AGENDA
ANACONDA-DEER Lodge COUNTY
COMMISSION WORK SESSION
6 P.M. TUESDAY, SEPTEMBER 13, 2022
COURTHOUSE COURTROOM

Please turn off or silence all cell phones and electronic devices.

Everyone is respectfully asked to follow these few Commission Rules of Procedure:
- To address the Commission, please approach the podium and state your name & address for the record.
- Please speak loud enough for the entire room to hear your comments.
- Please address all comments to the Commission as you are not in a debate with other presenters or members of the audience.
- Please be respectful to other speakers, presenters and members of the audience.
- No sidebar conversations will be allowed. Private conversations and whispering in the audience during the meeting is very disruptive so please step out of the room for any such conversations.

1. Discussion – Request to Change the General Election Poll Location for Opportunity from the Opportunity Fire Hall to the Country Club – Toni Hofland

2. Discussion – Anaconda-Deer Lodge County Position Description – Captain - CEO Everett

3. Discussion – Request for Reappointment to the Tax Appeal Board by Stormi Brosseau (letter attached) – CEO Everett


5. Discussion – Special Event Permit – Anaconda Revive Church to host October Kids Carnival at Kennedy Common October 29, 2022. (Pending Certificate of Insurance)

6. Miscellaneous -

Commissioner Kevin Hart:
Commissioner Steve Gates:
Commissioner Paul Smith
Commissioner Terry Vermeire:
Commissioner Mike Huotte:
CEO Bill Everett:
CA Ben Krakowka:

7. Public Comment – This is the time for members of the public to comment on items NOT appearing on this agenda that fall within the Commission’s jurisdiction.

8. ADLC Public Meeting Dates

9. Adjournment
**Anaconda-Deer Lodge County Public Meetings**

Board Vacancies can be viewed on the A-DLC website: [https://adlc.us](https://adlc.us)

September 12, 2022 - 4:30 p.m. Hearst Free Library Board of Trustees  
Hearst Free Library – 401 Main St

September 12, 2022 - 5:30 p.m. Old Works Authority Board Meeting  
Clubhouse

September 12, 2022 - 6:00 p.m. Planning Board Meeting  
Courthouse Courtroom

September 13, 2022 - Noon – URA TIF Board  
Community Service Center – Third Floor Conference

**September 13, 2022 - 6 p.m. Commission Work Session Meeting**  
Courthouse Courtroom

September 15, 2022 – 4:30 p.m. Housing Authority Board  
Housing Office – 10 Main Street

September 15, 2022 - 7:00 p.m. Wise River Fire District  
Wise River Fire Hall

**September 20, 2022 - 6 p.m. Commission Meeting**  
Courthouse Courtroom

September 22, 2022 - 5:00 p.m. Board of Health  
Community Service Center (possible conference call)

**September 27, 2022 - 6 p.m. Commission Work Session Meeting**  
Courthouse Courtroom

September 28, 2022 - 7:00 a.m. Airport Board Meeting  
Bowman Field

October 3, 2022 - 4:30 p.m. Hearst Free Library Board of Trustees  
Hearst Free Library – 401 Main St

October 3, 2022 - 5:30 p.m. Old Works Authority Board Meeting  
Clubhouse
Anaconda-Deer Lodge County

Position Description

**Department:** Fire Department

**Position:** Captain

**Accountable To:** Fire Chief

**SUMMARY OF WORK:**

Under the general supervision of the Fire Chief, responds to fire alarms and medical emergency calls. Performs firefighting and emergency medical service duties, drives and operates fire/ambulance apparatus and participates in fire prevention programs including inspections and station maintenance. Fire department employees are also required to attend all fire and medical related training.

**JOB CHARACTERISTICS:**

**Nature of Work:** This position is involved in operating fire-fighting and emergency medical service equipment and may involve strenuous physical labor under life threatening situations. As our service consists of an Emergency medical transporting service, firefighters/EMT’s are in contact with sick and sometimes contagious patients, body substance isolation must be followed at all times !!!.

**Personal Contacts:** Frequent contact with public, hospitals, other departments as well as public officials as emergency situations require.

**Supervision Received:** Directed in Fire/EMS duties by Fire Chief.

**Supervision Exercised:** Directs the efforts of Firefighter/Emergency Medical Techs.

**Essential Functions:** Directs the activities of Fire personnel during an assigned shift. Communicates with management, peers, subordinates, and other County employees to assign and coordinate emergency scene asks, evaluate performance, and establish and maintain effective working relationships. Communicates with the general public in order to conduct business inspections, participate in public education, community relations, and fire prevention programs and activities.

**AREAS OF JOB ACCOUNTABILITY AND PERFORMANCE**

- Responds to fire and EMS emergencies
- Inspects, fire/EMS documentation
- Organizes and administers shift training, fire prevention, search and rescue
Maintains and cleans facility as well as equipment and apparatus’
Performs other duties as required or as assigned by the County
Acts in capacity of Fire Chief’s absence

JOB REQUIREMENTS

Knowledge: This position shall meet all qualification standards as prescribed in the Montana State Paramedic License. A Paramedic License is preferred but not required. Preference will also be given to those applicants that have a thorough knowledge of Anaconda-Deer Lodge County’s streets and roads, apparatus and equipment operation, Anaconda city water system, firefighting and rescue techniques, Emergency Medical Technician practices and the common knowledge of NFPA-1 Fire Codes or Any Fire Code adopted by A-DLC.

