

**LOCKWOOD RURAL FIRE DISTRICT
BOARD OF TRUSTEES MEETING
MINUTES March 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, Jan Wheeler, Doug Dunker

STAFF: Chief Bill Rash, Delet Smart, Brad Bell, Robert Guenther, Keith Kober, Maury Martin, Rob Walker

Volunteers: XzImar Anderson

Other Guests: Pam Malek (Exxon), Evelyn Pyburn (Yellowstone Co. News), Penny Helms (Little Horn St. Bank), Paul Gerber & Val Martinez (College of Technology)

3. **APPROVAL OF MINUTES --- February 7, 2007 Meeting**

*** **A motion was** introduced by Bill Cummins to approve minutes of February 7th Board meeting.
Motion was seconded by Doug Dunker.
Motion to approve minutes passed 3-0.

4. **APPROVAL OF WARRANTS**

*** **A motion was** made by Doug Dunker to approve payment of warrants.
Motion was seconded by Jan Wheeler.
Motion passed 3-0

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

Financial Report

General Fund expenses for February 2007 totaled \$102,454.36 (*ATTACHMENT #1*) and Ambulance expenses (*ATTACHMENT #2*) for January 2007 totaled \$3,496.80. The total of the expenses for January 2007 was \$105,951.16.

\$452,729.39 in ambulance payments have been received as of February 29, 2007. Ambulance deposits for February 2007 totaled \$6,507.24. Total Miscellaneous income received in February 2007 was \$6,920.97 the total received for the General Fund July 1, 2006 through June 30, 2007 as of February 2007 was \$58,871.14. (*ATTACHMENT# 3*).

Accountant's Report --- Becky Schmitz, Centsable Accounting

A revenue/expenditure report through March 7, 2007 was provided for the meeting. (*ATTACHMENT #4*)
The Budget shows a shortage on the equipment line item due to the emergency purchase of the Extrication Equipment.

6. OPERATIONS REPORT

Chief Rash wanted to thank the Board and everyone for the opportunity to work with the Lockwood Fire District. He reported that he is in the office between 6:30 – 7:00 AM if anyone wants to come in early to discuss anything. He is currently going to a large number of meetings. The Press release with the news stations are done, along with the Gazette interview and the interview with the Yellowstone County News. He also had a meeting with the Captains today.

He informed the Board that he is sending Delet Smart to Central Valley Fire District to do some training on Quick Books and Payroll. This will provide her with a network of Fire Department bookkeeping procedures and will also be more cost effective to the District as they will not have to pay an outside bookkeeper. The Chief and Delet will meet with Scott Turner the Yellowstone County Finance Officer and become better informed about how the system works and achieve more stability.

Maintenance Issues: Tender 1 had no clutch, and carries 3600 gallons of water which is a dangerous combination. They have had it adjusted and at this point in time it is working and will buy us some time to come to a long term solution. Engine 3 had a pump problem which is solved, this was probably caused because of sitting over the winter. The crew will start and let it run every 3rd day to keep this from happening again. We are working on Command 1 (Suburban) to make it a functional command vehicle. The Chief will use this as his vehicle.

There are some issues with the new radio system that the Chief will address by making some phone calls to the people that we purchased the system from.

The roof on the fire station is in desperate need of repair. They are trying to figure these repairs into the budget, the Chief believes in preventive maintenance and is looking into ways to get this done and will get ideas to the Board next month. Keith Broyles thinks we need to strip the existing roof and replace it. The Chief will call and get some bids for this.

The Chief is trying to track the Legislative issues that could affect the Fire Services in Montana.

The Run Report: 46 Calls (ATTACHMENT #5).

There were 42 calls in February 2007.

7. COMMITTEE REPORTS

A. Volunteers Fire Fighters Report – (ATTACHMENT #6) They will schedule testing on a nice day, Doug Dunker asked what testing consisted of, Rob reported that most of it was physical, climbing the aerial ladder, dragging the training mannequin etc. He did say that everyone is excited to have a new Chief on board and will discuss plans to go forward with the Volunteer program.

