

Gallatin River Ranch Rural Fire District
Board of Trustees Meeting
Date: 3/20/19 Time: 1800 hr
Gallatin River Ranch HOA Maintenance Building Conference Room
5770 Nixon Gulch Road, Manhattan, MT

Present: Presiding officer: Sue Piechowski.
Trustees present: Spencer Millimen, Richard Anderson
Trustees absent: Barbara Mack
Others present: Chief Marlin Sprow, Executive Assistant John Andrews, Wendy Ward

Quorum established and meeting was called to order at: 1753

Public Comment: None; no public attended.

Agenda Topic	Background	Discussion	Resolution/Follow-up
Approval of Minutes	Minutes of the 2/20/19 meeting were presented to trustees prior to the meeting by email.	Minutes are reviewed and discussed	Motion to approve by: Anderson Seconded by: Millimen Approved on unanimous vote
Treasurer's Report	Profit/Loss statement and balance sheet presented.	Treasurer's report discussed.	Motion to approve by: Anderson Seconded by: Millimen Approved on unanimous vote
Fire Chief's Report	Fire Chief's report was distributed to trustees prior to the meeting.	Chief's report discussed.	The Chief's report is filed.
Chair's Report	Chair pointed out that our district hosted the quarterly Gallatin Fire Council meeting on March 6 th .	The GFC meets quarterly and each district hosts the meeting in rotation. GRRRFD hosted the meeting, which was held at the Manhattan VFD station due to the lack of adequate facilities for GRRRFD. Verbal	The Chair's report is filed.

		thanks were given to Manhattan on site, and their generosity was publicly stated as well. Costs for refreshments and food were discussed and are reflected in the monthly expenses.	
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Unfinished Business

Agenda Topic	Background	Discussion	Resolution/Follow-up
Trustee appointment	The position that expires in May 2020 became open with Derek Kampfe's resignation. Wendy Ward has applied for the position.	Wendy Ward intends to file appointment papers to the County Commission, but has not done so yet. She says she will do this soon.	Information only, no action required.
Reserve Update	Reserve training and other activities are reviewed monthly	Discussed reserve activities and training	Information item
Auxiliary Update	No auxiliary activity in last month. Will become more active in spring	Need for an auxiliary supervisor is discussed. Several possibilities were discussed and Andrews will follow up with those individuals. We will need the auxiliary to organize the Firefighter Appreciation picnic, which last year was held in May, and the Firefighter pancake breakfast in August.	Information only, no action required.
Facilities Update	Change in billing for 650 building done. Some clean-out done. Plan to completely clean up the building interior in April	Discussed in the Chief's report. A flat payment of \$50 per month to Meissner Reining Horses for the department's share of the electric bill was discussed and agreed to.	Information only, no action required.
Disposition of surplus equipment	A number of items in the inventory are considered surplus. The BOT examines the matter of disposition of	Discussed proposition to sell the F800 to GRRHOA. We asked Sean Garner from Fire Apparatus Repair his opinion regarding value of the vehicle, and he was unable to	Information only, no action required.

	this equipment at each meeting.	give us an approximation. Andrews and Sprow have suggested sale of the truck to GRRHOA for use as a plow truck. This discussion will continue.	
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New Business

Agenda Topic	Background	Discussion	Resolution/Follow-up
Election of new Treasurer	Derek Kampfe resigned and the Treasurer position must be filled.	Discussed. Chair is prohibited from holding any other officer positions. All other officers and other members are eligible to become Treasurer. Barbara Mack is nominated for the position. Motion is made to appoint Barbara Mack Treasurer	Motion by: Anderson Second by: Millimen Approved on unanimous vote.
Warrant signatories	Warrant signatories for the past year included Kampfe. The new treasurer should be one of the signatories.	New Warrant Signatory document is presented with Piechowski, Millimen, and Mack as signatories.	
Bylaws update	The current Bylaws were approved on 7/11/2007. The only change needed is to eliminate Consent Agenda and to re-order the order of business for regular meetings.	Consent agendas have been dropped from many fire department meeting orders of business on recommendation of attorneys representing and advising those trustees. This will bring this department in compliance with that recommendation. A revision of the Bylaws is presented for consideration and possible approval. The proposed changes were discussed and will be submitted for approval at the next meeting.	Copies of the Bylaws with suggested changes and associated notes regarding rationale for the changes are given to all BOT members. The revised Bylaws will be presented for approval at the 4/17/19 regular meeting.
Email Retention Policy	The Gallatin County Attorney sent all Boards a set of recommendations for email retention in 2015. This policy is based on that set or	Discussed. No changes were made to the proposed policy. Motion to approve the policy as presented is made:	Motion by: Piechowski Second by: Millimen Approved on unanimous vote.

	recommendations. All Board-related emails dating back to between 4/14/2009 to 8/5/16 are saved on the grrfd@littleappletech.com server. All others from 2014 to present are archived in department electronic files.		
Julie Brown application	Julie Brown has applied for a reserve position.	Her background check is done and references are reviewed. The matter of Board approval of active and reserve members is discussed. New active and reserve members undergo several screening processes including an interview with the Chief (often also the other officers), reference and background checks, and the final recommendation of the Chief. Presentation to the Board is technically not necessary. However, all new active and reserve members have been presented to the Board in the spirit of transparency and the desire to keep the Board abreast of new members recruitment. Approvals may not be necessary in the future, and this matter will be discussed at a future BOT meeting. Motion is made to approve Julie Brown's application for Reserve Membership	Motion by: Piechowski Seconded by: Millimen Approved on unanimous vote.
Proposal to hold a special meeting.	The legalities of merger or annexation must be reviewed by the Board of Trustees before proceeding with further discussions with	Discussed. GRRRFD is now at a point where discussions with Manhattan are appropriate. It is important for the BOT to fully understand the options and legalities of merger or annexation and if there are any other options to consider. This is best done	All BOT members agree with the proposal for a Special Meeting and a motion and vote are not considered necessary on this item. Andrews will

	Manhattan Volunteer Fire District.	in a Special Meeting with Attorney Kate Dinwiddie before the next regular meeting.	coordinate scheduling the meeting.
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Date, time and location of next regular meeting: 4/17/19 at 1800 hours

Date, time and location of the special meeting: To Be Determined

Announcements: None

Adjourned: 1916 hours

Susan M. Piechowski, Chairman	Date	Barbara J. Mack, Secretary	Date
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