

Fort Ellis Fire Service Area

Public Meeting

Fort Ellis Fire Service Area Board of Trustees

Date: Thursday, October 19, 2023

Time: 7:00 PM

Place: Fort Ellis Fire Department

Officers Present:

President Todd Kaiser, Vice President Norbert Hackl, Treasurer Gerald Groggel

Trustees Present

Dan LaFrance

Chief Present

Chief Mike Cech, Assistant Chief Frank Boynton

Guests/Public

Vanessa Skelton (via Zoom), Nikki Langford

Public

No public comment

Call to Order 7:15

Consent Agenda

Secretary Report

The minutes from the September Board meeting were issued via email and each Board member acknowledged receipt. Dan made a motion to approve the minutes. No public comment. Gerry seconded the motion. Motion carried.

Financial Report

The September 2023 YTD financial report was issued via email and presented at the meeting. Gerry made a motion to approve the financial report. No public Comment. Dan Seconded. Motion carried.

Nikki presented the checks needing to be signed by the Board.

Discussion on the Building reserve account funds.

Discussion on retainage.

Norbert met with Lola to reconcile his spreadsheet. He will work on it during the weekend.

More discussion on the winter conditions. Norbert will figure out the total amount left to pay. The R&R Taylor check will be voided and will need to cut a new check. Norbert will talk with Bill to discuss.

The check to Rick was a reimbursement on supplies for a PPE drying rack he made for the new station.

Discussion on the Operating account. The new Intercap draw funds will need to be moved from the Operating account tonight.

Gerry made a motion to move \$807,548.95 from the Operating to the Building Reserve account. No public comment. Dan seconded. Motion carried.

Regular Agenda

Review Annual Events Calendar

Form 990 due by November 15th- Nikki will discuss this with Lola.

Chief's Report

Update on Capitol Campaign- 7:00-7:09

Vanessa reported on the capitol campaign wrap-up. Bannack will still be working on grants going forward.

DNRC grant was received for equipment.

MT EMS grant is still out for radios, and AG West for computers.

They are going to apply for The Global Fire Program and Walmart grants.

Still waiting for the new AFG FEMA grants to open- Last grant still hasn't closed yet. Vanessa will keep watching.

Hoping for more federal money to open up for them to apply for.

\$1,014,000 to date for the Campaign.

Discussion on a memorial wall of firefighters that have passed or to honor.

Working with Matt for a couple of gifts right now.

Call Report for September 2023:

Total Monthly Calls- 20

Last Year- 20

YTD Total Calls 208 - Last year 208

Long Range Planning Committee:

Norbert reported the hold-up for occupancy is the fire pump. Wiring it today, but it will need to be reinstalled, to replace a bushing.

Discussion on filling the cistern and installation of an inline sand filter to protect the pump.

Norbert Reported that Wednesday they did some water testing. The water looks decent with just a little silt. They took a water sample, talked to the pump techs, and plumbers to make sure the water is good

to use for the building and filling the cistern. If that doesn't work, they will use the Tender to fill the cisterns.

The final task to complete for the Certificate of Occupancy is for the fire pump to be up and running.

The additional asphalt and striping is completed, generator is filled with diesel, light polls are being shipped.

They started a punch list and all items have been addressed. It should be completed before the pump is up and running.

They have weekly onsite meetings. By Wednesday, the list should be almost zero.

Discussion on an operating manual for the new station and critical components. Pushing to get everything in writing and get reps to train staff with their manuals.

The Subcontractor is responsible for building the manual. Norbert will talk to Bill tomorrow.

Exhaust system- no update.

Shades will be installed a bit later.

Frank reported that the Structure gear extras and EMS supplies have been moved to the new station. Will move in stages.

November 4th and 5th is a good possible move in date to allow everything to be completed.

Discussion on moving and becoming operational.

Fire was pump delayed.

Discussion on the striping proposal for the 5 bays and on the cost and doing our own.

Discussion on the Bannack account and the budget and what funds might be left over. After the last payment, we will have one more larger payment, then the invoices will be reduced for grant writing. The grant writing invoices will come out of the Operating account.

