**West Valley Fire Rescue**

**Regular Meeting of Trustees**

**October 5, 2023**

**Members Present:** Jim Dusenberry, Marc Boutilier, Stuart Fuller, Greg Archie, David Clague

**Absent:**

**Others:** Frank Dahlquist, Connor Davidson, Dave Quick, Paul Nicholson, Autum Merzlak, Lisa Bush.

**Called to order**: 7:03 pm

**Previous Minutes:** The September 2023 meeting minutes were read and approved with correction regarding Dave Quick attendance.

**Communications**:

* Invoice from Montana Fire Trustees Association dues for $500. Discussed continuing to pay the fees.
* Communication from L&C County regarding submittal of board minutes. Apparently, there is missing minutes at the County and we need submit them. Dave will print out the missing minutes and Stuart will sign.

**Public Comment – not on agenda**: N/A

**Financial Discussion:**

* Discussed bills and budget.

**Motion to pay bills**:

* Motion to approve checks #20940 to #20969 and online payments for $60,733.89 for September by Stuart and seconded by Greg. Motion passed on voice vote.

**Recruitment & Retention committee:**

* Frank reported on recruitment and new rookie class. We had 30 applicants via various sources including “make me a firefighter”. 9 of the 30 completed the on-boarding process and are in the new rookie class.
  + Six of the 30 were sourced from Facebook ads.
  + Five were contacts via events
  + Seven called directly
  + A large number were via the “Make me a firefighter”.
  + Of the nine people, 4 were word of mouth, 3 were social media, and the others were the banners put up.

**Trustee and Staff Reports:** N/A

**Assistant Chief:**

* <See Ops/Training Report>
* Discussed various calls on the report.
* Station #1 landscaping project is on-going.
* Badge have arrived.
* Annual pump testing has completed and all the trucks have passed.

**Chief/Administrator Report:** N/A

* Discussed insurance deductible on the accident caused by the other party who was uninsured.
* Discussed the progress in reviewing new fire reporting system (First Due). Frank and Dave have been reviewing the system with East Valley and the City. First Due would replace Active 911 plus a couple of other systems. The 1st year cost with implementation is $14K and annual cost would be $11K. Frank is looking at other similar systems.
* Discuss Fire Council and automatic aid agreement and mutual aid training.
  + Frank asked for support for the VFIS driver training. There is a class coming up next month for train the trainers. The training will be support by Mike Anderson at the Rocky MT training center.
  + Discussed water supply SOG for the rural departments for subdivision review. The draft is at the County for planning and legal review.
  + Rural Fire Council is working on updating their by-laws.
  + Rural Fire is going to supply rehab supplies to departments as part of a fund raiser.
* Discussed Costco grant for $50. Frank is looking at either gloves or winter ice spikes.
* Discussed DNRC / Federal rural capacity grant that we received for replace wildland PPE.

**New Business:**

* **Motion:** To pay the annual dues of $500 for the MT Fire Trustees Association. Motion made by Greg and seconded by Dave Clague. Motion passed on voice vote.
* Discussed wage adjustment policy with the updated revision from last meeting.
* Discussed annual leave policy with the updated language in 13.1.
  + **Motion:** To approve Annual Vacation Leave Policy 322.01 as presented with a minor edit of place/placed in 13.1. Made by Greg and seconded by Dave. Motion passed on voice vote.
* **Motion:** To approve the Sick Leave Policy 322.03 as presented. Made by Greg and seconded by Stuart. Motion passed on voice vote.
* **Motion:** To approve the Holiday Leave Policy 322.02 as presented. Made by Stuart and seconded by Greg. Motion passed on voice vote.

The business meeting adjourned at 8:28 pm.

**Submitted**

Stuart Fuller – Secretary