

**LOCKWOOD RURAL FIRE DISTRICT
BOARD OF TRUSTEES MEETING
MINUTES JANUARY 2nd, 2008**

1. **CALL TO ORDER:** Keith Broyles, Board Chairman called the meeting to order at 7:03 p.m.

2. **ATTENDANCE**

Board Members: Keith Broyles, William Cummins, Doug Dunker, Penny Helms, Tim Sperry

STAFF: Chief Rash, Delet Smart, Robert Guenther, Chuck Hagan

Other Guests:

3. **APPROVAL OF MINUTES ---**

*** **A motion was** introduced by Doug Dunker to approve minutes of Board meeting December 5th, 2007

Motion was seconded by Penny Helms.

Motion to approve minutes passed 5-0.

4. **APPROVAL OF WARRANTS**

*** **A motion was** made by Bill Cummins to approve payment of warrants.

Motion was seconded by Doug Dunker.

Motion passed 5-0

5. **REVIEW AND APPROVAL OF FINANCIAL REPORT**

Financial Report: The total of the expenses for December 5th, 2007 was \$97,219.54.

\$49,994.89 in ambulance payments have been received as of November 30, 2007. Ambulance deposits for December 2007 totaled \$2,100.21. Total miscellaneous and tax income received in December 2007 was \$556,178.22. Attached is the Profit and Loss Statement for December 2007 (**ATTACHMENT #1**).

6. **CHIEF'S REPORT**

BULLET POINTS FROM CHIEF'S REPORT (**ATTACHMENT #2**) full report is available at the Lockwood Fire District.

- A. Chief is pleased with current Budget numbers. Hope to receive FEMA payment for fires soon.
- B. Has re-assigned collateral duties and shifts.
- C. Other Co. Fire Departments have voted not to donate any grant money to the county haz-mat trailer. Lockwood Fire District will work with the County to utilize the trailer for the district.
- D. Outcome of meeting with State Fire Marshal and the building division were favorable.
- E. Larry Richard, supervisor of DOR is continuing to work on issues regarding property assessments.
- F. Chief was elected to serve as vice-chairman on the Local Emergency Planning Committee (LEPC).
- G. Chief's name was submitted to the Attorney General's Office for appointment to the State Fire Marshal's advisory committee.

- H. Maintenance: only basic maintenance projects remain to be completed on the station.
- I. Engine 2 has had extensive maintenance and has had its first NFPA Annual check.
- J. Engine 1 will be next in line for Annual maintenance. This is a priority.
- K. Santa in District- Big thank you to Rob Walker and Community for huge success this year.
- L. AFG Grant – Much of the equipment purchased from this grant has been delivered.
- M. Brush Truck – all paperwork has been completed and engine 3 was delivered to DNRC. Keith Broyles and Doug Dunker offered to install a hitch on Brush 1.
- N. Training – Captain Guenther has implemented a very successful fire/training program.
- O. Captain Hagan and the Chief recently completed re-certification for EMT-B.
- P. Kober, Guenther, Eshbaugh and Martin will be attending the Exxon Fire School in Louisiana in March.
- Q. Reserve Firefighters – Firefighter Sanders spent several days assisting with maintenance on Eng 2.
- R. Chief will be conducting annual personnel evaluations during January and February.
- S. Chief was contacted by AMR and asked if LFD would be interested in a mutual aid agreement with them.
- T. The Chief is also going to meet with ExxonMobil and discuss a mutual aid agreement with them.
- U. Chief will be attending Fire Marshal's forum in Missoula over January 9 -11.
- V. The Chief was asked by BFD John Staley to sit on the BFD promotion board.

The Run Report: December, 2007 – 39 Calls (ATTACHMENT #3).

7. COMMITTEE REPORTS

- A. **Reserve Fire Fighters Report** – covered in Chief's report.
- B. **Career Fire Fighters Report** – covered in Chief's report.
- C. **Labor & Safety Relations Committee**- covered in Chief's report.
- D. **Ambulance Report**- covered in Chief's report. Financial info for Nov. (ATTACHMENT #4)
- E. **Training Report**- covered in Chief's report.

7. OLD BUSINESS

NONE

9. NEW BUSINESS

- A. **Emergency Evacuation Route** The Chief presented a MOU Memorandum of Understanding between Yellowstone County and the Lockwood Fire District for an emergency access across Emerald Hills Park. There has been no opposition to this access. The County is working on a time line to get the road graded, the chain and signage in place. This will not cost the District any money.

*****A motion was introduced** by Bill Cummins to approve signing the MOU with the County concerning the emergency access. (ATTACHMENT #5)

Motion was seconded by Doug Dunker

Motion passed 5-0

- B. **Credit Card for LFD** The Chief requested Board approval to acquire a credit card for the District to use for ordering miscellaneous equipment for the Department. Currently employees are having to use their own credit cards. This would also be used to book hotel rooms when staying out of town for meetings and training. The Chief reported that the City Finance office in Lewistown was very pleased

