval of Claims/Deposits: Mike Gavagan motioned to pay claims as presented. Skip Morris Seconded. All in Favor. Motion passed.

Chiefs Report: see attached

New Business

Approve Hiring of Kenny Jones, Braya Hutton, and Ginger Culverwell into Intern/Volunteer positions

Chief requests Board approval to hire Kenny Jones, Braya Hutton, and Ginger Culverwell to fill the summer Intern/Volunteer positions. Conditional job offers have been sent out and Braya and Ginger are currently waiting for EMT license. Mike Gavagan motioned to approve Kenny Jones, Braya Hutton and Ginger Culverwell for the intern/volunteer positions providing they pass background and physical requirements. Ken Davis Seconded. All in Favor. Motion Passed.

Approve Hiring Kayla Wilson into EMT/Firefighter Position

Chief requests Board approval to hire Kayla Wilson for the full time EMT/Firefighter open position. Ken Davis Motioned to approve the hiring of Kayla Wilson for EMT/Firefighter position. Skip Morris Seconded. All in Favor. Motion passed.

Appointment of 2 Board Member to the Assistant Chief Hiring Committee

Chief requests the Board to appoint two members to sit on the hiring committee. Chief reports that there are currently 4 applicants and they will be asked to respond to essay questions then interview within three weeks. Skip Morris and Mike Gavagan offer to sit on Committee with Ken Davis as alternate in the event Mike Gavagan is not re-elected to board. Kyle Goltz motioned to make Skip Morris and Mike Gavagan as primary committee seats and Ken Davis as the alternate. John Costello Seconded. All in Favor. Motion Passed.

Request for Exception with the Housing Assistant Program

Chief is requesting the board to make an exception for Payton Holtom for the Housing Assistance Program. Payton Holtom is still on probation and would like to request \$8000.00 to purchase a lot in Hebgen Lake Estates. Once Payton purchases land he will be coming back for Board approval to use the remaining \$7000.00 of the program for construction. Chief is asking the Board to waive the 2 year employment requirement and grant Payton permission to utilize the program. Ken Davis motioned to make an exception for Payton Holtom to use the Housing Assistance Program. John Costello Seconds. All in Favor. Motion passed.

District Land Trust

Chief would like the board to consider the District creating a land trust or entering into a land trust agreement in order to facilitate housing for District staff. Chief has reached out to a community member that is interested in selling a lot at 20% less than current market value. John Costello states the Trust should come before the land purchase. Chief recommends the District partner with an existing land trust agency such as Trust Montana, Headwaters or Gallatin Valley Land Trust. Chief recommends having the person from Headwaters he has been speaking with come down to give a presentation and have a question and answer work session with the Board. Skip Morris Motioned to have the District Land Trust moved to a work session with the Land trust person Chief recommends in the very near future. John Costello Seconds. All in Favor. Motion Passed.

Request to Purchase Stair Chair

Chief request Board approval to purchase a new stair chair to replace the oldest one in inventory that is close to 30 years old. The new Stair Chair is \$4000.38 and there is funding for District that was donated through the West Yellowstone Foundation that can be used for this purchase. Skip Morris motioned to approve the request to purchase a new stair chair. Mike Gavagan Seconded. All in Favor. Motion Passed.

Review and Approval of District's Policies

Chief has selected 7 Policies, #'s 101-107 for the Board to review and would like to do this monthly until all have been reviewed. Chief states there will also be some policies that will be reviewed and there will not be any changes necessary but any major changes will need to be reviewed by District legal counsel. Mike Gavagan recommends that the board review every three years with the option to review and revise a policy at any time. Mike Gavagan adds that the Board policies are meant to coexist with Montana Code but it cannot supersede the Montana Code.

- 101 Purpose of the Board or Trustees By Laws
- 102 Arranging and Amending
- 103 Authorization
- 104 Purpose of the Board of Trustee's By-Laws to
- 105 Powers, Duties and Responsibilities
- 106 Board of Trustees
- 107 Board Officers and Duties

Mike Gavagan motioned to adopt 101, 102,103,104 with grammatical errors updated, 106 and 107 adopted as is and 105 is tabled until Board has legal review. John Costello seconds. All in favor. Motion Passed.

Board requests that policy 108 be reviewed at the next meeting and that administration send out in advance to give board time to address possible updates before board meeting.

Next regular meeting: 5/09/2022 at 6pm.

Meeting adjourned: 7:23