

## Minutes

### Board meeting of Park County Rural Fire District #1

June 10<sup>th</sup>, 2024

**The Board of Trustees of Park County Rural Fire District #1 met on June 10<sup>th</sup>, 2024, for their regular meeting at 304 East Park Street, Livingston MT.**

**Trustees Present:** Chairperson Lawellin, Secretary Lowy, Trustee Nelson, Trustee Fee. Trustee Donovan in at 6:06pm.

**Also Present:** Chief Babcox, Assistant Chief Dell, Vickie Jo Shipley, Andy Mitchell, Shyann Hillier, Sam Skillestad, Hillary Berg, Jeff Shipley, Tyler Kem, Elijah Nazari, Jordan Caoile

**Call to Order:** Meeting called to order at 6:00pm

**Public Comment:** None

**Minutes:** Discussion regarding the April 8<sup>th</sup>, 2024 board meeting minutes was continued from the last board meeting. The minutes were read at the previous board meeting and moved for approval to allow Trustee Donovan to present to the board changes he would like to make to the minutes. Trustee Donovan was not present to present these changes. A motion was made to approve the minutes as amended by Trustee Nelson. Second by Secretary Lowy. Motion passed unanimously.

The minutes from the May 20<sup>th</sup> board meeting were read by Secretary Lowy. A motion was made to approve the minutes as amended by Secretary Lowy. Second by Trustee Fee. Motion passed. Trustee Donovan opposed.

During discussion, the June special board meeting was scheduled for June 24<sup>th</sup> at 4:30pm at Station 1.

**Sign Claims and Warrants, Financial Report:** **See Attached.** Financials were read by Vickie Jo Shipley. Signed and approved May 21<sup>st</sup>-31<sup>st</sup> and June 1<sup>st</sup>-10<sup>th</sup>, 2024 warrants and claims #15118-15142=\$82,342.90. The current bank balance without the May income is \$37,820.18.

Capital Improvement Fund has \$123,433.36. The proposed special board meeting on 6/24/2024 is regarding FY24 budget adjustment and to transfer CIP funds. A motion was made to approve the April financial report by Trustee Fee. Second by Trustee Nelson. Motion passed. Trustee Donovan abstained.

**Chiefs Report: See Attached.**

### **Old Business:**

**Discussion/decision and update on the website.** There were no questions or updates regarding the discussion on the website for the district.

**Discussion/decision regarding any agreement needed with DOT or PCSO.** Chief Babcox and Secretary Lowy gave an update regarding their meeting with DOT in Helena. Secretary Lowy wanted to publicly acknowledge Commissioner Wells, Sheriff Bichler and Chief Babcox for doing a great job with MDT and presenting the concerns regarding closures of I90. The district has their [MDT] full cooperation with all organizations and plan to go through the detailed planning process in July. MDT has a whole new administration and the incident that took place on I90 <sup>in May</sup> helped shape the conversation. Trustee Fee asked who all was there. Chief Babcox answered that the Temporary Director, Head of MCS, Head of Maintenance, Butte District administration, Commissioner Wells, Sheriff Bichler, himself and Secretary Lowy were present. Chief Babcox said that this was the first time in a meeting with MDT that they said what can we do for you. MDT plans on writing new SOP's for every section on I90. MDT recognized that the last incident on I90 was an issue. MDT has a collaborative mindset moving forward for how to address the safety of travelers and first responders on I90. Sheriff Bichler plans to work with MCS as well. MDT has 17 new message boards that will be able to do regulatory black over white, as well as signs and new arms with flashing lights indicating I90 is closed. MDT has also committed to several preseason meetings as well.

**Discussion/decision on Bylaws and Code of Conduct.** A motion was made to take the item off the table by Trustee Nelson. Second by Trustee Fee. Motion passed unanimously. A motion was made to approve the Code of Conduct Addendum by Trustee Fee. Second by Secretary Lowy. Discussion: Trustee Nelson said that the article as a whole seems very big and wordy, as well as feeling that some sections seem to feel very boxed and could possibly be taken out. Regarding Article 4 Section 3 #15, a misdemeanor could mean anything. Chief Babcox replied that it means a conviction while a current member of the department. There was discussion regarding the section about addressing every person with their title, as this board is informal at times. Mrs. Shipley voiced that when listening back to the recordings it is very helpful especially for Jordan when using titles to identify who is speaking or being

spoken to. Chairperson Lawellin voiced that the code of conduct is intended to guide conduct without taking away total public comment. Trustee Donovan asked if this document has been taken before the county attorney. The answer was no it had not. Mrs. Shipley voiced a question regarding chronic tardiness. Chairperson Lawellin replied that it is listed as a standard in the code of conduct and Bylaws and that the consequences of such is listed in section 5 of the code of conduct. Trustee Donovan voiced that he would like an attorney to sign off on the Board signing checks prior to the start of the Board meeting. Chief Babcox replied that there is nothing in the law that says the board cannot do that. Trustee Nelson voiced that you are able to pull claims out that you have questions about to ask during the meeting. Mrs. Shipley voiced that there is no issue doing so because the auditors have said it is okay and the department goes above and beyond regarding financials. Trustee Nelson voiced that she felt it defeated the purpose of Section 4 saying it is discouraged behavior, when Section 5 makes it a hard rule regarding behavior. Chairperson Lawellin reported to the board that the Chair can remove someone from a meeting without a vote, but that a majority of the quorum of the board can decide to reverse that decision. Motion passed as amended unanimously. All changes made to the Code of Conduct were written on the hard copy to be signed by the members of the Board.