Skills: This position requires skills in the use of firefighting and EMS equipment; application of firefighting and EMS techniques and methods. Paramedic is preferred but not required. After a 24 month of hire, this position must have the required credentials for emergency responses.

Abilities: This position requires ability to supervise and direct subordinates to communicate effectively, orally and in writing; follow verbal and written instructions; establish effective working relationships with fellow employees, supervisors and the public.

EDUCATION AND EXPERIENCE

The above knowledge, skills and abilities are typically acquired through a combination of education and experience equivalent to:

- High School Diploma or GED and must be NFPA Fire Officer 1 and NFPA Firefighter 1.
- If an employee is hired as Captain and is hired without all required credentials, employee must show path of completion of required credentials within the 24 months of hire. Progress of obtaining credentials will be monitored by management on a quarterly basis. If employee is not on track during the probationary period, termination is possible. If employee was promoted within, employee will be returned to his/her position before being promoted to Captain.

OTHER REQUIREMENTS

- Must establish residency in Anaconda Deer Lodge County within ninety (90) days.
- Must possess a valid Montana Driver’s license at all times.
JOB PERFORMANCE STANDARDS:

Evaluation of this position will be based primarily upon the preceding job description requirements and duties. Examples of job performance criteria include, but are not limited to, the following:

- Performs assigned duties.
- Takes appropriate steps in protecting life and property during fires and other emergency situations.
- Conducts maintenance, training and inspections as required.
- Supervises all employees while on staff.
- Handle QA-QI medical reports as needed.
- Maintains accurate records prepares and submits accurate reports in a timely manner.
- Responds to alarms as soon as possible.
- Adheres to appropriate safety standards.
- Observers and maintains work hours.
- Demonstrates punctuality and attendance.
- Deals effectively with the public.
- Establishes and maintains effective working relationships with fellow employees, supervisors, and the public.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Managements reserves the right to add, delete, or modify any and/or all provisions of this descriptions at any time as needed without notice. This job description supersedes earlier versions.

I ___________________________ have reviewed the above job description. Date:

Employee

REVISED:
July 20, 2022

Stormi Brosseau  
100 W. Park Street, Suite B  
Anaconda, MT  59711

RE:  Tax Appeal Board

Dear Stormi:

Your position on the Tax Appeal Board is due to expire on August 20, 2022. We cannot tell you how appreciative we are to have your services in volunteering on this very important board.

We would like to offer you the opportunity to re-apply for the vacancy by signing this reappointment letter. If you are interested in reappointment, please check the box below the signature line. If you have no intentions of re-applying, please check that particular box below the signature line.

I have enclosed a self-addressed stamped envelope for ease in returning this letter to the CEO/Commission Office. If you have any questions or concerns, please feel free to contact me.

Respectfully,

Heather J. Edwards  
Executive Assistant

[Signature]

Yes, Reappointment  No, Reappointment

[Signature]  [Signature]
August 8, 2022

John Stoppler
312 Fairview Street North
Anaconda, MT 59711

RE: Economic Development Board

Dear Mr. Stoppler:

Your position on the Economic Development Board is due to expire on September 15, 2022. We cannot tell you how appreciative we are to have your services in volunteering on this very important board.

We would like to offer you the opportunity to re-apply for the vacancy by signing this reappointment letter. If you are interested in reappointment, please check the box below the signature line. If you have no intentions of re-applying, please check that particular box below the signature line.

I have enclosed a self-addressed stamped envelope for ease in returning this letter to the CEO/Commission Office. If you have any questions or concerns, please feel free to contact me.

Respectfully,

Heather J. Edwards
Executive Assistant

[Signature]

☐ Yes, Reappointment  ☐ No, Reappointment
ANACONDA-DEER LODGE COUNTY SPECIAL EVENT PERMIT
Ref. County Ordinance No. 120, Resolution No. 10-32, MCA 7-1-4124-Powers

Application Date: 8-12-2022      Special Event Meeting Date: ______

Business/Organization: Anaconda Revive Church

Name on Business License: ____________________________

Mailing Address: 416 E 5th St

Phone Number: 491-2790      Fax: ____________________________

Proposed Event: Fundraiser October Kids Carnival

Location of Event: Commons

Event Date(s): 10-29-2022      Time(s): 9-9

Applicant: Trevor Scholler

(Print Name) ____________________________

(Sign Name) ____________________________

Sign-Off & Comments:

Fire/Ambulance Department: ____________________________

Law Enforcement: ____________________________

Sanitarian Department: ____________________________

Planning Department: ____________________________

Parks & Recreation: Joe Orsaghetti (No Bouncy House per MM1A)

Road Department: ____________________________

Approved: ____________________________

Date: ____________________________

ADLC CEO