B. Career Fire Fighters Report – Brad Bell reported that Exxon sent two of our career fire fighters to Texas A & M to the Fire training school. Kevin Sparrow and Brad Bell were the lucky ones that got to go. He reported that it was excellent training.

C. Labor & Safety Relations Committee- N/A

D. Ambulance Report- Rob Walker reported on the collections for January 2007 (ATTACHMENT #7)

E. Training Report- N/A

8. OLD BUSINESS

A. Progress of Tax Anticipation Loan - This was handed over to the County Commissioners who in turn have decided not to pursue it for this year, and informed us that the County will carry us this year. You can only apply for this type of loan every 2 years, so it will be revisited in another year (2009).

B. Sage Hill Homeowners - We still have not heard from the Sage Hills homeowners concerning their request to be part of the Fire District.

C. Old Montana Road/Petrified Tree Pass – Delet reported that she did send the January Board minutes to the Yellowstone Co. Clerk and Recorder showing him that it was approved by the Board to accept the petition from the homeowners to be part of the Lockwood Fire District. She has heard nothing as of yet.

9. NEW BUSINESS

A. College of Technology: Paul Gerber and Val Martinez from the College of Technology came to the Board Meeting to discuss a possible partnership with the COT and Lockwood Fire District.

Paul Gerber's goal is to place as many students as possible once they graduate. He focuses on 3 issues.

1. Education
2. Experience: Possible volunteering with DNRC, BLM, doing some wildland fire fighting, also working with a Volunteer Fire Department.
3. Professionalism: They need to understand what it is to be a fire fighter, looks, and acceptance.

What COT is after with the Lockwood Fire District: Residency programs, something with the volunteer program, more in partnership with the college course. The COT will take responsibility to have the students committed to the volunteer work, hands on to get a good quality student.

In the future they would like to have the students receive credits for their volunteer work. The Billings Fire Department has provided turn out gear and pagers which has helped immensely.

The main cost to the Department that would be taking these students in would be the liability insurance. Lockwood Fire District would have to look into this to see what the cost would be.

Paul reported that Lockwood Fire District is highly respected for the quality of training it provides volunteers.

In talking with the career fire fighters and the volunteer coordinator Chief Rash will look at the concepts to make this a successful program for both the COT and Lockwood Fire District.

Bill Cummins approves, Robert Guenther thinks it is a win win situation, Keith Kober see benefits to the departments ISO rating, Jan Wheeler thinks it will benefit everyone, including the students. Keith Broyles agrees that we need more committed volunteers and this will help. The Board will look at the costs, liability, risk factors. The operation of this project will be up to the Chief and the career fire fighters. He agrees that we should go ahead and pursue this.

B. Letter Appointing New Board Members: Delet reported that she had received a letter from the County Commissioners (*ATTACHMENT #8*) that there were two (2) three-year terms and one (1) two-year vacated term to be filled on the Lockwood Fire District Board of Directors. At the close of filing two candidates had filed for the 2 three year terms and one candidate filed for the vacated two year position. Since there was not more than one candidate per position, the election administrator may cancel the election and the County Commissioners may appoint the candidates. The letter is stamped with the approval of the Commissioners. The candidates will serve as follows:

Keith Broyles - term to expire 5/5/2010
Douglas Dunker – term to expire 5/5/210

Mae P. “Penny” Helms – term to expire 5/6/2009

10. PUBLIC COMMENTS- None

11. MEETING ADJORNED

***** A motion was introduced by Bill Cummins to adjourn the meeting**
Motion was seconded by Doug Dunker to adjourn meeting at 8:10 p.m.
Motion passed 3-0

Keith Broyles / Chairman, Board of Trustees March 7th, 2007
Date

Delet Smart, Administrative Assistant / LRFD March 7th, 2007
Date

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