**Discussion/decision on the preliminary FY25 budget.** A motion was made to approve the preliminary FY25 budget by Trustee Donovan. Second by Trustee Nelson. Motion passed unanimously.

#### **New Business:**

**Discussion/decision on funds for the association.** Chief Babcox asked the board to donate 25% (\$4,000) of funds donated from the BEAST FEAST. Firefighter Berg presented to the board what the funds given to the association would be used for. The association plans to use the funds towards building and making a gym at Station 1 for Firefighters to use. There would be a benefit and money saved to the department by installing a gym at the station for on-duty crews to use as well as the benefit towards building team comradery. Firefighter Berg told the board that she has been working with a few other firefighters to come up with what amount of equipment to purchase and what equipment would be most beneficial coming from a background as a cross fit coach as well as working for MTN Tough fitness group. The majority of the equipment is found on Rouge.com. The idea is to start small and get the basics and build off of that. The total cost of all equipment proposed is just under \$4,000. The equipment proposed would including soft gym flooring to preserve the floor, barbell for male and females, dumb bells, weight plates, wooden boxes all of which has varying purposes and multiple different uses to get a full body workout. There would be a partition put up as well to separate the gym area from the rest of the training room. It would ideally save the

department money, and there would be set times for gym use, if the training room is in use the gym would not be. Trustee Nelson asked Chief Babcox if there was a specific budget for gym memberships. Chief Babcox replied that it comes out of the general fund. There are currently 4-5 Firefighters that have a gym membership through the department that go regularly and this would be a cheaper option. Trustee Nelson asked if the department is serious about this idea, then why not put money for a different space instead of a space that is already too small. Chief Babcox replied that the department would not be down any money trying to see if this concept works. A motion was made to donate 25% (\$4,000) from the BEAST FEAST to the association by Secretary Lowy. Second by Trustee Donovan. Motion passed unanimously.

**Discussion/decision on Station 2 repairs.** Chief Babcox reported to the board that he does not have a final number on the cost for repairs. Chief Babcox reported to the board that his plan is remove the front pad at Station 2 and grade and compact it then have a company pour the pad to help with drainage. There have been two days set to remove the pad on June 25<sup>th</sup> and 26<sup>th</sup>. The cost for the conex box pad and for the propane tank as well as the front pad is estimated at \$20,000 including the rental of equipment. The amount would not be due until after July. A motion was made to take up to \$20,000 out of CIP for the project by Chairperson Lawellin. Second by Secretary Lowy. Motion passed unanimously.

**Public Comment:** Secretary Lowy voiced to the board that the original movement of the regularly scheduled meeting to July 15<sup>th</sup> would no longer work as she had a work commitment come up. It was decided to move the regularly scheduled meeting to July 16<sup>th</sup> at 6pm.

**Adjournment:** A motion was made to adjourn the meeting by Secretary Lowy. Second by Trustee Nelson. Motion passed unanimously. Meeting ended at 7:50pm.

  
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Chairperson Lawellin

  
\_\_\_\_\_  
Secretary Lowy

Date:   
\_\_\_\_\_

**406**

**FOUR-O-SIX PARADISE ACCOUNTING  
& TAX SERVICES**

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**PARK COUNTY RURAL FIRE #1 BOARD OF  
TRUSTEES**

06/10/2024

Dear Park County Rural Fire #1 Board of Trustees,

Please approve May 21-31 and June 1-10, 2024, warrants, and claims  
#15118 -15142= \$82,342.90.

**Part of June 10, 2024 Minutes**

The current bank balance without May income is \$37820.18.

Capital Improvement Fund has \$123,433.36.

Propose 06-24-2024 for special board meeting regarding fy24 budget  
adjustment and transfer of CIP funds. (23,144.42 thru 06-10-24.)

# FIRE CHIEFS'S REPORT

FOR THE MONTH OF MAY 2024

June 5, 2024

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

1. TOTAL CALLS	21 Call in May 2024 vs 34 Calls in May 2023; Ending YTD 2024 116 vs ending YTD 2023 189
2. TRAINING	Wildland, Gear check
3. STATIONS	2 Prep work for pad in back and front
4. PERSONELL	New resident for a total of four
5. PROJECTS	Complete station overhaul over the summer
6. TRUCK MAINTENANCE	469 front end, 460 Front end.