

## Minutes

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

April 11<sup>th</sup>, 2022

**The Board of Trustees of Park County Rural Fire District #1 met on April 11<sup>th</sup>, 2022, for their regular meeting at 304 East Park Street, Livingston MT.**

**Trustees Present:** Chairperson Lawellin, Secretary Gilbert, Trustee Nelson, Trustee Donovan

**Also Present:** Chief Babcox, Captain Anderson, Lauren Anderson, Ashley Sites, Matthew Johnson, Chase Phillips, Jordan Caoile, Addison Depuy

**Call to Order:** Meeting called to order at 6:03pm

**Public Comment:** None

**Minutes:** Minutes were read from the March meeting by Secretary Gilbert. A motion was made to approved minutes as amended by Trustee Nelson. Second by Trustee Donovan. Motion passed unanimously.

**Sign Claims and Warrants, Financial Report: See Attached.** Financials were read by Vickie Jo Shipley. Signed and approved March 15<sup>th</sup>-31<sup>st</sup>, 2022 warrants and claims #14085-14087 and #14133-14140=\$18,119.83. Signed and approved April 1<sup>st</sup>-11<sup>th</sup>, 2022 warrants and claims #14141-14164=\$27,923.85. The current bank balance is \$112,026.10. Next month property taxes will be deposited, there should be at least \$200,000 deposited. Motion was made to approved financials by Secretary Gilbert. Second by Trustee Nelson. Motion passed unanimously.

**Chiefs Report: See Attached.**

**Maintenance Report:** The total March monthly station spending report is \$495.74, costs between Station 1 and Station 2. The total March fleet expense were \$288.58. Including vehicles 452, 454, 461, 464, and 469. All of which are in service.

*department*  
**Association Update:** Ashley Sites gave an association update with an update from the last association meeting along with events the association currently has planned. The association has plans to try and open membership to the general public to help with events and planning to cover the ~~depart~~ members when they get paged out as well as when there are training nights that must happen as well. The association has also made up a rough budget for the year. The association has the pancake feed scheduled for July 2<sup>nd</sup> and is still planning on working the rodeo traffic in July as well.

**Old Business:** Discussion, decision on the employee handbook. Chief Babcox sent the updated employee handbook to all the board members for review. While the employee handbook is still being reviewed, a potential decision will happen at the next board meeting in May. A question was asked about the SOP/SOG updates that are being made. Captain Anderson answered that the SOP/SOG were on the Chief's desk for review and that they were modeled after a few other fire departments, specifically Livingston Fire and Rescue because the department works with them so closely on calls.

**New Business:** Discussion decision on OK2 construction (Matthew Johnson) to rent out three rooms, the bathroom, and the southernmost bay for temporary housing, storage and office space at Station 3. With renting, the following upgrades would be made to Station 3, adding in a kitchen with electricity and additional plumbing needed, adjustments to the southernmost room, and any dry wall maintenance and patch up to the walls. With the modifications by OK2 construction, the proposal is to trade the amount it would cost to make the repairs and use that in place of a rent payment until the repair amount is met and then pay \$1,000 a month for a ~~x~~ rent payment. OK2 Construction would also like to start repairs as soon as possible at Station 3. Matthew Johnson estimates the costs of the repairs to be around \$5,000 with an estimated time frame of about one month to complete once started. Chief Babcox brought up that in the formal contract that will be made that there is a specific time frame for the lease. A question was asked about where all PCRFD material and supplies would be stored if all three rooms are rented as well as the supplies on the trucks and if it is all accounted for. The answer for storage of PCRFD supplies is that all supplies not on a truck will be locked up in the storage box outside of Station 3. As for the supplies on the trucks, all the supplies on the truck have been inventoried with the ability to be locked up. A motion was made to enter a one-year contract with OK2 Construction for a \$1,000 a month with a cap at \$7,500 in rent credit. Trustee Nelson made a motion with discussion. Second by Trustee Nelson. *Jonathan Gilbert*

Discussion: Trustee Donovan brought up the concern of having the County Attorney look at the contract and look into renting the area to a non-fire service. Chief Babcox replied that there is no law against renting to a non-fire service and that the board can enter into any contract the board wishes to. Matthew Johnson with this contract will hold insurance with his business with the department as the additional insured. Chairperson Lawellin stated that she would send a template for a contract to be able to be adapted to OK2 Construction's contract that will be presented to

the board to be signed. Trustee Nelson had questions on the specifics for how credit for the labor and supplies would work about applying to rent. Matthew Johnson stated that to start if it would be better to start the first few months paying the \$1,000 in rent then once all the repairs were done and all the receipts are put together, that total amount with a cap at \$7,500 will be applied to rent as a credit either in full until it is paid or \$500 of credit and \$500 paid in rent until the credit amount was reached. Matthew Johnson requested, if possible, he would like to start on the repairs as soon as possible before the contract is officially signed. Chairperson Lawellin stated that it shouldn't be a problem if the board received an insurance certificate showing the department as the additional insured. Once that was presented, work can start as soon as possible. As for as utilities, Trustee Nelson suggested that the department get an average on utilities and see if the rent payment of \$1,000 would cover the average of utilities. If the rent does cover the average cost, the department would cover the utilities. A secondary motion was made to allow immediate access if an insurance certificate is provided. Second by Trustee Nelson. Motion passed. Trustee Donovan opposed.

**Public Comment:** Captain Anderson stated that the new BK radios that were order<sup>d</sup> should arrive at some point this week. A question was asked about how many trucks would be put up for contract this year. Captain Anderson answered that potentially three trucks would be put up, two tenders and one type 6 engine, with more than likely the tenders going out due to the raise in the payout for the tender. Due to the potential fire danger this year as well, there is the opportunity to put a truck on severity starting in mid-June.

**Adjournment:** Motion was made to adjourn the meeting by Trustee Nelson. Second by Secretary Gilbert. Motion passed unanimously at 6:45pm.



~~Chairperson Lawellin~~

Kerry Freese

~~Secretary Gilbert~~

Chuck Donovan

**406**

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

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

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03/14/22

Dear Park County Rural Fire #1 Board of Trustees,

Please approve March 15-31, 2022 warrants and claims #14085-14087 & 14133-14140= \$18,119.83.

Please approve April 1-11, 2022 warrants & claims #14141-14164= \$27,923.85.

Current bank balance is \$112,026.10.

Reminder that next month is property tax deposits. There should be at least \$200,000 deposited.

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Part of April 11, 2022 Minute

# FIRE CHIEFS'S REPORT

## FOR THE MONTH OF APRIL

April 6, 2022

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

1. TOTAL CALLS	37 Calls for March 2022 > 32 Calls in March 2021. Total calls at end of March 2022 is 133. This is slightly less than in 2021 where we had 148 call at end of March
2. TRAINING	Wildland
3. STATIONS	Constant effort to clean and improve
4. PERSONELL	32 new additions in March 3 more coming for April
5. PROJECTS	454 rebuild and wildland trucks
6. TRUCK MAITENANCE	Routine monthly and yearly DOT's