

Gallatin River Ranch Rural Fire District
Board of Trustees Meeting
 Date: 8/15/17 Time: 0800
 AmeriMont Real Estate, Conference Room
 102 West Main Street, Manhattan, MT

Present: Presiding officer: Susan M. Piechowski, MD; Secretary: Barbara J. Mack
 Trustees present: Derek Didriksen, Derek Kampfe, Spencer Millimen
 Others present: Chief Marlin Sprow, Executive Assistant John Andrews

Quorum established and meeting was called to order at: 0759 hr.

Public Comment: None; no public present.

Consent Agenda

Agenda Topic	Background	Discussion	Resolution/Follow-up
Approval of Minutes	Minutes of the 7/18/17 meeting were presented to trustees prior to the meeting by email.	Minutes were discussed	The minutes were approved by unanimous vote
Treasurer's Report	Profit/Loss statement and balance sheet presented	The monthly financials were reviewed and discussed	The Treasurer's report is filed.
Fire Chief's Report	Fire Chief's report was distributed to trustees prior to the meeting	The report is reviewed. The New Business matter of a Conoco Fleet Card is discussed in this section. The Manhattan Conoco is much closer than the Cenex in Belgrade. Use of a Conoco Fleet card makes sense in terms of fuel expended going to and from the station and, especially, staff time. The matter of officers is discussed. Marlin is close to recommending officers, and will probably bring them to the next meeting.	The Chief's report is filed. Chair Piechowski moved to establish a Conoco Fleet Account to use for FD vehicles. Second: Didriksen. Approved by unanimous vote.

		The B-11 is out of service as of yesterday. Mutual aid to the Clarkston Fire is discussed, not present on the Chief's report	
Chair's Report	Chair's monthly report	The information in the report is covered in other items.	

Unfinished Business [Delete if none]

Agenda Topic	Background	Discussion	Resolution/Follow-up
Chief's house repair and remodeling	The Chief's house needed repair of damage and wear and tear by previous residents. Barb Mack headed the project which is now complete	Costs are reviewed. Other opportunities to improve the dwelling and grounds are discussed. The project is nearly done: all that remains is to install doors, check the water quality, and professionally clean	Barb Mack is following through to the completion of the project.
License Agreement for occupancy of the Chief's house	Attorney Dinwiddie prepared a license agreement that was sent to all members before the meeting.	The agreement is reviewed. Questions were addressed.	Motion to accept the License agreement on the Chief's house, and to offer it to Chief Sprow by Chair Piechowski. Second by Mack. Approved by unanimous vote. The License agreement is signed by Chair Piechowski and sent to Chief Sprow.
Disposition of equipment	Surplus or unneeded equipment has been identified, including the old F-350 Wildland, the Kubota, the F-800 (AKA "Bubba"), and a number of other items. There is a Traeger grill at the Chief's house as well.	The FD received a 'feeler' about the old Wildland for about \$2500. This is discussed and considered. Discussion about disposal of surplus or unneeded assets took place. The F-800 and Kubota are discussed as next items to sell. The radio and logos will be removed from the F-350 Wildland before sale; light bar and siren will remain with the vehicle.	Motion to sell the F-350 Wildland/Rescue by Millimen. Seconded by Mack. Approved by unanimous vote.

		In regard to disposition of equipment, Kampfe brought up the subject of long-term planning. This was discussed in detail. Several meetings with Manhattan FD and other discussions are reviewed for all BOT members' information	
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Executive session: Meeting minutes are confidential and kept under seal. Executive Session began at 0844 and ended at 0856 hours. The meeting returned to open session. Trustee Derek Didriksen had to leave the meeting at 0858 hours. Quorum remained with Piechowski, Mack, Millimen and Kampfe present.

New Business

Agenda Topic	Background	Discussion	Resolution/Follow-up
Insurance Policies	Mark Roemer from Central Insurance has been our representative for a number of years. It is time for the yearly review and renewal of the policies.	Mark Roemer presented members with a booklet including all the details about the insurance policies. Discussion ensued during and after his presentation.	The renewal of the insurance policies comes up by 9/1/17. Roemer will send the updated policy and invoice to Andrews who will then take care of the next steps.
Social Media	The department has an unused and out-of-date website and no social media presence. These are important communication tools that deserve consideration by the BOT	Discussion about website and need to update. Pros and cons of a Facebook Page are discussed.	All agree that a Department Facebook page is a good idea. This might be best done with the Auxiliary, rather than to have two pages.
Social Media Policy	A social media policy is needed to provide volunteers with guidance as to the posting of department information or activities on social media sites	A proposed Social Media Policy in presented and discussed. Kampfe discussed the benefits of volunteer photos of scenes. The policy addresses this, but the language can be clarified	The policy will be modified as discussed and will be brought to the next BOT meeting.

Establishment of an Auxiliary	Most volunteer fire departments have an independent auxiliary or booster organization. These are usually incorporated as 501(c)(3) not-for-profit entities. They provide a platform for fund-raising and community engagement.	The incorporation of a not-for-profit GRRFD Auxiliary is proposed. Proposed co-chairs for this year are Danny Monica and Maria Fraser. Details of the set up for this are discussed.	Motion: to establish a GRRRFD Auxiliary, including the establishment of a 501-(c)(3) not-for-profit organization and a bank account, the statements of which will be sent to the GRRRFD PO Box 109. Co-Chairs will initially be Danny Monica and Maria Fraser. Moved: Piechowski. Seconded: Millimen. Approved by unanimous vote.
Volunteer Education Policy	Education and training of volunteers is critical to the capability and readiness of the department. All volunteers must be afforded opportunities to train, including internal and external drill or training. At the same time, the department must review the cost and appropriateness of external training or conference expenses. This policy establishes the parameters of this activity.	A proposed policy was emailed to members before the meeting for review. The need to promote volunteer education is discussed. Some training opportunities are time-sensitive and may not allow the BOT to vote on each one at the regularly scheduled meetings. Chair is authorized to allow up to \$1000 expenditure without BOT approval when needed.	Motion to approve the Volunteer Education Policy: Piechowski. Second: Kampfe. Amended to also state: The Chair or designate may approve up to \$1,000 in training expenses at their discretion. These will be reported to the BOT at the next scheduled meeting. Approved by unanimous vote.

Date, time and location of next meeting: Tentatively 9/12/17 pending availability of members.

Announcements: None

Adjourned: 0958 hours

Susan M. Piechowski, Chair

Date

Barbara J. Mack, Secretary

Date

