

Special Board Meeting

September 06, 2016

Barry Cole called the special meeting of the Deer Mountain Fire Protection District to order at 0900 hours at the Deer Mountain Community Center.

Present were Barry Cole, Gerry Hoover, Karen McKee, Darin Anderson, and Mike González, and Chief Watts.

The purpose of this meeting was to address the following items:

- 1) EMS mailer and EMS donations:
Donations from the EMS mailer will go into the District account but will be designated for EMS purposes only – to help cover payroll and EMS expenses. Steve and Jay are working on the mailer and it will be brought to the board for approval. We will determine mailing list at a later date.
- 2) EMS Class & Book Payment: The board previously approved paying for EMS class for Bob Bryan. Bob was approved for the Strive grant and has signed a contract with the district. He is now attending class at PCC. Karen Motioned to pay Bob's Tuition of \$2462.00 and books expenses of \$137.95. Mike second the motion. Motion passes.
- 3) EMS Account reimbursement: The EMS checking 9,44?? Was taken from the EMS account to get payroll started. Darin makes a motion that the District moves the funds back into the EMS account that were depleted for payroll. After Discussion Darin retracted this motion. Due to that fact that these are all District funds and Joe feels there is no need to have this level of funds in this checking account for his use. Darin motions to fund the EMS account to a level of \$2,000.00 so to not incur minimum balance finance charges. Barry second. Motion passes.
- 4) Consolidation of EMS & Fire Chief positions and compensation:
Per our attorney's recommendation Joe should not be paid for EMS shifts and be a volunteer Fire and EMS Chief. She recommends that Joe is either employed or a volunteer not a combination of the two. Barry has had numerous conversations with other fire personnel while out on nat'l fires to learn how they run their Stations and Districts. It has been learned that typically there is one Chief for both fire and EMS. We can utilize the funds that we would be paying Joe to take shifts to put towards hiring Joe in a salary/exempt position.
Darin motions to combine the Fire and EMS chief's positions into one position and pay the chief and annual salary of 19450.00 to be paid monthly beginning with September, 2016. Mike second. Motion passes unanimously.
We will ask attorney on our call at 10:00 am if there are any overtime restrictions for this position.
10:00 am call with attorney Kathryn Winn: We informed Kathryn of our decision to combine the chief's position into one position with an annual salary. Explained that the salary was determined by \$9.35/hour for 40 hours/per week for 52 weeks per year. Kathryn indicated that the fire chief's position is an exempt position and if the chief's salary is under a certain annual salary we must pay overtime (1.5 times the hourly equivalent of the salary). This salary limit was approximately \$26,000 and is changing to \$40,000. Kathryn recommends coming up with a job description and employment agreement. The Board agrees to do this and Kathryn will send us a template.
- 5) Treasurer compensation:
Darin proposes compensating for tasks that are not typical Treasurer duties, being done by Karen such as run tracking.

Darin motions to establish a new contracted position called run data entry and validation to be paid at the rate of \$7.00 per run. Gerry second. Discussion followed about the amount time Karen puts in on district related duties and the wide variety of tasks done by Karen outside of the scope of Treasurer. It was noted that the bookkeeper position has been paid the same rate since 2012.

Darin retracts his prior motion.

Darin motions to expand the bookkeeper's duties, to revise the bookkeeper's contract and to increase the bookkeeper's base pay to \$500.00/month. Gerry seconds. Barry and Karen abstain. Motion carries.

- 6) 2016 and 2017 Budget Workshop: Budget workshop commenced at 10:15 continued until a emergency tone-out came in at 11:30. Workshop resumed again at approximately 2:15 until 5pm. It was a productive session and Karen will send out the results of the session for everyone to review.