



**HAMILTON RURAL FIRE DISTRICT**  
**BOARD OF TRUSTEES MONTHLY MEETING**  
**Date: November 13<sup>th</sup> Meeting Minutes**

**1. CALL TO ORDER**

- a. Chairman Suenram called the meeting to order at 5:30 pm

**2. ROLL CALL (X-PRESENT, A-ABSENT, E-EXCUSED)**

- X Vice-Chair Adams  
 X Secretary/Treasurer Brady  
 X Trustee Campbell  
 X Trustee Huus  
 X Chair Suenram

**Guests present include Assistant Chief Tony Sisson, Interim Chief Tyson Woods, Mayor Farrenkopf**

**3. Public Comment (for items not on the agenda)** – A fundamental element of democracy is the right of citizens to address their elected representatives, therefore any citizen may provide written or verbal public comments during this time that are within the subject matter jurisdiction of the Board of Trustees. No Board action or discussion shall be taken on public comment and comments shall be limited to three (3) minutes per person.

- a. Mayor Farrenkopf stated that Interim Chief Woods gave a report of fire calls recently to the City Council. He also expressed his gratification for the firefighters and indicated he is thankful for all they do and appreciates the use of Station 1 for their meetings.

**4. CONSENT ITEMS:** Consent items are non-controversial and can be acted upon at one time without discussion. **Any member of the Board may pull any consent item for discussion and separate action.**

- a. Approval of AGENDA  
b. Approval of the MINUTES from October 9th– a regular scheduled meeting  
c. Approval of warrants and financial report for September/October

**Trustee Brady made a motion to approve agenda, minutes and warrants from October 9th. Trustee Adams seconded the motion. Motion was approved.**

Charter Spectrum	Internet	\$ 104.94
Century Link	Phone	\$130.51
Ravalli Electric	Utilities	\$148.46
Northwestern Energy	Utilities- Charlos & Skalkaho (bills available on 10th)	\$314.56
Visa	Microsoft, board meal & lodging	\$723.68
Stacy Oren	Cleaning – Skalkaho & Charlos	\$150.00
Ronda Taggart	Admin Bookkeeping	\$673.75
Sula Peak Repair & Lawn	Mowing & spraying weeds – Charlos & Skalkaho	\$1000.00
Carquest	7122, 7103, supplies	\$475.04
Eckert's Patriot Pumpers	Charlos septic pump	\$700.00
Curtis	Annual service Hurst hydraulic	\$1465.00
Bruce Suenram	Reimbursement – travel/meals expenses to NAEFO conference	\$960.06
Zach Campbell	Reimbursement – travel/meals expenses MFTA	\$ 204.03
Ravalli County	Repeater Lease – TBD Delayed until invoice received per Trustee Brady	\$0
MT Truck Works	7113	\$1128.92
Evans' Ace	supplies	\$117.94
Custom Built Heating & Air	(2) Rinnai Water Heaters	\$12,872.00
Front line Mobile Health	½ Fire fighters annual physicals (30)	\$18,000
Kenneth Allen	Reimbursement for fuel – delivery of 7311 to Kalispell for repairs	\$77.56

**5. CORRESPONDENCE AND COMMUNICATIONS**

- a. Request to use Station 3 – fire wives – all agreed to allow that
- b. Elks – Grant Application due by Dec 31<sup>st</sup> – will think about what may be needed
- c. Ravalli county planning board Survey – Chairman Suenram will respond
- d. Notice of conditional policy renewal from FVIS
- e. Positive Pay from County in the works, Dan Whitesitt will be in touch
- f. Skid steer policy usage (fire apparatus use); Trustee Campbell will finalize the document / policy

**6. TRUSTEES REPORTS**

- a. Hot water heaters are installed
- b. Trailer is in Missoula, needs to be picked up

**7. VOLUNTEER FIRE ASSOCIATION REPORT - none**

**8. FIRE CHIEF'S REPORT**

- a. **Chief's Report** – Interim Chief Woods & Assistant Chief Sisson; reviewed calls, etc. Reported 312 calls at the end of October, getting a lot of mis-pages currently, EMS calls are up, fire reports are caught up, captains can now do reports; points updated, percentage is up, community support is good; physicals are complete
- b. **Assistant Chief Sission** – Gave updated reports on hose reel, 7113 and 7311. He presented quotes for a rebuilt motor/frame vs full engine replacement on 7311. After discussion, Trustee Brady made a motion to replace the full engine on 7311 with a new one. The motion was seconded by Trustee Adams. Motion was approved.

**9. DISCUSSION AND DECISION**

**10. DISCUSSION ON**

- a. **New Fire Chief** – Chairman Suenram; Mayor Farrenkopf has been in contact with Interim Chief Woods and Assistant Chief Sisson, and there will be a meeting soon with Chairman Suenram and Trustee Adam to discuss the position. There was brief discussion on input for the meeting and what will be discussed going forward as it relates to job description, salary and selection committee.

**11. UPDATE ON:**

- a. **Tax Roll Audit** – Trustee Brady; nothing new
- b. **Increased Credit Card Limit** – Trustee Brady; nothing new

- c. **New Fire Station Location & ISO Audit** – Trustee Brady; Skip still playing catch up from a storm, still looking to come out soon
- d. **Bid / Building Sketch for Storage Building** – Trustee Adams; reviewed bid from Trustee Adams; need to get a formal bid package; Trustee Adams & Huus will work on this project
- e. **Roster** – Chairman Suenram
  - 1. Kate's List
  - 2. VFCA Handbook
  - 3. Draft Interim Fire Chief Position Description
  - 4. Draft Firefighter Description
- f. **Board Packet / Agenda** – Chairman Suenram; discussed the edits Chairman Suenram was going to make, he will edit the time frame for closing end of business day the Friday before meeting
- g. **dot gov Domain Name** – Chairman Suenram; nothing new

**12. ANNOUNCEMENTS:**

**13. NEXT MEETING:** The next scheduled meeting will be on December 11th at 5:30 pm at the Skalkaho Station

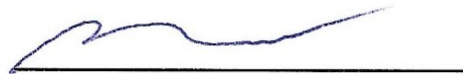
**14. ADJOURNED**

Meeting adjourned at 6:42 pm

**Approved by:**



**Board Chairman**



**Secretary/Treasurer**