



Fire Department

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EMERGENCY MEDICAL SERVICES BOARD MEETING AGENDA

April 26, 2022

Location: Zoom

11:00 AM – 12:00 PM

Agenda

01:50 Call to Order

02:05 Roll Call - attached

03:01 Public Comment on matters within the EMSB jurisdiction not on the agenda – N/A

Consent Items

03:20 03/16/22 Meeting minutes

- Motion to accept by Mr. Gallagher, second by Mr. Sammons.
- No discussion, motion carried by unanimous vote.

Scheduled Matters

04:25 Presentation of bylaw draft update by County Attorney representative, Nicho Hash Article III, Section 2 – annual meeting to elect a Chairperson of the Board. If desired, the Board could decide in the by-laws to have the City Fire Chief be the permanent Chairperson. This option would mean there would be no election for Chairperson. Under the current bylaws, the City Fire Chief is already the board' representative for administering the EMS agreement.

- Dutton - would prefer an election process to avoid discord in the future.
- Campbell – an assignment would be considered a stability factor more than a power position. Since this is only an annual event, it could be difficult to learn the process and remember it all.
- Nash – Motion language would be that the City of Helena Fire Chief will serve as the permanent Chairperson of the Board and continue to be the acting representative for administering the Emergency Services Agreement. There will be an annual election for Vice Chairperson.
- Gallagher – likes the idea of having the continuity of a person with an interest and historic knowledge of processes.
- Dave Sammons motioned to make the Helena Fire Chief the permanent Chairperson for this Board. 2nd – Gallagher.
 - Dutton – agrees that this makes sense.
 - Campbell – reiterated that it will create better continuity through FC progression as well.
 - Motion carried by unanimous vote.



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17:30 Article III, Section 10 – Minutes

Option 1 – Standard minutes logged by administrative personnel and filed appropriately.

Option 2 - Montana law allows for approval of recorded minutes. Timestamps are required.

- Gallagher – would like the custodian of minutes to be included in the bylaws as well. Feels it should be the Chairperson’s responsibility. Clerical staff may keep it or may be kept with City Clerk’s Office in electronic storage tool.
- Leo Gallagher motioned to have an audio recording as the designated official record for these meetings and the City Clerk shall keep a record of those minutes. 2nd – Tim Burton.
 - Motion carried by unanimous vote

24:58 Article IV, Section 2 – Order of Business

- #2 is negated by Section 10 discussion
- #3 needs to be included either at the beginning or end of each meeting.
 - Campbell noted that this was arbitrarily chosen at the beginning but easily can be changed. It was agreed that it needs to be included in the Order of Business and will remain at the beginning.

27:05 Article V - Officers

- Will make those acknowledgements based on prior vote for chairperson.

27:44 Article III, Section 1 will be clarified to include the ability to have telephonic or electronic meetings.

- Dutton – SSD board meetings are now handled by LCCSO.
 - Historically the Police Chief kept them, but Mr. Burton believes this new system with the City Clerk’s office will be the best location.

31:20 Campbell – Seeing no further discussion on the bylaws, a final draft of the proposed bylaw changes will be sent out to the Board via email.

31:39 Webster, for Sammons, requests member list be modified to reflect “Rural Fire Council President” rather than a representative to also maintain continuity thru a designated position within their organization.

32:32 Elections – the Vice Chair position needs to be filled.

- Dutton nominated Sammons, 2nd by Gallagher
 - Nomination carried by unanimous vote.

33:12 Campbell would like to include a public comment opportunity at the end of this meeting to allow comment on the EMS report by Mr. Webster that was a late addition to agenda

34:09 Screen share started and Ambulance Board report for 2021 presented.

34:28 State of the Department

- 3 stations; Main, East and North. All maintain 24-hour response.
- Current fleet – 1 new 450 chassis apparatus, 2 reserve apparatus.
- Current staff – 55 includes Manager and Director



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39:53 Community Paramedicine program is in year 2. Pleasantly surprised by the success and positive response of the program.

45:00 Board report and response time data.

52:30 Questions or comments for Mr. Webster

52:40 Campbell closing remarks.

The next required meeting will be April 25, 2023, 11:00a to 12:00p but it is anticipated that we will have one sooner than that to complete current work and reinvigorate the Board.

54:00 Any additional comments from Board members

54:50 Webster – advocate to include Lincoln and Augusta ambulance services in these discussions as well. Burton and Dutton agree.

56:00 Adjourn