

Fort Ellis Fire Service Area

Public Meeting

Fort Ellis Fire Service Area Board of Trustees

Date: Thursday, April 20, 2023

Time: 7:00 PM

Place: Fort Ellis Fire Department

Officers Present:

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

Trustees Present

Graham Goff

Chief Present

Chief Mike Cech

Guests/Public

Lola Dunmire & Ben Kauffman (via Zoom), Kate Dinwiddie, Dan LaFrance, Bill Siebrasse

Call to Order 7:05 p.m.

Public Comment

No public comments.

Consent Agenda

Secretary Report

The minutes from the March Board meeting were issued via email and each Board member acknowledged receipt. Kate made a request to change the minutes from March to include the Preliminary Budget Increase that needs to be in by May not August, as previously posted. No public comment. Norbert made a motion to approve the suggested changes and last month's minutes. Gerry seconded the motion. Motion carried.

Financial Report

The March 2023 YTD financial report was issued via email and presented at the meeting. No public comment. Gerry moved to approve the Financial Report for the Fire Service Area. Graham seconded the motion. Motion approved.

Discussion on the donations going into the Fort Ellis Fire Service Area account.

Discussion on the balance sheet and the P&Ls.

Discussion on revenue. This year's first half will come in May and will depend on property taxes paid.

YTD figures- staying on budget. Discussion on expected income.
Building expenditures discussion with month-to-month variations.

Discussion on the budget and what is left for the year.

Discussion on funds moved out of the Operating account and into the Building Reserve. The funds transferred from the corporate account will go into the Building Reserve.

Discussion on an additional report and whether it needs to be added. The Board is fine with the current reports.

Regular Agenda

Review Annual Events Calendar- May

R&R TAYLOR

Bill from R&R Taylor joined the Board to discuss the changes to the pay application from last month.

He presented the Board with a report to discuss the pay application and requested change order for this month. He showed the Board the applications for the weather conditions for February and March. Bill discussed why he is asking for another change order.

March was not included in his contingency tracker.

Discussion on the contingency budget. Bill explained how he has billed against it for weather conditions. There was discussion that the remaining balance in March was brought to zero and then he was billing beyond the contingency budget.

Discussion on the Easton Concrete winter charges with time and fuel. Discussion on the report reflecting the addition of March.

Discussion on Change Order #001. This is what R&R Taylor is asking above and beyond the Contingency. He is asking for \$17,482.52 for February and \$247.38 for March. He didn't show the cost for the skid steer.

Bill discussed the packet and the Potential Change Order requests #005, #006, & #007.

#005 is to add glazing back to the overhead doors.

#006 is a deduction to eliminate the storefront windows.

#007 is to insulate the Outlookers with special equipment rentals and supplies.

Norbert explained to the Board that #007 was a change in design to make sure the building was properly insulated. Graham and Norbert felt it should be done.

Discussion on change order #002 from December and the labor hours (ACI vs. man hours). Bill thinks that all the hours were R&R Taylor's man hours from that month. He will look back and let Graham know. Graham requested a breakdown of the hours. Bill will provide this for the Board.

More discussion on Easton Concrete's billing. Bill explained some of it is the ground heater rental for 3 months and more charges for hot water, and additives.

Gerry asked about the future costs. Bill said they're now working internally, and the weather is improving, but he still has more time to ask for due to a snowstorm while putting the roof on. It would be ACI for snow removal for a day.

Bill discussed that he dropped all his markup on this because he doesn't feel like he needs to make a profit off of weather conditions.

Kate asked Bill about holding on to the change order and seeing what is left in the FEFSA contingency until the end.

Discussion on the contingency.

Norbert discussed the contingency approval tonight. Discussion on payment for window glazing.

Bill discussed the positive outlook with the cistern. They've been waiting for the design to substitute it with two 15,000-gallon concrete tanks. There is a potential for savings.

Discussion on the cost of finding water.

Discussion on how much water flow per minute is needed to comply with fire code.

Graham discussed the meeting with the Building Committee. They were able to identify some items that weren't included in the scope of the project. There is no cost estimate for those items currently.

Discussion on more potential savings.

Discussion on upcoming billing and the budget.

Discussion of the remaining funds left for the drilling & pumps for Diamond M. They will finish the drilling and pump installation. Pott's Drilling is fine with this.

Discussion on signage. Signs of Montana will handle this.

Discussion on paying R&R Taylor now and overages will be discussed later.

The change order that is approved tonight will go into the next payout. Bill asked the Board to discuss the potential change orders tonight so he can include them in the next payout.

Norbert discussed making a motion to approve the change order minus the concrete additives. Gerry agreed. The rest of the Board agrees. More discussion on getting the amount that they would be willing to approve tonight.

Kate had some questions about the subcontractor. Easton has given R&R Taylor a change order for ground heaters and concrete additives. Discussion on the GMP contract and extra expenses being funneled to the owner.

Discussion on having more detailed billing with the cost of concrete additives. No public comment.

Norbert made a motion to approve Prime Contract Change Order #1 plus \$247.38 for March, with the deduction of concrete additives, pending a detailed summary of invoices for all winter conditions for the Board to breakdown for the winter conditions (TBD). Gerry seconded the motion. More discussion on the additional change orders. Motion approved.

Gerry made a motion to approve Change Order #2 (Prime Contract Change Order #005) for the added windows for \$13, 543.55. Norbert seconded the motion. Motion approved.

