

**POLSON RURAL FIRE BOARD MEETING  
MINUTES APRIL 8, 2009**

Board trustee members present: Fred Nelson, Dave Ottun, Alison Meslin, Jim Manley, Steve Bundy.  
Board trustee member absent: None  
Staff Present: Assistant Fire Chief Pete Bishop  
Guests: Troy Truman, Lester Johnson, Jim Brandenburg, Paul Bishop Jack Clapp, Grant Clapp, Jeff Meslin, Britt Matson, Terry Gembala, Berl Tiskus – Valley Journal News Reporter.

Meeting called to order at Polson City Commission Chambers by Chairman Nelson at 7:00 p.m.

**Minutes March 11, 2009 Rural Fire Board Meeting: Motion Trustee Manley, seconded Trustee Ottun to approve minutes of March 11, 2009. Motion carried unanimously.**

**Communications:** Trustee Meslin sent a letter to the Lake County Commissioners requesting the Polson Rural Fire District be considered for a portion of Lake County's stimulus funds. Lake County Commissioner Bill Barron sent a reply stating the stimulus funds will be allocated to the bridge fund.

**Treasury Report:**

Operating Fund Balance	\$	81,375.60
Capital Improvement Fund Balance	\$	85,791.81
Voted Levy	\$	1,590.14
Paid bills in the amount of	\$	5,926.36

Check numbers 3893 - 3910 , both inclusive  
(paid April 8, 2009)

**Bills:** Chairman Nelson requested information regarding the trade-in value of the Minitor III pagers. Trustee Meslin noted a trade-in discount for 6-Minitor III pagers at \$240 (trade-in at \$40/pager) Cost of Minitor V pagers \$451 each with trade-in applied \$40/pager. Stine Electronics noted the trade-in provision expired, although honored the trade-in value for the current transaction. **Motion Trustee Manley, seconded Trustee Meslin to pay bills. Motion carried unanimously.**

**Staff Report:** Fire Chief Fairchild is attending a training seminar in Bozeman.

**City Commission Review of Interlocal Agreement:** Trustee Meslin reported the City Commission reviews agreements as a housekeeping item annually. The rural board should also consider an annual review of the interlocal agreement.

**Old Business:**

**UPDATE FROM BIG ARM FIRE COMPANY** – No report.

**UPDATE FROM IRVINE FLATS FIRE COMPANY, INCLUDING LEASE** – Trustee Manley is in the process of preparing the lease to house fire department apparatuses at the Clapp Ranch. Regarding the Irvine Flats Fire Company, Trustee Meslin provided Jack Clapp with a letter from the public employees retirement administration requesting information to qualify the volunteer fire personnel for retirement benefits.

**INVENTORY FOLLOW-UP REGARDING TENDER #319, DISCARDED INVENTORY** – Trustee Meslin developed a list from inventory records of the pagers purchased since 2000. The list indicates the rural fire district purchased 28.5 Minitor V pagers, prior records indicate some Minitor IV pagers, and 14

Monitor III pagers which are no longer functional. The current inventory list indicates the rural has 43 pagers. Assistant Fire Chief Pete Bishop replied the number of pagers for the rural is overstated. Fire Chief Fairchild has a list of functioning and non-functioning pagers with serial number identity. City records indicate the city purchased five pagers since 2005. Assistant Fire Chief Pete Bishop indicated the number of city pagers is understated. Trustee Meslin also noted the rural or the city purchased a minimal number of radios. The volunteer membership purchased radios with their funds. Additionally the inventory needs to be corrected for the items removed and discarded from the old tender #319.

**FIREFIGHTER'S INCENTIVES AND FEMA GRANTS** - Trustee Meslin reported the FEMA grant application process is not open. She will follow up on the process weekly and report.

**UPDATE OF BUILDING COMMITTEE AND BID PROCESS** - Trustee Ottun, Trustee Meslin and Paul Laisy met to develop specifications for Phase I and Phase II of the building project and prepare for the bidding process. Phase I being very bare bones; Phase II specifications were developed with ideas implemented in the committee meetings. Trustee Manley and attorney Bob Long prepared the invitation for bids legal advertisement. The advertisement was placed in the newspaper for two consecutive weeks. The bid package included invitation for bids, request for a bid on fairgrounds fire station with specifications, addendum to Phase I and Phase II, advertisement for bids, aerial map, floor plan, and electrical plans. District clerk Bonnie Manicke prepared 38 bid packets which included packets for general contractors, sub-contractors, and suppliers. The building committee appreciates the efforts of the contractors.

**New Business:**

**OPEN BIDS FOR PROPOSED NEW FIRE STATION AT FAIRGROUNDS** - Chairman Nelson opened the bids and Secretary-Treasurer Meslin recorded the bid tabulations. Trustee Meslin reported the bidders had mixed messages from the committee regarding the bid bond requirement. The board will discuss the options and most likely the bidders will be given an opportunity to provide a bid bond. Trustee Manley reported the invitation for bids requested a bid guarantee (bond) of ten percent (10%). A few contractors called a committee member and were given misinformation, therefore it would difficult to exclude the bidder.

