

Minutes

Board meeting of Park County Rural Fire District #1

April 8th, 2024

The Board of Trustees of Park County Rural Fire District #1 met on April 8th, 2024, for their regular meeting at 304 East Park Street, Livingston MT.

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

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

Call to Order: Meeting called to order at 6:04pm

Public Comment: None

Minutes: Minutes from the March board meeting were read by Secretary Lowy. A motion was made to approve the minutes as amended by Trustee Nelson. Second by Trustee Fee. Motion passed. Trustee Donovan abstained.

Sign Claims and Warrants, Financial Report: **See Attached.** Financials were read by Vickie Jo Shipley. Signed and approved March 14th-31st warrants and claims #15025-15047=\$22,946.76. Signed and approved April 1st-8th warrants and claims #15048-~~15050~~ 15060=\$23,639.52. The current bank balance without March income is \$136,570.63. Capital improvement fund has \$122,375.47. A motion was made to approve the February financials by Trustee Fee. Second by Trustee Donovan. Discussion: Mrs. Shipley reported to the board that next month, herself and Chief Babcox will meet to make the budget for FY25 and there will need to be a special meeting in June to approve and make changes to the FY24 budget. Motion passed unanimously.

Chiefs Report: **See Attached.**

Old Business: None

New Business: Discussion/Decision regarding complaints received concerning Trustee conduct and communications. Chief Babcox and Chairperson Lawellin reported to the board that the Firefighters who submitted the complaints against Trustee Donovan regarding an incident at the February 24th-26th board meeting would like to remain anonymous and had not waived their right to privacy. Trustee Donovan voiced that he wanted to know who they were as he just wanted to speak to them, Chairperson Lawellin told Trustee Donovan in any instance you need to go through Chief Babcox regarding a Firefighter. Chief Babcox reported that Trustee Donovan had kicked the station door a few times and when it was opened, Trustee Donovan pushed it open in a way that made contact with a Firefighter, as well as coming into the building yelling at the Firefighters and other Board members. It was discussed how this conduct was never appropriate for a Trustee.

Trustee Nelson stated that she was not present for the meeting in question when the incident happened and questioned whether the Trustees had completed incident reports to document what had occurred. Chair Lawellin stated that 4 of the trustees were present and witnessed the incident. Chair Lawellin also stated that firefighters had completed incident reports to document what had occurred. Trustee Nelson wanted to ensure that we have a process moving forward to fully document incidents like these. Mrs. Shipley added that the Code of Conduct should extend to vendors and those working with the Trustees and Department.

Discussion/Decision regarding updates to By-Laws. Chairperson Lawellin reported that there needs to be a balance between free speech and public safety regarding speaking and conduct at Board meetings. Trustee Nelson asked if there was a draft that could be written regarding the addition of a code of conduct to the By Laws that can be reviewed prior to the next meeting. Chairperson Lawellin and Secretary Lowy will work together to come up with a rough draft of the Code of Conduct for all Board members to review prior to the next Board meeting in May. It was discussed that the way a Board member conducts themselves must be the same whether in a meeting or in public, as they represent the district and that there is an obligation for Trustees to conduct themselves appropriately.

Public Comment: Mrs. Shipley voiced to the Board that it is important to get the mid-month checks signed as soon as they are finished to get them mailed out to avoid late fees on bills. Mrs. Shipley reported to the board that mid-months happen every month two weeks after the board meeting.

Adjournment: A motion was made to adjourn the meeting by Secretary Lowy. Second by Trustee Fee. Motion passed unanimously.



Chairperson Lawellin



Secretary Lowy

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

04/08/2024

Dear Park County Rural Fire #1 Board of Trustees,

Please approve March 14-31, 2024, warrants, and claims # 15025-15047= \$22,946.76.

Please approve April 1-8, 2024, warrants, and claims #15048-15050= \$23,639.52.

The current bank balance without March income is \$ 136,570.63.

Capital Improvement Fund has \$122,375.47.

Part of April 8, 2024 Minutes

FIRE CHIEFS'S REPORT

FOR THE MONTH OF MARCH

April 2, 2024

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

1. TOTAL CALLS	22 Calls in March ending with 77 YTD 2024 vs 32 call ending in 122 ytd in 2023
2. TRAINING	Wildland, Good by to ASST. Chief Structure fire scenario
3. STATIONS	3 is nearly complete, Way nicer than expected
4. PERSONELL	Loss of Asst Chief, Gained a new resident.
5. PROJECTS	Catch up Down sizing
6. TRUCK MAITENANCE	Routine
Hiring process	