

**LOCKWOOD RURAL FIRE DISTRICT  
BOARD OF TRUSTEES MEETING  
MINUTES FEBRUARY 6th, 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, Keith Kober  
**Other Guests:** Pat White (Galusha, Higgins & Galusha) Evlynn Pyburn (Yellowstone Co. News)

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

\*\*\* **A motion was** introduced by Penny Helms to approve minutes of Board meeting January 2nd, 2008  
**Motion was seconded by Bill Cummins.**  
**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 January 2008 was \$109,222.64. \$543,770.02 in ambulance payments have been received as of January 2008. Ambulance deposits for January 2008 totaled \$6,436.37. Total miscellaneous and tax income received in January 2008 was \$8,367.84. Attached is the Profit and Loss Statement for January 2008(**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 continues to be pleased with current Budget numbers. Hope to receive FEMA payment for fires soon.
- B. Department did incur approximately \$12,000 more in accounting/audit fees. This was mainly due to the lengthy Audit process this year. Next year should go more smoothly, with less expense.
- C. Department of Revenue/State Building Division: District has been receiving copies of building permits issued in the County. This is helpful to have these new businesses on our inspection list, also to double check with DOR to ensure that new construction is on tax rolls.

- D. Department of Revenue has 4 appraisers working in the District under a pilot program. Two members of the DOR will be at the March Board Meeting.
- E. EMS-Ambulance: We have been working on a precept program that will allow us to keep EMS credentials and skill levels up.
- F. Rob Walker and Allan Hutton are going to gather information so that we can make a presentation to the Board later this Spring regarding the procurement of a second District ambulance..
- G. Kevin Sparrow has been doing a great job of keeping EMS supply costs down.
- H. Occupational Health & Wellness Program: Chief has been working to finish agreement with Billings Clinic Occupational Health. Our health insurance uses Billings Clinic as our primary provider, so this will help reduce costs for physicals and wellness programs for our staff.
- I. Maintenance/Equipment/Water Supply: The staff is gaining ground on correcting problems and implementing preventative maintenance of the apparatus. Most of the equipment purchased with the AFG Grant has been received and training has taken place. James Parmly is working on a hydrant map and hydrant ID forms.
- J. Website/Haz Mat: Maury Martin continues work on District website. Captain Hagan is working to re-establish and upgrade the District's hazardous materials training and response program.
- K. Code Management Program: Captain Kober is working to re-organize our Code Management program.  
District will be presenting a resolution to the Board for the adoption of the International Fire Codes. Billings Fire Marshal Frank Odermann has offered help from his office in assisting the District with code issues.
- L. Fire Training: Captain Guenther continues to enhance the fire training program and to bring outside trainers into the department for training classes.
- M. County Haz Mat Trailer: Jim Kraft has agreed to work with the commissioners to deed the trailer to the District. DES also paid for new tires that were installed on the trailer February 1<sup>st</sup>. The District's plan is to make this a multi-purpose emergency response trailer in the future.
- N. TIFD: The County Commissioners and County Attorney have basically postponed action on the TIFD until several issues hare resolved.
- O. Reserve Firefighter Program: James Parmly is the new reserve firefighter coordinator. James and the Chief have been working to complete reserve policies and standard operating guidelines. Andrew Sanders and Brian Barnhardt have helped extensively by working on maintenance projects.
- P. Evacuation Route / Wildland Fire Plan: The county road department is handling construction and installation of the emergency evacuation road in Emerald Hills. Dave McKinney is working on creating and upgrading our wildland fire plan.

**The Run Report: January, 2008 – 43 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**

**A. Credit Card:**

The Chief reported that he had a Credit Card for the Department in Lewistown and that it made tracking expenses for out of town travel etc a lot easier. The card would be kept under lock and key. He wanted permission from the Board to apply for a card for this Department. Penny Helms wondered why we weren't already using one. Doug Dunker wanted to make sure the card was secure and that access to it was monitored.

\*\*\* **A motion was** introduced by Bill Cummins to approve the procurement of a credit card for purchases the LFD has to make and to have safeguards put in place so there is no improper usage of the card and to have Delet Smart and Chief William Rash to oversee this.

**Motion was seconded by Penny Helms.**

**Motion passed 5-0.**

**B. 2 Year Audit Report (Draft) – Pat White- Galusha, Higgins & Galusha (ATTACHMENT #5)**

Pat White supplied a DRAFT copy of the 2 year Audit (05/06 – 06/07). The opinion from the Auditor on page 3, is a very good rating, good and clean. Auditor suggested that the Chief and Assistant be notified of write offs from Ambulance billing company and that they should in turn, notify the Board of Directors of these write offs. Impact on finances from 07 forward are very positive, the Board should be very optimistic for the future. The net assets from the General Fund and the Ambulance have been separated, LFD still needs to track the Ambulance expenses and revenues separate. One major change in audit this year is the percentage of uncollectible debt from the Ambulance, previous years it was figured at 25%, but the Auditor believes that it is closer to 44%. There is a net gain this year, the gap is still there but is closing, this is a good sign. Some of the subsequent events have been: 1. Refund from Social Security will be \$139,415 plus interest. 2. Exxon refinery forgave \$51,500 note payable by LFD. District will invoice ExxonMobil yearly for Grass Contract. 3. Included Ambulance fund in General Fund. On pages 29, 30 and 31 there are identified oversights, there is a District response on they expect to correct each of these oversights. Galusha, Higgins & Galusha expect to deliver the final audit by the end of February.

**9. NEW BUSINESS**

**A. Structure Fire-** Discussed structure Fire in District, new construction, contractor's equipment caught on fire and spread to structure. Structure was lost. Firefighter Hutton hurt his back during fire.

**B. Staff & Command School-** Tim Sperry reported that he was pleased with what he learned during his attendance at the Staff & Command School. He reported that they stressed the importance of interaction between Board members and the public not just the Fire Department.

**10. Public Comments**

**11. MEETING ADJORNED**

\*\*\* **A motion was introduced** by Bill Cummins to adjourn the meeting at 8:47 p.m.

**Motion was seconded by Penny Helms**

**Motion passed 5-0**

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Keith Broyles / Chairman, Board of Trustees

March 5th, 2008

Date

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Delet Smart, Administrative Assistant / LRFD

March 5th, 2008  
Date

***ATTACHMENTS TO THE MINUTES ARE AVAILABLE FOR VIEWING AT THE LOCKWOOD FIRE STATION.***