

**LOCKWOOD RURAL FIRE DISTRICT
BOARD OF TRUSTEES MEETING
MINUTES OCTOBER 3rd, 2007**

1. **CALL TO ORDER:** Keith Broyles, Board Chairman called the meeting to order at 7:02 p.m.
2. **ATTENDANCE**
Board Members: Keith Broyles, William Cummins, Doug Dunker, Penny Helms
STAFF: Chief Rash, Delet Smart, Brad Bell, Robert Guenther, James Parnly, Kevin Sparrow
Other Guests: Pam Malek (Exxon), Evelyn Pyburn (Yellowstone County News), Frosty Erben

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

*** **A motion was** introduced by Doug Dunker to approve minutes of Board meeting September 5, 2007
Motion was seconded by Bill Cummins.
Motion to approve minutes passed 4-0.

4. **APPROVAL OF WARRANTS**

*** **A motion was** made by Penny Helms to approve payment of warrants.
Motion was seconded by Doug Dunker.
Motion passed 4-0

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

Financial Report: The total of the expenses for September, 2007 was \$117,029.40. (ATTACHMENT#1)

\$513,591.88 in ambulance payments have been received as of September 30, 2007. Ambulance deposits for September 2007 totaled \$4,017.49. The total income received for the Ambulance Fund July 1, 2007 through June 31, 2008 as of September 2007 was \$25,498.39. Total Miscellaneous income received in September 2007 was \$27,560.17 the total received for the General Fund July 1, 2007 through June 31, 2008 as of September 2007 was \$41,924.04 (ATTACHMENT#2).

6. **CHIEF'S REPORT**

BULLET POINTS FROM CHIEF'S REPORT (ATTACHMENT #3)

- A. Working on streamlining our administrative operations for ease and understanding.
- B. Invitation to all Board members to call Chief 24/7 with any concerns.
- C. Delet and Chief nearly completed revision of monthly budget report to provide to the Board.
- D. Computer buyout is complete, awaiting final paperwork.
- E. PERS to FURS conversion is complete, Guenther and Walker ineligible due to age requirements.
- F. FEMA reimbursement for Emerald Hills Fire and Ford Fire still not received.
- G. Chief is going to contact our Government Delegation concerning FEMA holdup.
- H. Chief will meet with Jim Kraft of DES concerning egress roads, signage, and emergency sirens for Emerald Hills.

- I. Goals for October – November:
 - Refine and complete our budget reporting and in house accounting
 - Receive, review 2 year audit from Galusha, Higgins, Galusha.
 - Review and refine our collateral duty assignments.
 - Re-engage in community meetings.
 - Work on departmental fire/EMS training and re-certifications
 - Complete and implement preventative maintenance/ safety programs.
 - Begin revising and writing district policies and standard operating guidelines.
 - Review and progress with wildland fire mitigation.
- J. Staff is doing a commendable job. Working on accountability, productivity etc.
- K. Chief will begin conducting annual personnel evaluations beginning January 2008.
- L. Working on preventative maintenance program.
- M. Replaced 2 tires on Engine 2. Also checked tires on Eng 1, has original tires.
- N. Making sure that apparatus has proper equipment for firefighter safety and meets ISO criteria.
- O. Captain Guenther has done an outstanding job in administering our fire/rescue training.
- P. The department will utilize Montana Fire Training School for training.
- Q. Reserve firefighters are getting the same training as our Career Staff.
- R. EMT refresher course will be done in house and on shift time.
- S. Andy Brown went to Fire Training School as a guest of Conoco-Philips and Chief went as a guest of ExxonMobil. It was a great experience.
- T. Chief is going to work on a mutual aid agreement with both refineries.
- U. New Fire Chief at ExxonMobil, Kelly Drain.
- V. October 16 foam school at Conoco-Philips.
- W. Brad Bell was contacted by AFG concerning the equipment grant we applied for, it is not official that we have received this grant but things look positive that we will receive it.
- X. New Brush truck is in Missoula for painting and finishing touches.
- Y. Still working on purchasing a new Ambulance, looking at calls a second ambulance is needed.
- Z. AMR may house the DNRC brush unit at no cost for us through the winter.
- AA. Still working with COT on Reserve FF program, we tested 12 new reserves.
- BB. Chief attended the Stat Fire Chief's Assoc. conference in Great Falls. Lockwood Fire District must become and remain active in Montana fire service political scene.

The Run Report: 54 Calls (ATTACHMENT #4).

There were calls 68 in August 2007.

7. COMMITTEE REPORTS

- A. Reserve Fire Fighters Report** – We have 16 active reserves and have tested 12 more.
- B. Career Fire Fighters Report** – covered in Chief's report.
- C. Labor & Safety Relations Committee**- Will be scheduling a meeting this month.
- D. Ambulance Report**- Sent a letter to County requesting the transfer of Ambulance Fund to the General Fund. 33 Responses for September, 17 transports. Putting together a proposal for precepting for Brad Bell and Andy Brown. We would like to implement this and be consistent with county programs. We will be re-visiting our ambulance fee schedule to make certain that we are at or near the fee schedule of other Montana Fire base ambulance services.