Discussion on using tape vs. striping the bay floors. The Board has decided to hold off for now and visit this later.

Discussion on the added asphalt in the back of the station.

The Board will table the discussion on the stripping until they look at the budget when the building gets settled. The Board has agreed to revisit this in the next month or two. It will go into next year's budget if it doesn't get completed.

Discussion on possibly getting a few more quotes.

Discussion on the use of epoxy paint to paint on top of the sealed floor.

Frank will take care of getting temporary tape down.

Frank reported on the snowplow contract. They agreed to do for \$150 per plow and we can determine frequency- 1" to 3". Our current plow is broken and we will need \$600 to fix it.

Deana is asking for 2 new table bases to salvage some tabletops. We'll then have 4 full rows of tables. She is also asking for casters.

Need locking filing cabinets for \$1,494.

Discussion on IT assessment and the need for an upgrade. A server is recommended along with a couple of workstations. He would provide a helpdesk service. Frank recommends we get a server and get info all in one place. A grant could be used for this.

Window treatments needed for the training room.

In the spring, we will need a sprinkler system contract and a noxious weed contract.

Need markers for snowplowing.

Buck and Frank will meet with a billing company to discuss billing services for MVA's on I-90 for non-residents. Jim Hamilton has been researching.

Discussion on collecting insurance information. Will do more research and come back to the Board with the findings.

Discussion on support from the attorney. The letter is drafted for the academy for vacation. Norbert will share with Frank.

Norbert will try to call Kate about assigning the Corporate account to the firefighter fund.

Discussion on other fire departments using the County Attorney for services.

Discussion budgeted items for the station.

Gerry made a motion to approve the purchase of the remaining fixtures needed for the training room totaling \$1,494. No public comment. Norbert seconded. Motion carried.

Norbert will need the total funds spent on IT so far, for his spreadsheet.

Discussion on the computers and the server. Mike thinks we can do without new desktop computers for now.

Discussion on what has been already installed.

Discussion on HIPPA compliance with network security.

Norbert made a motion to approve the purchase of a server for \$4,000. No public comment. Gerry seconded. Motion carried.

Discussion on \$600 to repair the plow to use for backup in addition the plow service.

Gerry made a motion to repair the snowplow for \$600. No public comment. Dan seconded. Motion carried.

Norbert will check with R&R and will have the sprinkler system tested and blown out for winter. Norbert will loop Dan into the emails for the landscaping.

Discussion on sod and winter weather conditions coming. Norbert will talk to the contractor about having the sod laid in the spring.

There was discussion on the snowplowing contract. We will still have to care for the sidewalks. Greenspace said we'd be the first on their list to plow. Norbert is in favor of the snowplowing contract and keeping our plow for a backup. The Board would like to find out the specifics and see what they typically do for businesses before they make the final decision. The Board will table this discussion until next month.

Norbert will call Kate and ask her about repurposing the Corporate checking account into the firefighter social fund, and insurance for non-firefighter volunteers. We can VFIS about what they offer.

Discussion on the audit and finding a firm. Gerry will keep looking and calling around. Kate provided Gerry with a list of firms who are certified to conduct government audits.

An audit will need to be done as soon as possible. Will get it on the calendar before tax season.

Gerry will work on the noxious weeds for about 2 acres. He will need a contract and a plan for the County. Will need it done in the spring.

Training/Members Report:

SIM MT is coming next week. Still working on combining training with moving to the new station.

Subdivision Activity:

Nothing to report.

Public Service Outreach Activities:

Nothing to report.

SOG's:

Nothing to report.

Gallatin County Fire Council Activities:

Nothing to report.

Update on New Recruits:

Still have the 2 and they're doing great.

Frank reported that they are interviewing 5 new prospects. They will come on board in January.

Outreach Update:

Nothing new.

Old Business

None.

New Business

None.

Meeting Adjourned at 8:30 pm

Next board meeting Wednesday, November 8, 2023 @ 7:00 pm at the station with the option to join via zoom. A Zoom link will be added to the website for Public Comments, and all are free to join in person as well.

Certified by: _____

Date: _____