

MINUTES 10/18/22
Whitefish Fire Service Area Trustees Meeting
Fire Station #22

Call to Order: 6:00pm

Attendance

- Trustees: Molly Miller, George Losleben, Ed McGrew, Tom Moran, Dave Kauffman all present
- Guests: Joe Perry, John Van Denburgh

Public Comment: John encouraged the Trustees to work toward getting GIS data in usable communications form

Approval of [9/20/22 Minutes](#)

- Minutes approved

Treasurer's Report

- 2022 Budget Adoption resolution
 - Trustees determined the 2023 budget was correct
 - Budget Adoption resolution signed
 - Mailed to the County October 22
- Checks:
 - #2972, Local Gvmt Svcs, \$110.00
 - #2973, NWE, \$32.70
 - #2974, Big Drift, \$500 (monthly service)
 - #2975, Big Drift, \$415 (reimbursement for newspaper ads)
 - #2976, Molly Miller, \$500 (reimbursement for MFTA annual dues)
 - #2977, FEC, \$127.00
 - #2978, Ben Forman, lawncare, \$500
 - #2979, Molly Miller, \$209.36 (room for MFTA conference)
 - #2980, Molly Miller, \$195 (MFTA registration reimbursement)
- Using outside accountant
 - Trustees unanimously agreed to outsource bookkeeping/accounting
 - On wait list for Elevated
- Finance Committee
 - Trustees suggest Dennis Oliver as potential member

Montana Fire Trustees Conference

- Overview of conference
 - Presentations at <https://www.montanafiretrustees.org/conference>
- Key information:
 - Owner's Construction Representative

- Graduated fee schedule
- Fire Authority bill and MFTA
- Working with County Commissioners

Station 22 Residential Station Design

- RFP for Construction Representative, Station 22
 - Discussed timing of RFP
 - Don't need consultant until we have a project
 - Discussed alternative strategies
 - Do we want to advertise locally, statewide, nationally?
 - Molly to check with MFTA for recommendations
- Chief Page's Firehall Wish List and other requests
 - Postponed until November meeting
 - Discussed steps we need to complete to move forward
- Station 22 Logistics Committee
 - Molly will make outreach to a few candidates

Procedures and Guidelines for Evaluating the RFP/RFQ (per MCA § 18-8-204)

- After discussion, the WFSA decided to select finalists considered most qualified to provide the services required for the proposed project using the following criteria and weighted scoring:

(i) The qualifications of professional personnel to be assigned to the project:

25 Percent

(ii) Demonstrated capability to meet time and project budget requirements on previous projects:

25 Percent

(iii) Location:

10 Percent

(iv) Present and projected workloads

10 Percent

(v) Related experience on recent, similar projects; provide recent contact info for 3:

30 Percent

- Will add the criteria to the website

CMU Project

- Results from Beta test
 - Inconclusive so far
 - Project running behind; working on financial aspects

Fire Authority Legislation

- Ed to schedule a meeting with Regier and Fern before November trustees meeting

Outreach Committee

- WFSA website revamp in 2023
 - Will highlight Station 22 Building Project
 - One goal is to have online Treasurer's reports and project budgets
- PR outsourcing
 - Presentation to introduce WFSA and our goals to the public, County Commissioners, etc.
 - MFTA recommendations: 5 communications "touches" before fee increase

Bylaws

- Proposed [revisions](#)
- Trustees will sign at November meeting

Grants

- Community Wildfire Defense Grant
 - Part of Infrastructure, Investment, and Jobs Act
 - Won't cover building construction
 - Could be used for equipment and PPE in future years
- Fire Station Construction Act, co-sponsored by Tester
 - Depends on November election results

Administrative Business

- VFIS Renewal
 - Due 12/18/22; George to send check
- County website <https://flathead.mt.gov/department-directory/oes/fireservice>
 - Now updated
- Presentation monitor
 - Hisense 55" Class - A65H Series - 4K UHD LED LCD TV | Costco
 - <https://www.costco.com/hisense-55%22-class---a65h-series---4k-uhd-led-lcd-tv.product.100989146.html>
 - Tom to purchase and install before November meeting
- Internet access via Jetpack
 - Hold off until 2023
- Electronic stationery
 - Still in process

Adjourn: 7:55pm