

**Gallatin River Ranch Rural Fire District
Board of Trustees Meeting**

Date: 10/23/19 Time: 1600 hr

Gallatin River Ranch HOA Maintenance Building Conference Room
5770 Nixon Gulch Road, Manhattan, MT

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

Quorum established and meeting was called to order at: 1600 hr

Public Comment: No members of the public were present during this open public meeting.

| Agenda Topic | Background | Discussion | Resolution/Follow-up |
|---------------------|---|--|--|
| Approval of Minutes | Minutes of the 9/18/19 meeting were presented to trustees prior to the meeting by email or paper copy. | Minutes are reviewed and discussed. | Motion to approve by: Piechowski Seconded by: Anderson Approved on unanimous vote |
| Treasurer's Report | Profit/Loss statement and balance sheet presented along with the reforecast and graphic showing balance history. Fundraiser progress shown. | Treasurer's report discussed. As of 9/30/19 the District had a positive balance of \$84,411, with expected November/December tax revenue of between \$50,000 to \$55,000 from semi-annual tax revenues. The fundraiser has raised \$3,866.03 in its first two weeks. | Treasurer's report accepted. |
| Fire Chief's Report | Fire Chief's report was distributed to trustees prior to the meeting. | Chief's report discussed. In the course of that discussion, the need to purchase 9 SCBA air cylinders was presented. The rationale and need for replacement was discussed. Chair Millimen made a motion to | The Chief's report is filed. Motion to purchase 9 SCBA air cylinders was made by Millimen. Seconded by Mack. |

GRRRFD BOT Minutes from: 10/23/2019

| | | | |
|--|--|---|---|
| | | authorize the purchase of 9 air cylinders at a cost of approximately \$9,000. Vehicle maintenance and inspection records were available to BOT members at the meeting. | Approved by unanimous vote. Andrews will communicate with Central Valley Chief Lindroth on our interest to participate in the grant proposal. |
|--|--|---|---|

Unfinished Business

| Agenda Topic | Background | Discussion | Resolution/Follow-up |
|------------------------|---|---|---|
| Fundraising. | The fundraiser is underway to raise funds for a new fire station. Ken Weskamp is providing marketing and logistical support to this effort. Maria Fraser is working with Ken on the effort. | \$3,866.03 has been raised in direct raffle ticket sales at Murdochs (4 corners, and 7th Street); ACE Hardware, Belgrade; Town and Country Foods, Belgrade; and to GRRRFD residents. Personnel working those booths were: Weskamp, Andrews, Anderson, Wassersleben, and Brown. Maria Fraser is working to line up other businesses willing to have us set up our booth. Weskamp and Sprow will go door-to-door to businesses to set up ticket displays next week. Andrews will pick up and set up a credit card reader, having acquired a prepaid cell phone for this purpose two weeks ago. He has worked with the Gallatin County Treasurer to set up a system to account for credit card ticket sales. | The raffle efforts will continue under the direction of Ken Weskamp and Maria Fraser. Trustees, firefighters, reservists, and auxiliary members are needed to staff ticket tables at various businesses to sell raffle tickets. Andrews is working on a direct donation appeal to GRRHOA members, and will work to identify grant opportunities. |
| Manhattan Discussions. | The relationship between GRRFD and MVFD is the subject of ongoing discussions. | Chief Sprow has kept discussions with Manhattan Chief Ulmen going. Formal discussions will start after the first of the year in 2020. | For information only. |
| New Station. | GRRFD is the only fire department in Montana | Extensive discussions regarding location and configuration have been undertaken. | For information only. |

GRRRFD BOT Minutes from: 10/23/2019

| | | | |
|----------------------------------|--|--|--|
| | without a station which is adequate to house its firefighting apparatus. A new station is necessary. The details of topography, property ownership, and location preclude adding to Station 1. | Pending a final decision by the GRRHOA Board and GRRRFD, the leading site option is the north side of the GRRHOA Maintenance Building. The lot line will be surveyed and marked by Surveyor Don Biehl on 10/25/19. Andrews will meet with the GRRHOA Board to discuss our progress and discuss next steps at their meeting next week. The likely next steps will be to meet with the architectural firm that designed Central Valley Station 7, and to research that firm's track record and assess recommendations. A project of this size does not require a formal request for qualifications for architect/engineering firms at this point. Attorney Dinwiddie will prepare a resolution to adopt part or all of the Montana Procurement Act as we move forward. | Andrews has provided Attorney Dinwiddie with project updates and will continue to do so. |
| Reserve Update | Reserve activities are reviewed at each meeting | A new reserve call protocol has been developed. Millimen will organize a meeting to instruct the reserve in this and practice it | For information only. |
| Auxiliary Update | Auxiliary activities are reviewed at each meeting | Maria Fraser is working with Ken Weskamp on the fundraiser. | For information only. |
| Facilities Update | Facilities activities not otherwise covered in the Chief's Report are reviewed at each meeting. | Nothing new to report. | For information only. |
| Disposition of surplus equipment | A number of items in the inventory are considered surplus. The BOT examines | Discussed. The GRRHOA is not interested in the surplus F800. It will need new tires (we | For information only. |

GRRRFD BOT Minutes from: 10/23/2019

| | | | |
|--|--|---|--|
| | the matter of disposition of this equipment at each meeting. | have all but one of those, so will only have to buy one front tire. The vehicle will then be advertised for sale, probably in the spring. The old cargo trailer should also be sold. Obsolete SCBA will be given to Ken Weskamp for his use in propane firefighting education courses he conducts. The white 400-gallon tank will either be used for underground water storage at the new station or be sold next year. | |
|--|--|---|--|

New Business

| Agenda Topic | Background | Discussion | Resolution/Follow-up |
|--|--|--|--|
| System for bill payment when Treasurer or bookkeeper are not available | A protocol is needed to collect invoices and bills, to process them, write checks for payment, and to get those checks signed is needed for those times when the Treasurer is not present. | Trustees Piechowski, Millimen, and Mack have signing authority on the District account. In Piechowski's absence the protocol will be: Ward will collect mail from PO Box 109, assess and enter each bill into the accounting system, and prepare a check after establishing each bill is correct and appropriate. Millimen or Mack will then be contacted to sign and mail the checks. | No formal motion or vote was needed on this procedural matter. |

Date, time and location of next meeting: Wednesday, November 20, at 1600 hours at 5770 Nixon Gulch Road.

Adjourned: 1717 hours

Spencer Millimen, Chairman

Date

Barbara J. Mack, Secretary

Date