

Fort Ellis Fire Service Area

Public Meeting

Fort Ellis Fire Service Area Board of Trustees

Date: Wednesday, November 8, 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, Graham Goff

Chief Present

Mike Cech, Chief Frank Boynton

Guests/Public

Vanessa Skelton (via Zoom), Nikki Langford, Ron Purl

Public

7:05- 7:20 Ron Purl (IT) intro.

Discussion on HIPPA compliance and backup in the new fire station.

Network security wireless guest network and Wi-Fi.

Discussion on the server and the computer system.

Discussion on adding and removing personnel from the server.

Securing personal info. discussion.

Discussion on billing.

Discussion on what's offered with the contract. Any addons will be for battery backups and some labor. Can do a contract or hourly billing.

Discussion on internet with a power outage.

Discussion on the possible costs to finish the project. Estimated ballpark to finish the project, with no issues. Can be done onsite if we're on Windows 11 Pro.

More discussion on what will need to happen during the process of switching over and creating permissions.

Call to Order 7:25

Consent Agenda

Secretary Report

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

Financial Report

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

Nikki reported that the financials do not include the R&R Taylor bill as it was just received. She also has not received the report from the County yet, it should come in on the 15th. Once she finishes her reconciliation, she will get the Board a check for signature.

Discussion on retainage and when the last payment will be made to R&R Taylor.

Discussion on the building reserve account. Norbert requested that Nikki include reports with the Reserve account totals and activity, along with a comparison of the budget with the YTD totals every month with her financials. Nikki will send that to the Board tomorrow and include those in her monthly reporting.

Regular Agenda

Review Annual Events Calendar

Workman's comp supplement insurance due. Frank will be watching for this.

Annual report for the Montana Department of Administration due December 31st. Nikki reported that this has been completed, but the filing fee was not included in the submission.

Chief's Report

Update on Capitol Campaign- 7:00-7:04

Working on donor wall and Brick Campaign. Will extend that until the end of the year. 32 bricks have been sold so far with the installation this spring.

Working on grant writing and a plan to move forward from the campaign.

Discussion on possible grants for next year. Will be focusing more on PPE and training.

Frank is coming up with a list of needs for upcoming grants.

Will focus on FEMA grant for a new engine to open.

Vanessa will help keep track of gift pledges.

Chief Updates:

Frank reported a good transition to the Chiefs position.

Discussion on meetings pertaining to the Auxiliary with Montana State Fund and the Montana Department of Labor.

Continuing to research fees and keeping the County Commission updated.

Discussion on putting together a notional building scale and bring it to the Board for approval, check with County Attorney, brief the Commission, and then bring it back to the Board for final approval.

Discussion on the transition to the new radio system. Trained on it last night.

Discussion on an awarded a grant from the Montana Department of Transportation for new radios. More discussion on the process.

Will have to come to the Board to ask for funds for new microphones for the newly purchased radios. Will have more information at the next meeting.

Discussion on finishing the move and becoming fully operational by this weekend.

The fire suppression pump passed all testing today. We have full verbal approval from the State inspector to move in. Will have the Certificate of Occupancy next week.

New owner training tomorrow with the contractor.

More discussion on the moving plan, garage sale, and final cleanup before we turn it over to the Academy.

Discussion on the timeline for moving the training building over to the new station.

Discussion on the lease.

Discussion on written approval to leave the training building at the Academy after we've moved. More discussion on the timeframe.

Discussion on the time period before relocating the training building to the new station yard.

Discussion on the prep work and cost.

Call Report for October 2023:

Total Monthly Calls 29-Last Year 24

YTD Total Calls 237 - Last year 232

Long Range Planning Committee:

Norbert provided the Board with the updated spreadsheet of the running totals of the retainage..

Discussion on the water treatment system and the need for filters.

Working with Pure water technology. They donated a commercial water softener to us with our purchases of the filters.

Central will plumb everything in when the sand filter arrives. Maybe tomorrow or the next day.

Discussion on maintenance checkups on sand filters. Will need a contract for salt and maintenance. Norbert will get a quote after it's all installed.

Discussion on the budget for the campaign. We could have funds left to go towards the training yard.

Discussion on the building budget.

Still need to purchase the exhaust system.

Discussion on striping in the bays.

Discussion on the change order with R&R Taylor.

We should have the Certificate of Occupancy from the state next week.

Frank would like the Board to consider having the aprons painted in the spring- No Parking.

Discussion on landscaping and having companies come back in the spring.

We will hold off on sod until spring.

Training/Members Report:

Nothing to report.

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:

New recruits are doing fine.

Started interviews for recruitment.

Outreach Update:

Nothing new.

Old Business

Buck is working on a snow plowing contract.

Discussion on approving a cap on the contract with a possible extra charge for removal over six inches.

Will keep our snowplow as a backup.

Discussion on propane usage and power bills.

Discussion on having only the lighting to the main doors on at night. Parking lot lights will need to be on motion sensors.

Parking lot lights will be installed tomorrow or Friday.

Discussion on legal assistance from the County Attorney.

Discussion on our current attorney and services.

Discussion on liability insurance for an auxiliary group. Frank is working with a Montana State Fund rep. to get everything in writing and present it to the Board next month.

Gerry is still working on trying to find someone to do our audit.

New Business

Discussion to purchase NFPA link. Gets us access to their standards and codes.

Join IAFC (International Association of Fire Chiefs) which includes materials for the rookie manuals to provide more training and education. Will try to remind the Board and reassess the need in a year after the purchase. Nikki will make it a line item in the budget.

Discussion on the possibility of free Microsoft 365. Frank is researching.

Discussion on Mike turning over the meeting planner to Frank.

Meeting Adjourned at 8:18 pm

Next board meeting Thursday, December 21, 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: _____