

**POLSON RURAL FIRE BOARD MEETING
MINUTES OCTOBER 7, 2009**

Board trustee members present: Alison Meslin, R. Jack Clapp, Jim Manley, Fred Nelson
Board trustee member absent: Paul Laisy, excused
Staff Present: Fire Chief John Fairchild
Guests: Roger Rogers, Volunteer fire personnel Jeff Meslin, Jane Clapp, Ron Friez, Craig Rubel.

Meeting called to order at Polson City Commission Chambers by Chairperson Alison Meslin at 7:00 p.m.

Minutes September 9, 2009 Rural Fire Board Meeting; Chairperson Meslin requested a clarification on page 4 regarding the boot drive fund raiser. In summary, the national telethon weekend is for Jerry's Kids. The activities of the city fire company are not controlled by the rural board. It is recommended as it involved rural residents and some members of the board thought it was for Jerry's Kids. Therefore the boot drive collection should not be done on the same weekend. The board's statement is a suggestion. In the staff report, Fire Chief Fairchild noted the Rural Fire District's National Fire Incident Reporting System (NFIRS) is 15101. The number does not relate to the NIMS number. **Motion Trustee Manley to approve minutes of September 9, 2009 as amended, second Trustee Clapp. Motion carried unanimously.**

Claims: Trustee Nelson noted fuel purchase with a Comdata credit card. The card is used for purchases out the area; while Comdata also provides fuel at a reduced rate. Fire Chief Fairchild indicated Cenex plans to provide a reduction in the business account. He is also reviewing the possibility of local vendors being part of a national program for reduced fuel rates of \$.25 to \$.30 per gallon. **Motion Trustee Clapp to approve claims, second Trustee Nelson. Motion carried unanimously.**

Communications: Energy Partners forward a communication regarding a price reduction for propane from the original 2009 contract quote of \$1.59 to \$1.15 per gallon.

Treasury Report:

Operating Fund Balance	\$ 55,050.98
Capital Improvement Fund Balance	\$ 48,402.96
Voted Levy	\$ 1,599.53

Paid bills in the amount of \$ 2,652.74

Check numbers 4049 – 4060, both inclusive.
(paid October 7, 2009)

Motion Trustee Nelson to approve treasury report, second Trustee Manley. Motion carried unanimously.

The fund balances were updated following the meeting to include the September revenue collections by Lake County Treasurer.

Staff Report: Fire Chief Fairchild reported 35 runs in September. Records indicate on an average during the past ten years a low of 13 runs to a high of 24 runs, therefore this year was busier than normal. Volunteer fireman Scott Stuart resigned due to family issues. Another volunteer firefighter has not been active since July. The radiator hose on Engine #319 was replaced following a response on Alpine Lane. A hose was ordered for Engine #319 following the haystack fire at Steve Hughes Ranch. John appreciates volunteer firemen Jack Clapp and Ronnie Swope completing minor repairs on the equipment located at Irvine Flats. Engine #318 and #326 pumps are in working order. It is assumed gravel may have been sucked into the line during the Deep Draw wildland fire last year. Engine #326 now has full capacity flow

at 3000 rpms and is within the perimeters of the pump test. Attended the Chief's Convention in Helena which included several informative classes. During the Chief's Convention Volunteer fireman **Drew Hoel** attended the safety officers program and is currently a certified safety officer. Under NIMS it is required to have a certified safety officer at all incidents. Drew Hoel and Ernie Butt are currently the certified safety officers for the department. Volunteer fireman Martin Glasson and Chief Fairchild also attended the International Association of Arson Investigators Course in Helena for training on basic arson investigation and completed a class on legal issues. The department responded to a haystack fire at the Steve Hughes Ranch in Valley View. Generally a haystack fire is hard on the equipment and personnel in addition to an expensive product loss to the ranch. The loss was minimal at the Hughes Ranch with 20 bales lost; while at a haystack fire in July 200 tons was lost. With the aid on the new nozzle, the cad system, two buckets of foam and 5000 gallons of water a good share of the fire was extinguished quickly. The loss was estimated at \$2,800. John purchased a nozzle last year to be used mainly for roof structure fires. The nozzle gets the water supply into an otherwise restricted area. He requested the board consider purchasing two nozzles to equip Engine #318 and #328. Trustee Nelson suggested John contact the other rural fire departments in the area for a pooled purchase at a possible reduced price. The cost of the nozzle is \$880. The purchase will be considered at the November meeting. Trustee Nelson expressed concern for the 20 service years retirement qualification for volunteer Scott Stuart resignation with 18 years of service in the department. He requested Fire Chief Fairchild assist Scott to complete the additional two years for service retirement. John suggested Scott fulfill the annual minimum requirement of 30 hours to complete the additional two years required for retirement. Trustee Clapp informed the board John was called as a primary investigator at a fatal fire in Pablo. Fire Chief Fairchild was recently elected chair to the State Board of Arson Investigation. The board congratulated John. Recently Finley Point Fire Chief Chris Ricciardi commented the department is appreciative for the administrative vehicle Polson City and Rural donated to Finley Point Fire. Chris also reported response time has been reduced with use of the vehicle. Engine #318 had a malfunction that cannot be pinpointed. At this point, it is not productive to contact Fire Apparatus (Sean Garner) since the problem has not reoccurred. An additional certified fire engine service representative may be available in the area. John will check his credential and report back to the board.

