

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

Date: 2/19/2020 Time: 1600 hr

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

Present: Presiding officer: Spencer Millimen.
Trustees present: Richard Anderson, Sue Piechowski, Wendy Ward
Others present: Chief Marlin Sprow, Executive Assistant John Andrews
Public present: Kevin McMurray, Vanessa McMurray, Rick McCourt
Invited guest: Attorney Kate Dinwiddie

Quorum established and the meeting was called to order at: 1600 hours.

Public Comment: No comment.

The agenda was adjusted in advance in order to economize on Attorney Dinwiddie's time.

Discussion with Attorney Kate Dinwiddie:

Agenda Topic	Background	Discussion	Resolution/Follow-up
Fire Station	The need for a fire station has been well documented in previous minutes and meetings. Chair Millimen and Andrews met with the GRRHOA Board to propose the GRRRFD purchase a 40 x 60 section of the GRRHOA Maintenance Building at 5770 Nixon Gulch Rd. The HOA Board was receptive to the idea and	Attorney Dinwiddie reviewed the information about the project and will further research the matter of how best to do this and how best to determine a fair market value for the purchase price. This may require a condominium agreement or something similar. While the HOA has stated their preferred sales price, the GRRRFD Trustees all agree that before considering that price, or making a counter offer, that an objective third-party appraisal from an appraiser with no conflict of	Attorney Dinwiddie will: Review the state codes that might pertain to the need for an appraisal and establishment of a purchase price. Query the County regarding appraisers. The question of how best to effect a purchase (condominium or other) needs more research.

	<p>suggested a purchase price as a starting point for further discussions. All BOT members and Atty. Dinwiddie have toured the space and learned about the proposed interior details. This option is probably the most cost-effective approach to building a new fire station.</p>	<p>interest with any of the parties involved is necessary.</p>	
<p>Contract or Interlocal agreement with Manhattan Rural Fire District (MRFD) for operations and management.</p>	<p>GRRRFD and MRFD and the two fire chiefs have discussed the concept of creating a contractual relationship between the two fire departments. This has been most recently discussed by the Chiefs on 1/23/20. The details of that discussion along with a spreadsheet showing current and expected expenses were shared with the BOT and Atty. Dinwiddie prior to this meeting.</p>	<p>Attorney Dinwiddie discussed the options: Interlocal agreement vs contract. In either case, the things that the Chiefs and then the Board need to discuss and agree upon include: The type of agreement, the scope, the term, documentation of insurance or indemnification from harm regarding maintenance or similar work, price structure/cost.</p>	<p>The Chiefs will need to meet to discuss more specifics now that both Boards have reviewed the matter. More details will be brought to the next BOT meeting.</p>

Unfinished Business

No additional unfinished business items were considered in this meeting.

New Business

Agenda Topic	Background	Discussion	Resolution/Follow-up
Election of Secretary.	Barbara Mack resigned on 2/12/20. A new Secretary must be elected.	Sue Piechowski offered to become Secretary in addition to her duties as Treasurer. The matter was discussed. Millimen moved to elect Piechowski the Board's Secretary.	Motion: Millimen Second: Anderson Approved on unanimous vote
Capital Fund for fire station donations.	Wendy Ward informed the Board that the Gallatin County Treasurer's office established a fire station capital reserve fund to which \$15,000 of the direct donations and raffle fundraiser receipts went in to.	The pros and cons of capital reserve funds are reviewed for all members. The importance of guaranteeing donors that their money will go to the station project is discussed.	No action necessary; for information only.
Appointment of open Trustee position.	Barbara Mack resigned on 2/12/20. The Gallatin County Election Office was informed of that on 2/12/20 and Mack's resignation letter was sent to them by email. The appointment process was reviewed with the Election Office and the proper application form was sent to the Fire District.	The steps in the appointment process were reviewed in detail. Questions were answered. Rick McCourt has applied for the position. Andrews will confirm receipt of the resignation letter and the McCourt application with the Election office. The Election office will advertise the open position per County protocol. Andrews will track the appointment process and provide progress reports to the Board and Mr. McCourt.	No action necessary; for information only.
Chief House Status	The loan used to build the Chief's house has been forgiven.	Wendy Ward discussed how this will be treated on the Balance Sheet. Other details were discussed.	No action necessary; for information only.
Recognition of retiring Trustees, Firefighters, and	The GRRRFD has had no policy regarding recognition of retiring or departing	The Board agreed that all of the people mentioned deserve recognition for their service and efforts on behalf of the	Motion: Millimen Second: Piechowski Approved on unanimous vote.

