

AGENDA 7/19/22
Whitefish Fire Service Area Trustees Meeting
Fire Station #22

Call to Order: 6:00 pm

Attendance

- Trustees
- Guests

Public Comment

Approval of [6/21/22 Minutes](#)

Treasurer's Report

- Bills paid
- Current fund balances:
 - Working Fund
 - Capital Improvement Fund
- Bid solicitation & invoice policy
 - Set a threshold/requirement (usually a dollar amount) for when we must solicit bids, and define the number of bids we need to solicit (three is commonplace).
 - Make it mandatory that we have an invoice in hand before paying any bills.
- Fiscal 2023 Budget
 - Tentative budget due 7/23

Project Updates

- Next steps on 3-year plan and priority action items identified from Steering Committee recommendations (see 6/21/22 minutes above)
- CMU study:
 - Proposed policy
inputs: <https://docs.google.com/document/d/1YoKuzJ6Mj3BLHy3m31bUs86PSAH5wxUAXRsWhhBoQp4/edit>
 - CMU Study Clients are expected to send one representative to the kickoff in Pittsburgh on Friday, Aug. 16. Discuss WFSA reimbursing for travel expenses.
 - WFSA Project Statement
- Update on bids/contractors for Station 22 roof

Montarise Village development and annexation process

- What is the WFSA position on fire protection funding or set-asides for large developments going forward?

Executive Leadership

- Trustee introductions and backgrounds
 - What are the backgrounds, relevant strengths of each trustee?
- Trustee roles and responsibilities (see [2021_Bylaws.pdf](#))

Officer Elections

Proposed Committees

- See [Exhibit A](#)
- Board Vote Required to establish.

Fire Authority Process

Administrative Business

- Costco Chromebook sale thru July 24
<https://www.costco.com/hp-14%22-chromebook-bundle---intel-celeron---1080p---bonus-sleeve-%2526-wireless-mouse.product.100853396.html>
 - Technology Budget per Trustee, property of WFSA
- Montana Fire Trustee's Association Conference, Sept 30th, Copper King Hotel, Butte. Opportunity to gain knowledge from other Fire Service Area Trustees across the state.
 - Hotel Friday Sept. 30-Sunday Oct. 2: approx. \$207.44 at group rate provided.
 - Fuel reimbursement: Federal rate is \$0.625/mile. Estimated \$157
 - Meals allowance: \$78/dayx2 days (this is the US GSA Meals & Incidentals daily rate for Montana, one full day and two half travel days)
 - Estimated total: \$520.44
- Dealing with WFSA website solicitations
 - Boilerplate response
- Discuss hiring a property manager to oversee contractors and conduct Station 22 upkeep and maintenance.
 - That Guys Lawn Service charging \$150 x 2/month for mowing.
- Short-term rental and zone change requests in the WFSA - Chief Page is cc'ed, and they are being mailed to Mark Carlson. Need to get all WFSA official business mailed or delivered to one address. Do we want Chief Page to continue handling these? What else do we need to change delivery/email address for?
 - Annual GIS Audits

August Agenda

- Trustee assignments

Adjournment