

Gallatin River Ranch Rural Fire District
Board of Trustees Meeting
Date: 2/20/19 Time: 1800 hr
Gallatin River Ranch HOA Maintenance Building Conference Room
5770 Nixon Gulch Road, Manhattan, MT 59741

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

Quorum established and meeting was called to order at: 1805 hours
Public Comment: No public present

Agenda Topic	Background	Discussion	Resolution/Follow-up
Approval of Minutes	Minutes of the 1/15/19 meeting were presented to trustees prior to the meeting by email.	Minutes are reviewed and discussed. No changes were made.	Motion to approve by: Anderson Seconded by: Piechowski Approved on unanimous vote
Treasurer's Report	Profit/Loss statement and balance sheet presented.	Treasurer's report discussed. Treasurer not present. Piechowski presented financials from November and December as well as the invoice payment spreadsheet for the prior month.	Report accepted.
Fire Chief's Report	Fire Chief's report was distributed to trustees prior to the meeting.	Chief's report discussed. New application by Sue Chelone discussed. The background check is not complete. She has been interviewed, observed training, and references have been checked. Sprow and Andrews recommend approval if background check shows no problems.	Motion to approve Chelone by Piechowski. Seconded by Mack Approved on unanimous vote
Chair's Report			No chair report this month

Unfinished Business

Agenda Topic	Background	Discussion	Resolution/Follow-up
Reserve Update	Reserve training and other activities are reviewed.	Reserve had field training exercise on 2/2 and participated in Fire/Rescue/Medical field exercise on 2/4/19. Millimen will continue to organize Reserve training exercises.	Information only, no action required.
Auxiliary Update	Auxiliary training and other activities are reviewed	No new auxiliary activity in past or coming month.	Information only, no action required.
Facilities Update	Review of progress in discussions and plans for use of 650 Equestrian Center Loop Road facility by GRRRFD	Cost of electrical service separation is presented. Plans to eliminate non-FD materials in building and dispose of those materials no longer needed or in poor condition. Discussion with developer regarding ongoing use of the facility on 2/20/19 is reported. The medium and long term use of the facility is discussed as well as the long-term considerations regarding a fire station.	Information only, no action required. The board agrees with the plan Andrews negotiated with Tom Langel regarding payment for the power meter at 650 and they agreed on plans to clean and organize the building for FD use.
Disposition of surplus equipment	A number of items in the inventory are considered surplus. The BOT examines the matter of disposition of this equipment at each meeting.	Discussed. Plans are to put adequate tires on the F800 airport rescue vehicle and dispose of it this year. Plan to determine functional status of the other surplus equipment and attempt to dispose of it this year.	Information only, no action required.

New Business

Agenda Topic	Background	Discussion	Resolution/Follow-up
Trustee Kampfe resignation.	Trustee Kampfe tendered his resignation from the BOT on 2/4/19. This was expected	The Board discussed potential candidate to fill the position that will expire on 5/5/20. The matter of how to proceed was discussed with the election office and the process has	Information only, no action required. The Gallatin County Election office has been notified by email, verbally, and

	due to his plan to move from the district this spring.	been documented in writing. Wendy Ward has indicated an intention to apply to the County Commission for his position. Her work as District bookkeeper can create some potential conflicts of interest that have been discussed with her and are now reviewed as well. These conflicts exclude her for consideration as Treasurer, and will exclude her from some voting actions, but not from the majority of Trustee activity.	in writing of Kampfe's resignation. Ward has been sent the application materials and an information document regarding the process of applying for the position.
LifePak-12 service plan.	The yearly service plan on the LifePak-12 will cost \$1,548 this year. Manhattan does not carry a service plan on theirs due to cost.	The risk of not using the service plan is the cost of repairs should they be needed. The plan does provide a yearly inspection. We have had no problems with the unit over the past year, and the unit is not subject to a great deal of use due to department volume.	The matter is discussed. No vote was considered necessary. The Board decided to not execute a yearly maintenance agreement.
Proposed changes in department computer and electronic records	The current department computer is an ageing laptop that is very slow despite efforts to improve it. It is not suitable for routine office use. The department needs to establish a new format for its electronic record-keeping processes	Proposal to purchase a new desktop computer to place in the Chief's office. Proposal to establish a Google G-Suite account to allow the department to centralize and organize its electronic records in a cloud-based system to allow multiple members to access and use the records.	The matter was discussed. No vote was considered necessary. The purchase of a computer was included in this year's budget. A computer will be purchased at an approximate cost between \$500-600 and a Google account will be established using the G-Suite management software.
Sue Chelone department membership application.	Chelone's background and interests were discussed earlier in the meeting.	Chelone is a new resident with a background in fire service activity and particular expertise in community fire prevention programs where she previously lived.	Approved during the Chief's Report discussion above.

Date, time and location of next meeting: 3/20/19 at 6 pm at GRRHOA Maintenance facility conference room
Adjourned: at 1925 hours.

Susan M. Piechowski, Chairman

Date

Barbara J. Mack, Secretary

Date