

Minutes

Board meeting of Park County Rural Fire District #1

September 2nd, 2022

The Board of Trustees of Park County Rural Fire District #1 met on September 2nd, 2022, for a special 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, Dennis Boshart, Jordan Caoile

Call to Order: Meeting called to order at 12:08pm

Public Comment: None

Business: Discussion/decision on the purposed job description presented at the last board meeting, as well as a personnel issue.

Captain Anderson accepted a contact for his business that will require a full time commitment of his time through the end of October. Due to this, Captain Anderson will be taking an approximately two month sabbatical.

Chief Babcox re-presented a job position to hire a new person who would be in a training position to help organize training in the department, community outreach and training the public in fire safety, along with being at the department to cover calls during the day and to help take some of the workload off the chief and captain, like helping writing grants.

The position description listed the pay at \$20 an hour at 40 hours a week. Chairperson Lawellin stated that the amount that the position would pay is not at an adequate rate of pay for the qualifications in the description and that the qualifications may need to change to meet the need of the district. The City of Livingston has offered some money to the department to raise the pay of the new position which could be used for the new position and may supplement Captain Anderson's pay.

Chief Babcox stated that to do that he would like to speak with the city to be able to iron out the details and additional requirements needed of the employee to accept the money to raise the pay of the position, along with the amount of time this money would be provided.

Additions that the board would like to see added into the job title, description, and job requirements are to see the word coordinator in the title. With the requirements of the job to include ^{moving or} getting an EMT-B certificate within 12 months of hire. Chair Lawellin asked for a competitive process for the hiring. ^{person}

The pay range of the new job along with Captain Anderson to \$22-\$35 hourly. Captain Anderson expressed not necessarily wanting a pay raise as that would put his wage above Chief Babcox and he was not comfortable with that. Chairperson Lawellin agreed that no one was being paid at a competitive wage and stated that the board could bring up Chief Babcox's contract if wanted and could also renegotiate the amount the Chief is paid in two years when the contract is up for renewal.

A motion was made to approve the job description as amended by Chairperson Lawellin. Second by Trustee Fee.

Discussion continued. The job itself was discussed and it was stated that it was not a normal fire job you would typically see posted, but more of a hybrid type of fire job.

Chief Babcox can hire internally but can post it externally as well if wanted. Trustee Nelson asked what the time expectation would be to have someone hired. Chief Babcox stated that it would ^{Jake/be} be 2 to 3 weeks if the person was hired internally. The question was asked why there was no rank attached to the position. Chief stated that with the position there is no need to have rank attached to it as they would have no supervision over anyone. The position would be purely assisting with trainings and public education. Chief Babcox stated that if the person hired already had a rank, then they would keep that, but the job itself will not have a rank. The board decided that they wanted specific commitments from the City as to the funds the City could offer and the stipulations that would be attached to those funds. The motion to approve the job description was withdrawn by Chairperson Lawellin.

Chief Babcox will go to the city to see what the Cities expectations are to be, should the department choose to use money from them to raise the pay range of the job description and/or Captain Anderson. Chief Babcox will also work with the Chief of City Fire to outline the duties more clearly required of the new position. The Board will revisit the position at the next board meeting in September.

Public Comment: None

Adjournment: A motion was made to adjourn the meeting by Trustee Nelson. Second by Trustee Fee. Motion passed unanimously. Meeting ended at 2:08pm


Chairperson Lawellin


Secretary Gilbert