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time in service among firefighters.	trustees or firefighters, nor service anniversaries. Trustee Mack served through a critical transition period that began in the fall of 2013. Assistant Chief/Training Officer Ken Weskamp has not only served in critical roles in the department but has donated many hours of his time and has done a great deal of work at his cost since joining the department in 2017. Marlin Sprow and Wayne Langel had their 20-year service anniversaries in January 2020.	GRRRFD. How to best recognize this service was discussed. While plaques and other tokens could be considered, all Trustees were of the opinion that gift cards to a local restaurant would be the most appropriate in all four cases. Millimen moved that the GRRRFD Board authorize the purchase of \$100 gift cards for Mack, Sprow, Langel, and Weskamp.	Andrews will purchase the cards and either present or mail them as is deemed most practical.
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Agenda Topic	Background	Discussion	Resolution/Follow-up
Approval of Minutes	Minutes of the 11/20/19 and 1/15/20 meeting were presented to trustees prior to the meeting by email.	Minutes are reviewed and discussed. The 11/20/19 minutes were not presented at the 1/15/20 meeting by mistake. Both sets are now reviewed. No corrections or changes were made.	Motion to approve 11/20/19 by: Piechowski Seconded by: Millimen Approved on unanimous vote. Motion to approve 1/15/20 by: Piechowski Seconded by: Millimen Approved by unanimous vote.
Treasurer's Report	Profit/Loss statement and balance sheet presented.	Treasurer's report discussed. All questions were addressed and answered.	The Treasurer's report is accepted.

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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 accepted.
Grant Report	<p>GRRRFD was awarded \$8,773 by the Firehouse Subs Public Safety Foundation for the purchase of three Structure Firefighting PPE Suites. These have been fitted and ordered. A letter of thanks was sent to the Foundation. An announcement was submitted to and published by the FSTS News. Weskamp and Andrews appeared in TV news report on ABC/Fox Montana News. Department members will be invited and will be given tickets of a Bobcat Football Game in the Fall, where a placard check will be given.</p> <p>The Town Pump Charitable Foundation awarded \$5,000 toward the purchase of SCBA air cylinders. A letter of thanks has been sent and an announcement in the FSTS news will be done.</p>	<p>The grants were discussed and Trustees expressed their gratitude to the two foundations awarding the grants.</p> <p>Andrews has applied for a FEMA/AFG grant to purchase a new cardiac monitor/defibrillator and a video laryngoscope. The requested amount is \$39,500, with a GRRRFD 5%. The 2017 fundraiser raised about \$17,000, enough to purchase a refurbished LifePak-12 defibrillator/monitor. A new unit would have cost \$33,000 to \$36,000 at the time and the district did not have the funds to make up the difference. The LP-12 is in excellent condition and works well; it was the key piece of equipment necessary to enable GRRRFD to advance to an ALS-authorized license status. However, the manufacturer is no longer making parts or providing service. The laryngoscope will further advance our ability to provide advanced airway support which will be an asset when GRRRFD starts responding to medical calls in Manhattan.</p>	<p>No action required. For information only.</p> <p>The Trustees are kept informed of grant possibilities and proposals at each meeting.</p> <p>Andrews will research other grant opportunities as they become available.</p>

Date, time and location of next meeting: 3/18/2020

Announcements: None

Adjourned: 1805 hours

Spencer Millimen, Chairman

Date

Susan M. Piechowski, Secretary

Date