Norbert made a motion to approve Change order #3 (Prime Contract Change Order #006) for a refund of \$2,300. Gerry seconded the motion. Motion carried.

Gerry made a motion to approve Change Order #4 (Prime Contract Change Order #007) for \$3,197.86 for Insulate Outlookers. Norbert seconded the motion. Motion carried.

The Board reviewed Norbert's Project Control spreadsheet. Norbert explained his updates to the Board with the change orders and pay applications. He explained the payment to the State of Montana for 1% gross withholding for the contractors and R&R Taylor subtracts 4% from his subcontractor's payout. Norbert created a separate column to track that and another for approved change orders.

He broke up the R&R Taylor work to reflect the GMP on the spreadsheet.

Discussion on the Building Reserve. We will transfer \$275,000 from the Operating account into the Building Reserve, along with the \$101,000 for a total of \$895,000. Discussion on what is needed with the donations and the Intercap Loan.

Discussion on requesting the first draw on the Intercap Loan. Tonight, the Board will vote to approve.

Currently, August 14th is the date for building completion.

INTERCAP LOAN

Kate presented the Board with the Intercap Loan documents. The paperwork was previously emailed to the Board members to review. Todd and Gerry will need to sign the documents tonight.

Discussion on the removal of Jaclyn's name from the paperwork in the future.

Kate explained the variable rate and every February it changes. All withdrawals need to be supported with invoices and within about a year. There's no penalty for prepayment and usually payments are twice a year, August, and February. No public comment.

Norbert made a motion to approve the Loan Agreement, Promissory Note, Certificate of Appropriation, and Resolution Authorizing Participation in the Intercap Program with the Montana Board of Investments (Resolution 2023-01). Gerry seconded the motion. Motion carried.

PRELIMINARY BUDGET

Discussion on the fee with increase with new units. Norbert requested Graham and Gerry's spreadsheet so he can complete the list. Mike will need the numbers for the budget.

Kate will check to see if they can charge fire fees to schools and other school buildings.

Discussion on fees per structure instead of square footage.

Discussion on fire fees for the Academy.

Mike presented the preliminary budget for 23/24 to the Board. There was discussion and a few adjustments were made. A big part of the budget is from purchasing of the new radios. More discussion the on PPE and Equipment budget.

Discussion on the insurance for the new building.

Discussion on changes to the budget to reflect the loan payment amounts.

More discussion on the amounts to go into the Reserves.

Discussion on building funds to replace SCBAs and the PPE Reserve.

Vehicle replacement discussion. Looking at purchasing an Engine, making the bid this year and paying for it in 2 yrs. Preliminary quotes \$950,000 for Pierce Engine, and \$800,000 for a Rosenbauer Engine.

Discussion on new Brush truck for \$70,000, Tender \$650,000.

Possible timeline:

Engine- order in 2024, delivery in 2026.

Rescue \$550,000- order in 2026, deliver in 2028.

Tender- order in 2027, deliver in 2029.

Mike has a quote for the radios and would like to order soon.

Norbert will find out the taxes per average market value and compare it to other districts.

April 27th is the deadline for the Board Members to get in their unit lists to be added to the taxes.

Discussion on a unit fee increase proposal for the Commission.

Mike passed some proposed samples of carpet and color scheme for the new station. The Board approves.

CHIEF'S REPORT

Matters for the Board

Capitol Campaign Report by Vanessa Skelton:

Discussion on funds raised. Starting to pick up the pace in the past two months.

Give Big is May 4th and 5th. We have a \$6,000 matching pool as of now and are working on another \$10,000 ask with the Outreach Committee working on more. We will have an event at The Sidecar on May 4th from 4-7pm. The Moose radio station will be promoting the event in the days to come.

Vanessa will reach out to Mike to see about a radio interview.

Vanessa will send out an HOA email on May 1st to announce Give Big.

Will pause on a letter scheduled to go out in April. Will wait for more information on a possible fee increase as well as other discussions before that goes out.

Would like to reach out to Eagle Rock. They've given a lot to this campaign.

Grants:

Discussion on grants that Bannack is working on.

Discussed the possibility of a donor wall inside the station and display ideas. She will work on ideas for this.

Vanessa asks the Board to share the Give Big emails and social media posts as they come out.

Potential Fee Increase:

Bannack discussion on the impact of a possible fee increase with the campaign going.

There was discussion on how the Board has handled this in the past.

Discussion on the County Commission and the workings of a Fire Service Area. Kate agrees to help with education on this.

Discussion with Kate about setting up a meeting with the commission to present a report for informational purposes, including volunteer hours per year and what the savings are.

Call Report for March 2023:

Total Monthly Calls- 33

Last Year- 16

YTD Total Calls 84 - Last year 65

Long Range Planning Committee:

Nothing

Training/Members Report:

FF1 tactics & EMS

Subdivision Activity:

Canary fire pond is not in service.

Public Service Outreach Activities:

Nothing to report.

Gallatin County Fire Council Activities:

Nothing to report.

Update on New Recruits:

Radios and pagers and responding to almost all calls now.

Still having trouble with call attendance. Still encouraging everyone to come when they can.

Outreach Update”

Nothing new.

Old Business

None

New Business

Graham, Mike, Buck and Norbert had a meeting with Hyalite Fire District about paid positions. Will discuss more in detail next month. Need to start discussions on a Chief position and what it may look like in 10 to 20 years out.

Meeting Adjourned at 9:21 pm

Next board meeting Thursday, May 18, 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: _____