

## Minutes

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

May 20<sup>th</sup>, 2024

**The Board of Trustees of Park County Rural Fire District #1 met on May 20<sup>th</sup>, 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, Andy Mitchell, Jordan Caoile

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

**Public Comment:** Chairperson Lawellin brought to attention Chief Babcox's request to divert money that was fundraised for the department to the association. The total amount was \$16,000, and Chief Babcox wants to donate 25% (\$4,000) to the association. Chairperson Lawellin stated that it would be placed on the next meeting agenda.

**Minutes:** Minutes from the April 8<sup>th</sup> meeting and the special meeting on May 6<sup>th</sup> were read by Secretary Lowy. On the April minutes, Trustee Donovan voiced that there were a lot of changes he would like to make before they are approved and submitted. Secretary Lowy asked if an addendum could be added to the minutes. Chairperson Lawellin responded that no addendum can be added. Chairperson Lawellin told Trustee Donovan he needs to come to the board with specific changes he would like to make to the minutes. Trustee Donovan asked to take the minutes to the next meeting for approval to get the changes he would like put together. A motion was made to postpone accepting the April minutes until the next meeting by Trustee Nelson. Second by Trustee Fee. Motion passed. Secretary Lowy opposed.

A motion was made to approve the special meeting minutes from ~~May~~ <sup>April</sup> as amended by Trustee Fee. Second by Secretary Lowy. Motion passed unanimously.

**Sign Claims and Warrants, Financial Report for: See Attached.** Financials were read by Vickie Jo Shipley. Signed and approved April 9<sup>th</sup>-31<sup>st</sup> warrants and claims #15062-15077 ~~15078~~=\$39,669.92. Signed and approved May 1<sup>st</sup>-20<sup>th</sup> warrants and claims #15078-15117=\$71,970.25. The current bank balance without April income is \$72,033.73. Capital

improvement fund has \$122,888.57. Mrs. Shipley informed the board of the change in the previous months claim numbers. The memo was written 15048-15050 for April 1<sup>st</sup>-8<sup>th</sup> warrants and claims and it should be noted and changed to April 1<sup>st</sup>-8<sup>th</sup> 15048-15060. Trustee Nelson and Donovan inquired about the check register in the board packet. Mrs. Shipley reported to the board that it was forgotten in the board packet but done. (The check register was printed out and handed to all board members later during the meeting). A motion was made to accept the financial report without the check register by Trustee Nelson. Second by Secretary Lowy. Motion passed unanimously.

**Chiefs Report: See Attached.**

**Old Business:** <sup>through</sup> Discussion/decision and update on the website. Lieutenant Caoile walked the board members <sup>how</sup> to access the website, as well as what the new updated website looks like. Trustee Nelson voiced <sup>she</sup> wanted to be able to access the Fire department page from the County page that shows the commissioner meetings and information from county entities. Chief Babcox explained that the department is a special board not under the commission as the other groups in Park County which is why it is not listed on their information. Trustee Nelson voiced her concerns for a layperson trying to access the site that they will look under the county web page not Rural Fire. Lieutenant Caoile explained that if they are looking for rural fire specifically and type that into the search bar it will direct them to the department address as well as the link directly to the page. Chief Babcox showed how easy it is to navigate the website to the department page as well. It was voiced by the majority of board members to keep all dates and information on the webpage current, and to upload all <sup>approved</sup> minute documents.

Discussion/decision on By-Laws and Code of Conduct. In the board packet was a Code of Conduct for the Board to adopt to the By-Laws as an addendum. It was asked of the board what they thought of the code of conduct and if there were any additions or changes they would like to make. It was brought to attention a possible change in Article 4 Subsection 3 #4. Trustee Nelson asked to have a special meeting or to move the discussion/decision to a later date for more time to review. A motion was made to table discussion/decision on the code of conduct to the next meeting by Secretary Lowy. Second by Trustee Fee. Motion passed unanimously.

Discussion/decision on updating and approving the SOP/SOG. Chief Babcox voiced that the purpose of the SOP/SOG is how the district operates, it is not intended to govern. There is a separate document related to behavior. The SOP covers as a guideline how to respond and actions to take depending on each type of incident, i.e. Structure, Wildland, etc. The SOP/SOG was started on, but then dropped. It was voiced that having a 25-page document does not make sense. Primarily these documents are about safety and protocol. Chairperson Lawellin voiced that they can be taken by a series a month and have them reviewed with the board giving direction. Chief Babcox voiced that he planned to start in August with the 100 series, coming with a copy of the old SOP/SOG and a document of what needs to be changed. Within the



SOP/SOG it is stated that is by the Fire Chief or his designee. Chairperson Lawellin asked if the 100 and 200 series could be done before August. Chief Babcox said they could be done in July.

**New Business:** Discussion/decision on the preliminary budget for FY25. There will need to be a special meeting in June to amend the current budget for FY24 and approve FY25. It was asked if there are any loans falling off this fiscal year, which was no. Mrs. Shipley voiced the main changes would be in wages for the new Assistant Chief and the increase in the Chief's wage. It will be decided later when the special meeting will happen as this was a preliminary discussion.

**Public Comment:** Trustee Nelson voiced to the board that at the next county commissioners meeting Trustee Nelson and Secretary Lowy were on the agenda for acclimation to the board seats. Chairperson Lawellin is not on the agenda but is set to be appointed. Chairperson Lawellin voiced the date of the July meeting is July 8<sup>th</sup> and if the board members were okay with moving the regular meeting to the Monday after on July 15<sup>th</sup>. All board members were good with moving the regular meeting to July 15<sup>th</sup>, 2024.

**Adjournment:** A motion was made to adjourn the meeting by Secretary Lowy. Second by Trustee Nelson. Motion passed unanimously. Meeting ended at 8:02.

  
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Chairperson Lawellin

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

**406**

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

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

05/20/2024

Dear Park County Rural Fire #1 Board of Trustees,

Please approve April 9-31, 2024, warrants, and claims # 15062-15078=  
\$39,669.92.

Please approve May 1-20, 2024, warrants, and claims #15078-15117=  
\$71,970.25.

The current bank balance without April income is \$72,033.73.

Capital Improvement Fund has \$122,888.57.

Please note a change in the previous month's claim numbers. On the memo it was written 15048-15050 for the April 1-8<sup>th</sup> warrants and claims. This should be noted and changed to April 1-8<sup>th</sup> 15048-15060.

Part of May 20 2024 Minute

# FIRE CHIEFS'S REPORT

## FOR THE MONTH OF APRIL

May 15, 2024

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

1. TOTAL CALLS	17 Calls in April ending with 97 YTD 2024 vs 34 calls ending in 155 ytd in 2023
2. TRAINING	Wildland, Pack Tests, medical refresher
3. STATIONS	Working on 2 for pad behind station for propane and Conex
4. PERSONELL	Stable
5. PROJECTS	Station 2 and maintenance
6. TRUCK MAITENANCE	Routine
Hiring process	