

Minutes

Board meeting of Park County Rural Fire District #1

March 14th, 2022

The Board of Trustees of Park County Rural Fire District #1 met on March 14th 2022, for their regular meeting at 304 East Park Street, Livingston MT.

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

Also Present: Chief Babcox, Captain Anderson, Vickie Jo Shipley, Lauren Anderson, Jordan Caoile, Elijah Nazari, Matt Johnson

Call to Order: Meeting called to order at 6:04

Public Comment: None

Minutes: Minutes were read from the February meeting by Secretary Gilbert. Motion was made to approve minutes as amended by Secretary Gilbert. Second by Trustee Fee. Motion passed unanimously.

Sign Claims and Warrants, Financial Report: See Attached. Financials for December and January were read by Vickie Jo Shipley. Signed and approved February 17th-28th warrants and claims #14088-14104=\$27,399.76. Signed and approved March 1st-14th warrants and claims #14105-14132=\$31,629.31. The current bank balance is \$153,118.85.

A motion was made by Secretary Gilbert to approve financials for December and January as well as warrants and claims for February 17th-28th and March 1st-14th. Second by Trustee Nelson. Motion passed unanimously.

Chiefs Report: See Attached.

Maintenance Report: The total monthly station spending report is \$631.12, costs between Station 1 and Station 2. The total fleet expenses for February was \$3,115.04. Including vehicles 454, 458, 466, and 468, all of which are in service.

Association Update: Jordan Caoile gave an association update of nothing new from the last board meeting in February. Updated the board that our next meeting will be the first Wednesday of April.

Old Business: Discussion, decision on unused vacation time by Chief Babcox. As of March 14th, 2022 Chief Babcox has 307.06 hours of accrued vacation time. Vickie Jo Shipley has budgeted a \$10k cushion for the Chief/Captain wages, which is due to the anticipated raises and overtime of the Chief and Captain. COLA for 2022 is 5.9%. Chief Babcox's current wage is \$68,370.00, as of April 1st, 2022 his new wage is \$72,404.00 (an increase of \$4,034/yr). This increase will only be affecting 6 payrolls this fiscal year. For Chief Babcox's unused vacation time, there were two options given for how to pay back some of the unused time. The first option would be to leave 4 full weeks of vacation time (160 hours). This would make a one-time payout of \$4,831.89. The second option would be leaving 2 full weeks of vacation time (80 hours), making a one-time payment to Chief in the amount of \$7,461.49 (227 hours). With the 3 week accrual this fiscal year of vacation time, that would bring Chief's vacation time total to 5 weeks (200 hours). Chief Babcox preferred option 2 for a one-time payment of 227 hours of vacation time. Motion was made to approve option 2 one-time payout to Chief Babcox by Chairperson Lawellin. Second by Trustee Fee. Motion passed, Trustee Donovan abstained.

A discussion was had on the employee and volunteer handbook. Chief Babcox presented to the board the employee and volunteer handbook and the changes Chief would like to make to both handbooks, as well as starting the discussion for the board to be able to put their input on the changes Chief Babcox along with any changes they would like to see. Chief Babcox will be providing the board with an electronic copy of both the employee and volunteer handbook per their request. No decision was made at this board meeting for the handbooks as they are still in the revision phase.


New Business: Discussion, decision on a new accounting contract with Four-O-Six Paradise Accounting. Chief Babcox reached out to three different local accounting businesses in town with a list of what the district's current accountant does now, which is extensive. Four-O-Six currently handles the districts payroll for 3 to 4 full time employees and up to 30 part-time employees at any given time, which would include calculation and check printing. Workers compensation and unemployment consultations. Quarterly payroll reports for the IRS, State of Montana and workers compensation. Year-end processing of payroll reconciliations for all IRS forms and State forms, with the print of W2's and 1099's. Payables, various amount of checks for invoices, less than 125 quantity a month. Board meetings with preparation of the board packet including but not limited to – agenda, minutes and supporting documents, monthly financials, budgets, Chief's report and any misc. reports on the agenda. OF the three companies Chief Babcox reached out to with this list, one was not taking additional clients, and the other two had additional questions that were answered and as of March 14th, 2022, there was no

response from them. Currently for the above listed services that Four-O-Six provides, they charge \$1150 a month. In the new contract, Four-O-Six is asking for \$1,275.00 a month which is an increase of \$125 per month for a total of \$15,300.00 annually, along with a rate of \$85 an hour for anything outside of the regular monthly charge for dealing with the audit. Along with the accounting service provided, Four-O-Six also hires a part time employee chosen between PCRFD and Four-O-Six to work at the station being able to work up to 30 hours a week. A motion was made to accept the contract with Four-O-Six Paradise Accounting for their accounting services by Secretary Gilbert. Second by Trustee Nelson. Motion passed, Trustee Donovan abstained.

Matt Johnson presented to the board the potential opportunity to use more of the space down at station three and remodel as well as potentially rent out a combination of a bay, two or three rooms, and the bathroom down at station 3. Once the floor plan is drawn up and such, the discussion will be had on what rent would look like and how bills like electricity and propane would be divided up, as well as liability insurance with the district as the additional insured for liability reasons as well.

Public Comment: None

Adjournment: Motion was made to adjourn the meeting by Trustee Nelson. Second by Trustee Fee. Motion passed unanimously at 7:29pm.


Chairperson Lawellin


Secretary Gilbert

406

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

**VICKIE JO
SHIPLEY**

105 ½ S. 2nd St
Po Box 1317
Livingston, MT 59047

vickiejo@406paradise.com
406.222.2668

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

03/14/22

Dear Park County Rural Fire #1 Board of Trustees,

Please approve February 17-28, 2022 warrants and claims #14088-14104= \$27,399.76.

Please approve March 1-14, 2022 warrants & claims #14105-14132= \$31,629.31.

Current bank balance is \$153,118.85.

Part of March 14, 2022 Minute

FIRE CHIEFS'S REPORT

FOR THE MONTH OF February 2022

March 10, 2022

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

1. TOTAL CALLS	36 Calls in February < 72 in 2021.
2. TRAINING	Wildland and medical
3. STATIONS	Station 2 office painted station 3 next
4. PERSONELL	Steady With 4 possible additional recruits
5. PROJECTS	454, wildland trucks, pumps, and DOT's
6. TRUCK MAINTENANCE	DOT's 465 front end repair.

Contact Information

[If you want to add any important info about the contacts that follow, you can do that here. If not, just click this placeholder and press Delete to remove it.]

[Client Project Manager]

Office: [Office Phone]

Mobile: [Cell Phone]

Email: [Email address]

[Client Project Champion]

Office: [Office Phone]

Mobile: [Cell Phone]

Email: [Email address]

Project Abstract

[Add a brief project summary here.]

Part of March 14, 2022 Minutes