Bid Identification Number 1 Yellowstone Steel, Inc. {Paul Iverson} Polson - \$207,720 with bid bond \$20,772. Provide a turn key clear span metal building.

Bid Identification Number 2 The Building Company. {Steve Young} Polson – Phase I \$114,899; Phase II \$55,926. Total bid \$170,825. No bid bond. Additionally Mr. Young provided four photo albums of construction projects. Turn key metal building.

Bid Identification Number 4 Truman Design & Construction, Inc. {Troy Truman}Charlo - \$156,000 with additional options \$44,900. Total bid \$200,900. Bid bond provided by Insko Insurance Services, Inc. 10% of bid. Wood framed building.

Bid Identification Number 5 Pearson Construction. {Tim Pearson} Kalispell – Phase I \$166,372; Phase II \$62,498. Total bid \$228,870. No bid bond. Clear span metal building.

Bid Identification Number 9 Cleary Building Corp. {Eric Clark} Victor – Phase I \$316,850; Phase II \$142,300 Total bid \$459,150. Bid bond provided by Travelers Insurance 10% of bid. Wood frame building.

Bid Identification Number 11 Ron Catlett Construction Kalispell – Phase I \$326,685.04; Phase II \$41,976.60. Total bid \$368,661.64 Wood framed building. No bid bond.

Bid Identification Number 21 Buchholtz Construction Kalispell – Phase I \$224,899.36; Phase II \$55,512.80. Total bid \$280,412.16 No bid bond. Clear span metal building.

Bid Identification Number 37 Scaffold Supply Missoula – Phase I \$312,230.18; Phase II \$91,100. Total bid \$403,330.18. Bid bond.\$31,223. Steel pre-fabricated building.

Bid Identification Number 38 Gallatin Construction, Inc. Polson – Phase I \$252,992.30; Phase II \$70,450.80. Total bid \$323,443.10. Bid bond irrevocable letter of credit provided by Community Bank Polson \$25,300. Metal building.

Chairman Nelson requested the building committee take the bids under advisement. Trustee Meslin suggested the committee review the bids and develop a spreadsheet for the board.

**DISTRICT POLICIES, PROGRAMS AND OPERATIONAL GUIDLINES** – Trustees Manley and Meslin met with Fire Chief John Fairchild last month. Trustee Meslin reported the board should review operational guidelines. The board is responsible to set policies and procedures for the district. Some of the policies and procedures are in place, although the board has not approved them. John is in the process of updating some of the operational guidelines. Perhaps John can provide the board with sections to review prior to the monthly board meeting. During the meeting, the board can review and approve the guidelines. Trustee Manley added the operational guidelines will provide some structure at the different stations that will hopefully insure consistency and avoid some of the miscommunications and confusion.

**BUDGET CONCERNS** – Chairman Nelson has some personal concerns regarding the legislative reappraisal process for property taxes. He anticipates taxes will be delinquent, therefore, a shortfall in budget revenue. The request is for the department to keep within the budget set for the current year. The largest expense is keeping the trucks running and providing turnout gear. He commended the department for maintaining a conservative budget. Trustee Meslin suggested the FEMA grant application is available which provides for equipment, turnouts, etc.

**RESIGNATION OF TRUSTEE OTTUN** – Chairman Nelson read a letter of resignation from Trustee Dave Ottun. The letter states due to circumstances both personal and professional I submit my resignation to the Polson Rural Fire Board. The Lake County Commissioners are aware of my resignation. I will continue to work with the building committee on the bidding process until the rural fire board election in May. The trustees thanked Dave for his involvement and has been a pleasure to have on the board. Trustee Meslin especially appreciates the time and effort Dave provided to the building committee. Due to the timing of the rural fire board election, the commissioners will make an appointment following the election.

**PUBLIC COMMENTS** – Resident Jim Brandenburg offered assistance to review the electrical bids and other aspects of the bids for the new station. The board thanked Jim for his offer to assist. Volunteer fireman Terry Gembala questioned available funds for a new station in view of anticipated delinquent real estate taxes. Chairman Nelson replied some funds were built into the budget for a new station. Trustee Meslin indicated loan interest rates are low and the loan will be spread over a number of years

with reasonable annual payments. The current budget reflects \$18,000 for the building expense and the current budget is on track. The board anticipates an annual loan payment less than \$18,000 and additional operational expense for the building have been reviewed. A resident asked if a new bid would be let if the current bids failed to meet the needs for an adequate station. Trustee Meslin replied a change order would be issued. The bid package provided for options to all contractors. Trustee Ottun contacted a civil engineer familiar with the site and no problems are anticipated.

**Motion Trustee Manley, seconded Trustee Meslin to adjourn. Motion carried unanimously.**

Meeting adjourned 9:15 p.m.

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**Fred J. Nelson, Chairman**

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**Alison W. Meslin Secretary-Treasurer**

