

Minutes

Board meeting of Park County Rural Fire District #1

July 16th, 2024

The Board of Trustees of Park County Rural Fire District #1 met on July 16th, 2024, for their regular meeting at 304 East Park Street, Livingston MT.

Trustees Present: Chairperson Lawellin, Secretary Lowy, Trustee Nelson, Trustee Fee, Trustee Donovan

Also Present: Chief Babcox, Vickie Jo Shipley, Jordan Caoile

Call to Order: Meeting called to order at 6:05pm

Public Comment: None

Minutes: Minutes from the June 10th, 2024 board meeting were read by Secretary Lowy. A motion was made to approve the minutes as amended by Trustee Donovan. Second by Trustee Nelson. Motion passed unanimously.

Minutes from the special board meeting on June 24th, 2024 were read by Secretary Lowy. A motion was made to approve the minutes as amended by Trustee Fee. Second by Secretary Lowy. Motion passed. Trustee Donovan opposed.

Sign Claims and Warrants, Financial Report: See Attached. Financials were read by Vickie Jo Shipley. Signed and approved June 11th-31st warrants and claims #15143-15159=\$38,119.18. Signed and approved warrants and claims #15160-15193=\$52,217.85. The current bank balance without the June income is \$177,558.05. Capital Improvement Fund has \$123,967.19. A motion was made to approve the financials by Trustee Nelson. Second by Secretary Lowy. Motion passed unanimously.

Chiefs Report: See Attached.

Old Business: Discussion/decision, approval on Code of Conduct. Chairperson Lawellin reviewed with the Board the clean copy of the Code of Conduct that has the changes that were approved at the last board meeting. No other changes were voiced prior to the motion. A motion was made to approve the Park County Rural Fire District #1 Board of Trustees Code of Conduct amended copy by Secretary Lowy. Second by Trustee Fee. Discussion: Trustee Donovan voiced a question regarding the Chairperson getting thrown out of a meeting. Chairperson Lawellin replied to the question that a quorum present would vote to remove the Chairperson, as stated in Section 5. Trustee Donovan also voiced wanting to see what the County has for a Code of Conduct and is concern about the department getting in trouble or costing the district money due to the Code of Conduct not following certain guidelines. Trustee Nelson voiced that the Board should adopt this Code of Conduct and if someone finds something better or something that supersedes this Code of Conduct that the one the board is adopting can be modified and amended. Motion passed. Trustee Donovan opposed.

Discussion/decision on SOP/SOG 100 and 200. Standard Operating Procedures (SOP) Section 100 and 200 with all revisions Chief Babcox made to them were presented to the Board at the last board meeting. Chief Babcox presented to the Board the clean copy with all the changes added in for the Board to review, make changes, and approve. It was discussed in SOP section 100.2 to remove Chief and Assistant Chief from line officer as they are executive officers, not line officers. It was discussed to make the change to the Chief position to have it included with board approval and appointment, as well as having board approval on the Assistant Chief. A motion was made to approve SOP 100 with the addition of the definition that the Chief and Assistant Chief are executive officers, remove Chief and Assistant Chief from Line Officers and all other changes presented in the clean copy by Chairperson Lawellin. Second by Secretary Lowy. Motion passed. Trustee Donovan received a phone call and stepped out as the motion and vote was made. SOP section 200 was presented with all changes made by Chief Babcox in a clean copy. The changes were made from having 5 residents to 6 residents at one time. Trustee Nelson asked about section 200.5 #5 as to why they have to be employed. Chief Babcox stated that it was to supplement their income, but can be changed to, it is encouraged to have full-time employment. There was a change to #2 adding to the daily shift from 18:00-06:00 to include 48-hour weekend coverage. Secretary Lowy brought up that in the State wording concerning nondiscrimination, that physical and mental disability are all listed under the term disability. General Policy was changed to reflect the single term. A motion was made to approve the amended section 200 as lined out in the clean copy with the changes as follows: changing resident numbers from 5 to 6, the changes in shift times to include 48-hour weekend coverage, the changes to residents are encouraged to have full time employment, and changing physical and mental disability to just disability by Chairperson Lawellin. Second by Trustee Fee. Motion passed unanimously.

New Business: None

Public Comment: Mrs. Shipley reminded all Board members that SOP Section 300 was included in the Chiefs report with Chief Babcox' s changes for them to ~~remove~~ prior to the next board meeting.
Review

Adjournment: A motion was made to adjourn the meeting by Trustee Nelson. Second by Secretary Lowy. Motion passed unanimously. Meeting ended at 7:40pm.



Chairperson Lowell



Secretary Lowy

Date: Aug 12, 2024

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**FOUR-O-SIX PARADISE ACCOUNTING &
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**PARK COUNTY RURAL FIRE #1 BOARD OF
TRUSTEES**

07/16/2024

Dear Park County Rural Fire #1 Board of Trustees,

Please approve June 11-31, warrants, and claims #15143-15159=
\$38,119.18.

Please sign claims and warrants to approve #15160-15193= \$ 52,217.85.
The current bank balance without June income is \$177,558.05.

Capital Improvement Fund has \$123,967.19.

Part of Minutes July 16, 2024

FIRE CHIEFS'S REPORT

FOR THE MONTH OF JUNE

July 10, 2024

1. CALLS
2. TRAINING
3. STATIONS
4. PERSONNEL
5. PROJECTS
6. TRUCK MAINTENANCE

1. TOTAL CALLS	39 Calls in June ending at 155 calls for the year vs 30 calls in 2023 ending with 220 at end of June
2. TRAINING	Wildland training, vehicle prep and familiarization
3. STATIONS	Station 2 not housing trucks but functional otherwise.
4. PERSONELL	Lost one at end of June to return home to California
5. PROJECTS	Station 2 demolition went incredibly unsatisfactory, many breakdowns and interruptions made it inefficient. Will continue the grading and compaction as time allows and ground remains dry. Several rainstorms have held up progress as well
6. TRUCK MAITENANCE	Several issues have created a bit of unexpected down times and repairs. Short handed on WL trucks researching solutions.