

**Mayer Fire Board**  
**Special Meeting Minutes**  
**September 3, 2015 2:00 PM**  
**Mayer Fire Administration Office**

**1**     ***Call to order.***

Chairman Coe called the meeting to order at 2:04 P.M.

**2**     ***Pledge of allegiance.***

**3**     ***Roll Call of members.***

Present were Chairman Coe, Clerk Dodge and Member Wesolowski. Member Ashton was not present.

**4**     ***Call to the public.*** (The Fire Board can only respond to items on the Agenda. Comments limited to two minutes each.)  
There was no public comment.

**5**     ***Update on coverage for trucks we send out on Wildland fires.***

Chief McGhee said we have a Type 6 in Montana (2 full timers and 1 reserve). The Water Tender has returned. Clerk Dodge said twenty-five percent of our full time staff are now out of District and said he thought we should be careful right now sending trucks out of District as we are down a chief officer, down a captain and a firefighter that is injured and that our priority has got to be one hundred percent coverage in the District. There was discussion. **Clerk Dodge made a motion that we temporarily restrict the number of apparatus that go out of District on a Wildland assignment to one without approval from the Board Chairman. (no second) Motion failed.**

Chief McGhee said he would work with Chairman Coe before he sends another truck out and will discuss with the Board Chair to make the decision together.

**6**     ***Services of/ for Fire Board Members.***

Chairman Coe had this put on because it used to be that the Fire District had a resolution that allowed that Fire Board members could give services or products if it was voted on a resolution for up to a thousand dollars a year. He said the reason is he wanted to help with the dispatch. He said this would have to take place before he could do that. Chairman Coe said he will ask the District's attorney about (doing the resolution and helping with dispatch). He wanted to make sure it was legal. **Item tabled.** There was discussion.

**7**     ***Revision to Nationwide Retirement plan regarding loans.***

Suzanne said this was about documents that Nationwide sent. **Member Wesolowski made a motion that we accept the Nationwide documents as written and the procedures.** Clerk Dodge seconded. There was discussion. The vote was Aye – three; No – zero. **Motion carried.**

**8**     ***Bank of the West accounts;***

**a. Remove Glenn Brown as signer on all Bank of the West accounts and add Michael McGhee and a Board Member as signers on all Bank of the West accounts retroactive to July 28, 2015.**

Member Wesolowski made a motion that we accept to remove Glenn Brown as signer on all Bank of the West accounts and add Michael McGhee and a Board Member as signers on all Bank of the West accounts retroactive to July 28, 2015. Clerk Dodge seconded. There was discussion. The vote was Aye – three; No – zero. Clerk Dodge made a motion that Paul Coe is the Board member signer on the account. Member Wesolowski seconded. The vote was Aye – three; No – zero. **Motion carried.**

It was suggested to put a requirement for two signers on the Bank of the West accounts on the next regular agenda so it could be discussed.

**b. Close department credit cards for Glenn Brown and Richard LaRue.**

Clerk Dodge asked who currently had credit cards in their name. Chief McGhee said, Tom Haney, Jason LaGreca, Dan Wilson, Brian Simington, Michael McGhee and Suzanne Owen. He explained this was designed for engine bosses to have credit cards for Wildland. There was discussion. It was suggested that the Wildland coordinator,

Tom Haney, bring suggestions back to the Board concerning the use of credit cards on Wildland assignments. Clerk Dodge made a motion that we insure that any credit cards issued to Glenn Brown are cancelled and that goes retroactive to the day that he was terminated. Member Wesolowski seconded.

The vote was Aye – three; No – zero. **Motion carried.**

**No action taken for Richard LaRue's credit card.**

***c. Letter to Bank of the West regarding 8a and 8b.***

Clerk Dodge made a motion that we submit the letter as amended under b to only include card for Glenn Brown and that we add Chairman Paul Coe as the Board member signer. Member Wesolowski seconded.

The vote was Aye – three; No – zero. **Motion carried.**

**9 *Engagement Letter from H & S Accounting for pre-audit services at a cost of \$2,500-\$3,000.***

Suzanne asked everyone to look at the letter from Pat Walker. Clerk Dodge made a motion that we accept the engagement letter from H & S Accounting for our pre-audit services not to exceed \$3000. Member Wesolowski seconded. The vote was Aye – three; No – zero. **Motion carried.**

**10 *Authorization to have a laptop and desktop computer analyzed.***

Chairman Coe said he put this on the agenda to have the desktop and laptop of the former fire chief analyzed. There was discussion. Chairman Coe said the laptop was wiped clean and someone was trying to obscure what was on the computer. The hard drive might have been replaced but (the computer analyst) will be able to tell. Clerk Dodge said we already have a stolen property report and if it is possibly criminal we can have it done through a law enforcement forensic lab. Clerk Dodge asked if a report was made about the laptop computer missing the hard drive and information. Suzanne said we (Jason LaGreca, Ken Spendley and Michael McGhee) will write up and document the missing items and information. Clerk Dodge suggested including who were the ones that received the computer, where it was stored, who had access to it while it was stored, who were the ones that opened it up and looked at it, who was there, what they saw, what they did and what their background is to be able to do that.

**11 *Future Agenda items.***

It was suggested to put a requirement for two signers on the Bank of the West accounts on the next regular agenda so it could be discussed.

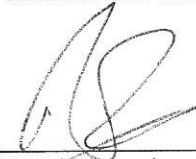
Clerk Dodge said we discussed the IGA with ADOT and doing maintenance service and readdressing that (as a possibility) as they are now saying they won't do maintenance.

**12 *Future meeting dates.***

Next regular meeting September 16, 2015 at 6:00 P.M.

**13 *Adjournment.***

Chairman Coe called the meeting adjourned at 3:17 P.M.

  
\_\_\_\_\_  
Clerk Dodge

10/20/15  
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Date