Old Business:

UPDATE ON FAIRGROUNDS FIRE STATION & EQUIPMENT - Chairperson Meslin reported the building is completely enclosed and has been inspected by City Building Inspector Ron Melvin. Phase II has been completed and contractor Paul Iverson received the second payment of \$60,000. Interior walls framed and VCI beams are installed for the mezzanine. The building committee and chief met with the electrician and electrical work is in progress. To complete Phase III sheetrock will be installed along with cabinets, electrical and plumbing will be completed and inspected, and the boiler will be installed and inspected. During the September meeting, Trustee Nelson suggested the board write a thank you letter to the Lake County Commissioners for the fill at the site. At the recommendation of the contractor the letter was delayed. Alison personally thanked the commissioners and a letter will be sent in October. Additional fill has been added and compacted for the county wings on the building. The electrician will provide a quote for the exhaust fan for the bay area. Fire Chief Fairchild reported the project is looking good. Although he has a concern with several cracks in the cement floor. and some of the ceiling insulation is coming loose. Chairperson Meslin referred to Ron's inspection and approval on Phase II building inspection conducted by city of Polson building department: concrete footings with rebar, insulated concrete foundation with rebar, radiant heat rebar and slab, slab on grade, building erection, garage door installation. John and Alison will contact the contractor with the concerns.

UPDATE ON POLSON CITY WATER AND IMPACT FEES - Lake County Commissions are waiting to hear from the city regarding the impact fee charges for the county's building wings on the fairgrounds station. The city made an oral commitment the fairgrounds station will access a two-inch water service line and be charged for a 3/4-inch water service line. Also the monthly water rate charge will be for a 3/4-inch service. The city impact fee committee will meet in November to review the Polson Rural Fire District's request for an adjustment to the impact fee charges. Two different impact fee quotes were provided at various times for a 3/4-inch line.

UPDATE ON FEMA GRANT APPLICATION FOR RECRUITMENT AND RETENTION - Trustee Clapp reported the grant application for recruitment and retention is not open. The fire truck grant application is being processed. The applicants will be advised in the fall.

REVIEW RURAL FIRE CHIEF'S JOB DESCRIPTION AND REVIEW PROCEEDURE - Tabled to November meeting.

UPDATE ON FIRE DEPARTMENT'S & COMPANY'S REPRESENTATION AT BOARD MEETINGS PROPER PROCEDURES FOR BRINGING CONCERNS TO BOARD - Trustee Manley suggested the procedures written into the Rural Fire District Guidelines.

COMMITTEE UPDATE TO REVIEW RECRUITMENT AND EQUIPMENT NEEDS FOR FAIRGROUNDS FIRE STATION - A mailing list was compiled of residents who live north of the bridge including Jette Lake. Trustee Laisy and Meslin drafted a letter encouraging residents to step forward and inquire about the department; then perhaps become a volunteer. The letter was sent by bulk mail to 390 residents at a cost of \$177.00. Trustee Clapp questioned if the Regatta Road Station is primary to service residents north of the bridge. The committee assumed the volunteers are part of the fire department servicing Polson city and rural. The first response team for recruitment to the station on Regatta Road would involve fire personnel in the immediate area north of the bridge; while the personnel is also part of the rural and city department. The residents north of the bridge is the first resource. Trustee Clapp concluded the rural will also maintain a response from the city station. Fire Chief Fairchild expressed he would have liked to review the letter prior to mailing. Chairperson Meslin indicated the intent of the letter is a first step to contact the residents in the area interested in fire service and provide initial basic orientation. The residents in the area are excited about the new station and hopefully will step forward to provide protection to the immediate area. The chief will be involved following the initial orientation to review applications followed by a complete orientation. In conclusion new firefighters are needed for the new fire station, the fire chief will review the applications for approval and additionally the board will approve the volunteers for membership. Trustee Manley indicated it was a miscommunication with no intent to exclude the fire chief in the process. A resident south of the bridge questioned the board's plans to locate a rural station south of the bridge. Chairperson Meslin indicated a station is currently not part of the long range plan. Although from her perspective she would like to locate stations within five miles of all residents. The area north of the bridge is growing and additional space is needed to house equipment and vehicles. Trustee Manley indicated an interlocal agreement exists for the purpose of responding to fires by rural and city personnel allowing the department to operate as one joint unit under one fire chief. Residents are provided fire service by both the rural and city departments. Therefore the city has a responsibility under the interlocal agreement.

New Business:

PASS RESOLUTION TO ALLOW CLERK TO REQUEST DRAWS

FOR PAYMENTS ON NEW FIRE STATION - A resolution is not necessary to draw funds. The first draw was processed by the bank. For continuity all draws will be processed by the bank. The construction in a phase will be inspected and approved. When all inspections within a phase are approved, the bank is authorized to make payments to the contractor.

DISCUSS PLAN TO LOOK AT FUTURE TRUCK REPLACEMENT - Trustee Clapp reported the rural has two brush trucks to protect 200 square miles in the district. The department currently has #323 a 1982 Chevy 1 ton, and #314 a 1994 Chevy. Engine #328 a 1987 structural engine has issues looming. The cost to replace the structural engine is \$300,000 to \$400,000. Chairperson Meslin noted the current voted truck levy sunsets in 2013. In 2013, the board can approach the residents to pass a new voted levy. Next year another federal grant will be available. Currently unanticipated revenue not needed for operations is deposited in the capital reserve fund for future capital purchases. For many years the district operated on a limited annual budget of approximately 4 mills. Fire Chief Fairchild will prepare a replacement schedule for the November meeting. In the very near future, the board should consider a new chassis for atype 6 wildland unit. Unit numbers 314 and 323 should be replaced as soon as possible. Another substation will also be considered in the long range plan.

PUBLIC INPUT ON NON AGENDA ITEMS – None.

Motion Trustee Clapp to adjourn, second Trustee Manley. Motion carried unanimously.

Meeting adjourned 8:30 p.m.

Alison W. Meslin Chairperson

Jack Clapp Secretary-Treasurer