

**LOCKWOOD RURAL FIRE DISTRICT
BOARD OF TRUSTEES MEETING
MINUTES NOVEMBER 7th, 2007**

1. **CALL TO ORDER:** Keith Broyles, Board Chairman called the meeting to order at 7:00 p.m.
2. **ATTENDANCE**
Board Members: Keith Broyles, William Cummins, Doug Dunker, Penny Helms
STAFF: Chief Rash, Delet Smart, Robert Guenther
Other Guests: Tim Sperry, Kelly Drain (Exxon), Evelyn Pyburn (Yellowstone County News)

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

*** **A motion was** introduced by Doug Dunker to approve minutes of Board meeting October 3, 2007
Motion was seconded by Penny Helms.
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 October, 2007 was \$94,140.16. (**ATTACHMENT#1**)

\$518,509.43 in ambulance payments have been received as of September 30, 2007. Ambulance deposits for October 2007 totaled \$4917.55. The total income received for the Ambulance Fund July 1, 2007 through June 31, 2008 as of October 2007 was \$30,415.94. Total Miscellaneous income received in October 2007 was \$19,819.08 the total received for the General Fund July 1, 2007 through June 31, 2008 as of October 2007 was \$61,743.12 (**ATTACHMENT#1**). Also attached are the Profit and Loss Statements for the new fiscal year, starting with July 07 thru September 07 and a 1st Quarter report (**ATTACHMENT #2, 3, 4, 5**). Going forward there will only be monthly P&L statements with Quarterly reports when due.

Before the Chief read his report he wanted to thank Doug Dunker for donating printer cartridges for his printer. Wanted to thank Kelly Drain and ExxonMobil for the donation of foam to LFD and that it is greatly appreciated. He wanted to give a brief report on the meeting with the Co. Commissioners concerning the Jack Pine road extension. He said that Rob Walker and investigated to make sure there was no private land involved in this project, the County did their own investigation and it was confirmed that it is all County Park land, so this should make the project hassle free. Jim Kraft is looking for funding or grants that would cover the cost of the project. The Chief invited board members to go with him to the next meeting with the Co. Commissioners.

The Chief explained to the Board that in January he likes to present the board with an annual report complete with charts and graphs as to the progress of the Department. The Board agreed that this would be a good thing and thanked the Chief. He reported that there will be a Staff and Command seminar Jan 12 and 13 and

invited board members to attend. Keith Broyles and Doug Dunker attended last year and both agreed that it was an excellent seminar and that they learned a lot about being on a Board of Directors.

6. CHIEF'S REPORT

BULLET POINTS FROM CHIEF'S REPORT (ATTACHMENT #6)

- A. The District is seeing several things coming together.
- B. Delet has made substantial progress to provide a simplified report of finances to the Board.
- C. We have been pushing Glausha, Higgins, Galusha to finish our 2 year audit.
- D. Collateral duties are clear with everyone in regard to attaining and maintaining them.
- E. Chief is working on the revision for the Standard Operating Guidelines for the District.
- F. Capt. Guenther and Chief met with Jim Kraft about escape routes out of Emerald Hills.
- G. They also discussed the Haz-Mat trailer and its uses with Jim Kraft as the Co owns it.
- H. Chief wants the Board to be aware of House Bill 112 (**ATTACHMENT #7**) this is a new law that states that a Fire Chief could be charged with a crime if he or she does not conform to the law of this Bill.

- I. The District has received \$11,742.51 for the first part of our FICA refund we have been informed that the remainder of the refund should be here around the 13th of November.
- J. ExxonMobil has donated 265 gallons of foam fire retardant to the LFD. This is greatly appreciated as it will save the District approximately \$9000.00.
- K. New Fire Chief for ExxonMobil Kelly Drain, we are excited to work with him.
- L. The District has been dealing with poor communication between the State Building Codes division and the Department of Revenue. The Bozeman Fire Chief and LFD Chief will be going to Helena to have a meeting with the Director of the Building Codes division on November 8th, 2007.
- M. There is also a meeting with the Director of the Department of Revenue on December 3rd.
- N. The Tax Exempt status of LFD is now complete; we still have to pay the special fees that are levied but no property taxes.
- O. The Chief is actively pursuing our last year's FEMA reimbursement. If he does not get positive news, he will be contacting our congressional delegates to help secure the reimbursement.
- P. We have been revisiting some internal personnel practices such as shift trades, vacation accumulation etc.
- Q. LFD is completing our preventative maintenance as per NFPA codes.
- R. Captain Guenther has been organizing the basement and doing a great job.
- S. The staff is going to install insulation on the bay doors; this will save the district money as the doors lose a large amount of heat during the winter months.
- T. The Fire Training School brought down the burn trailer recently and we had some great training for the staff and the reserves.
- U. Captain Hagan is working with the EMS training committee; the re-certification is going to be done on shift time which will save the district money.
- V. It has been confirmed that LFD has received a FEMA grant for \$54,374.00 for equipment. Our match will be \$2861.00. Brad Bell has done a great job on acquiring this grant for the district.
- W. We will be applying for a FEMA Fire Prevention and Safety grant.
- X. New Brush truck is painted and we should be receiving it by the end of November.
- Y. After much consideration, the purchase of a new Ambulance will be put on hold until the spring of 2008.
- Z. Steve Wilkins has resigned from our reserves, we have 11 new reserves. We now have 25 reserves for the District.
- AA. The quarterly Labor Relations-Safety meeting was held, we discussed the update of safety cones, vests, apparatus positioning per NFPA standards
- BB. The Chief and Capt. Hagan are working with Billings Clinic and St Vincent's to implement a cost efficient firefighter physical.

The Run Report: 52 Calls (ATTACHMENT #8).

There were calls 52 in October 2007.

7. COMMITTEE REPORTS

- A. Reserve Fire Fighters Report** – We have 25 active reserves.
- 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 Sept. (ATTACHMENT #9)
- E. Training Report** covered in Chief's report.

7. OLD BUSINESS

NONE

9. NEW BUSINESS

A. Chief's compensation package. Keith Broyles stated that this sort of thing is usually handled in an executive session but Chief Rash wants everything concerning his compensation package to be transparent. The change in compensation is due to the addition of his spouse to the health insurance package.

*** **A motion was introduced** by Bill Cummins to approve adding Chief's spouse to the health insurance with the cost being covered by the District.

Motion was seconded by Penny Helms

Motion passed 3-1, 1 opposed

Penny Helms stated that the Chief is very deserving of this compensation change but wished that it had been addressed at the time of hiring.

The Chief feels strong that everything should be out on the table and that he again stated that he works for the Board.

B. AFG Grant This grant was officially awarded to LFD for equipment.

*** **A motion was introduced** by Doug Dunker to accept the AFG Grant and to direct the Chief to make the purchases of the new equipment, with the match coming out of the equipment budget.

Motion was seconded by Penny Helms

Motion passed 4-0

The Chief stated that Brad Bell had done an excellent job of acquiring this grant and his hat is off to him! He also stated that there could be some competition in the department due to the fact that he (the Chief) also likes to write grants.

- 10. PUBLIC COMMENTS-** The new Fire Chief of ExxonMobil, Kelly Drian, stated that ExxonMobil is definitely enthused about becoming more involved with the community and that Fire Chief Bill Rash is a breath of fresh air. He mentioned that the replacement value of the donated foam to LFD is approximately \$9200.00. He wanted to extend an invitation to firefighters from LFD to attend a

