**West Valley Fire Rescue**

**Regular Meeting of Trustees**

**September 7, 2023**

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

**Absent:** David Clague

**Others:** Frank Dahlquist, Connor Davidson, Tim Dusenberry

**Called to order**: 7:04 pm

**Previous Minutes:** The August 2023 meeting minutes were read and approved with a correction to note Dave Quick’s attendance.

**Communications**:

* $55 donation from Amherst Congregational Church in memorial of Dave Maser.
* $600 donation and thank you from family of Dave Maser.

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

**Financial Discussion:**

* Discussed recommendation regarding processing donations. Money should go through the county and then can be allocated to a budget line item. Discussed other issues around debit cards and credit cards.
* Dave reported that Christy hopes that the auditor will be done at the end of the month.
* Discussed bill for the auto accident. Frank will talk with VFIS regarding the $3,000 deductible for that accident since the Fire Department was not at fault.

**Motion to pay bills**:

* Motion to approve checks #20911 to #20939 and online payments for $75,168.34 for July by Jim and seconded by Greg. Motion passed on voice vote.

**Recruitment & Retention committee:**

* The recruitment drive had generated incredible results with 28 candidates signing up. There is a group of potential recruits with existing medical qualification that Frank is looking at a potential method to fast track them to be able to respond.
* Frank discussed the other recruiting efforts including posts and advertising on social media.
* We lost a member who is moving to Florida for an educational opportunity.

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

**Assistant Chief:**

* <See Ops/Training Report>
* Discussed call report and mutual aid calls.
* Hose testing has been completed
* The badges have been ordered
* The lockers have arrived.
* Albertson’s on North Montana will be having 9/11 event on 9/10. Lots of vehicles, various government agencies, food trucks, and vendors.
* Cranking up for Fire Prevention month in October.

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

* Reported on landscaping at Station #1 and discussed options for the problem area on the east side of the stations. Frank was able to get some gravel and rocks donated including fabric. Frank will also work on updating the sprinkler system.
* Frank reported that we got the check from Town Pump for the grant sorted. The boots have arrived.
* Frank reported that we also got branded shirts and sweatshirts.
* Frank is also working on hats and t-shirts.
* There is one outstanding grant is one of the DNRC grants for wildland PPE.
* Driver’s training is complete for the new members.
* Frank had a meeting with the ISO rep for suggestion to improve our score. Discussed potential auto-aid agreement with Helena and other agencies to help improve the score and help homeowners with insurance ratings.
* Frank is working on replacing our reporting system. Helena & Tri-Lakes have switched to First-Due that integrates with Active 911.
* Discussed member pictures and dress uniforms. Frank is working with two vendors and is getting 10 free trial sets.

**New Business:**

* Discussed update to the Annual Leave Policy in the FMLA section. The annual leave policy mirrors the DNRC / State policy.
* Discussed Sick Leave Policy which also mirrors the DNRC / State’s sick leave policy.
* Discussed Executive Officer Wage Adjustments policy. Revisited the COL annual adjustments.
  + **Motion:** To amend the policy under procedures to state “The board will review the amount of cost living wage adjustment annually”. Motion made by Stuart and seconded by Greg. Motion passed on voice vote.
  + **Motion:** To approve Executive Officer Wage Adjustment policy #130.01. Made by Stuart and seconded by Greg. Motion passed on voice vote.
* Discussed the Annual Leave / Sick Leave policy. Will push voting on the policies until next meeting.

The business meeting adjourned at 9:04 pm.

**Submitted**

Stuart Fuller – Secretary