

**LOCKWOOD RURAL FIRE DISTRICT
BOARD OF TRUSTEES MEETING
MAY 7th, 2008**

MINUTES

MAY 7 TH, 2008

1. **CALL TO ORDER:** Bill Cummins, Vice Chairman called the meeting to order at 7:03 p.m.

2. **ATTENDANCE**
Board Members: William Cummins, Doug Dunker, Penny Helms, Tim Sperry, Don Cantrell

STAFF: Chief Rash, Delet Smart, Robert Guenther, Rob Walker, Martin Surdahl
Reserves: Xzimar Anderson

Other Guests: Pam Malek (ExxonMobil), Evelyn Pyburn (Yellowstone Co. News)

Bill Cummins opened the meeting by welcoming Don Cantrell as an official Board Member.

3. **APPROVAL OF MINUTES**

*** **A motion was** introduced by Doug Dunker to approve minutes of Board meeting May 7, 2008

Motion was seconded by Penny Helms.

Motion to approve minutes passed 5-0.

4. **APPROVAL OF WARRANTS**

*** **A motion was** made by Doug Dunker to approve payment of warrants.

Motion was seconded by Tim Sperry.

Motion passed 5-0

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

Financial Report: Total expenses for May 2008 were \$96,996.63 . Transaction List by Vendor (**ATTACHMENT #1**)

Ambulance collections for May 2008 totaled \$2427.70, deposits totaled \$42,465.53, LFD received \$32,399.79 from Yellowstone Valley Electric for reimbursement for the Ford Fire. Attached is the Profit and Loss Statement for May 2008 (**ATTACHMENT #2**). Also presented to the Board was the April 2008 Reconciliation Summary (**ATTACHMENT #3**). .

Delet reported that as of June 5, 2008 there was \$96,154.27 in the account with Yellowstone County.

6. **CHIEF'S REPORT**

BULLET POINTS FROM CHIEF'S REPORT (**ATTACHMENT #4**) full report is available at the Lockwood Fire District.

- A. The Chief informed the Board he had been at the 2008 Montana Firefighter's Testing Consortium in Bozeman
- B. FY 07-08 Budget – LFD is waiting for our final report from the count, to determine if we met our year end cash goals for FY 07-08. The Chief had called Scott Turner of the Yellowstone Co. Finance Office to see where the district should be with county revenues. He stated that LFD should be at approximately 55% on the tax side and 75% on the entitlement side. Currently, the district is at 60.17% on the tax side and 78.95% on the entitlement side. The second half of the personal property taxes will be distributed in June.
- C. Budget FY08-09 – The Chief reported that LFD will continue to progress but expenditures for FY 08-09 will be much more conservative.
- D. EMS/ Ambulance – All of the staff that needed to precept have now been evaluated by our medical director, Dr. Kopplin and can now act up to their scope of training. Allan Hutton will be taking over as the Director of EMS operations when Rob Walker leaves us.
- E. Apparatus & Equipment – Engine 4 is now back in service, the annual evaluation has been completed. The pump was disassembled and several parts were repaired for greater reliability. At this point, the Chief is not aware of any outstanding major maintenance issues.
- F. Reserve Firefighter Program – On May 31st the reserve firefighters participated in a live burn drill , upon completion of this drill we now have 14 fully trained reserve firefighters. Xzimar Anderson has been with the district for 20 years and has never been to the burn building. Robert Guenther said the reserves had done an excellent job in the burn building and deserved to graduate to Firefighter 1.
- G. Career Staff – Captain Hagan has revised his retirement date from July 15th to July 31st. The Chief will be spending considerable time working with the union on the promotion process as per the agreement and to fill this vacancy by September 1, 2008. Bill Cummins wondered if we had to advertise outside the department for the vacancy, the Chief explained that our membership in the Mt. Consortium takes care of all of the legalities. Kevin Sparrow and Maury Martin are attending the consortium to assist the Chief.
- H. Projects – Marty is close to completing the data storage project which will include a cellular phone call-back feature. We ill have the capability to generate a call to all firefighters and Board if there is a major incident. We have delayed the voice mail project due to fiscal reasons. We did purchase an answering machine for the times there is no staff in the building.
- I. Special Response Trailer – We have received a signed document back from the County verifying that LFD is now officially the owner of the trailer.
- J. Evacuation signage – There was a dedication ceremony on May 28th for the new evacuation routed between Box Springs Canyon and Jack Pine Circle. The LFD will be responsible for the signage in the Emerald Hills area. The Co. Commissioners have identified an RSID that can be used for the purchase of signage. Penny Helms wondered what process LFD would use to check on this signage. The Chief explained that we would do it at the same time that we check on the fill sites.
- K. Fill-Site – At this point the Sage Hills and Emerald Hills fillsites are out of service. LFD will work with the county sometime this fall to get these tanks repaired. We only have the Forest Hills site in service this summer. The good news is that during the Ford Fire, none of these fillsites were used.
- L. VFA-RFA Grant- LFD recently received \$834.00 form the VFA/RFA grant which was used to purchase much needed wildland personal protective gear.
- M. The Chief is not going back to the Consortium on Thursday, he has been requested to be on a conference call with the County Attorney and the New Jersey company concerning settlement of the haz-mat incident in the district. Don Cantrell wanted to know who had the final say in what settlement we accept. The Chief advised him that the district does. He explained the steps that lead to the legal action for collection of this incident. The Chief also expressed his gratitude to the County for backing the entities associated with this incident.

The Run Report: May, 2008 – 57 Calls (ATTACHMENT #5).

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-** Financial info for March, 08. **(ATTACHMENT #6)**

E. **Training Report-** covered in Chief's report.

8. **OLD BUSINESS (ATTACHMENT #7)**

None

9. **NEW BUSINESS**

A. **Election of Officers** – Acting Chair, Bill Cummins opened the floor to Board nominations.

Penny Helms nominated **Bill Cummins** for **Chairman**

Nomination passed 4-0

Tim Sperry nominated **Doug Dunker** for **Vice Chair**

Nomination passed 4-0

Doug Dunker nominated **Penny Helms** for **Secretary/Treasurer**

Nomination passed 4-0

B. **Warrant Approval Process** – The Chief asked the Board to appoint 2 Board members to work with the Chief and Delet to collectively establish a warrant approval process policy and to bring it back to the Board for approval in the future. Penny Helms and Doug Dunker will be on the committee. This will be kept on the Agenda until finished.

C. **Fire Chief Evaluation** - The Board conducted an evaluation of the Fire Chief and after completion wrote a letter concerning their evaluation **(ATTACHMENT #7)**. The consensus was very favorable to the work the Chief has been doing for the district. The Chief received a copy of the evaluation and letter for his file. Bill Cummins thanked the Chief for keeping the Board informed of everything taking place in the District.

D. **New Paper Article** – Robert Guenther asked for Board approval of the news article he wrote and will submit to the Gazette and Yellowstone Co. News. **(ATTACHMENT #8)**. The Board gave their approval.

10. **PUBLIC COMMENTS**

Pam Malek from ExxonMobil said that she had been at many meetings that the Chief had attended and that he is a very credible person, a good communicator and that people are quite impressed with him. ExxonMobil appreciates LFD as a partner in the community.

11. **MEETING ADJORNED**

*** **A motion was introduced** by Doug Dunker to adjourn the meeting at 8:05 p.m.

Motion was seconded by Tim Sperry

Motion passed 5-0

William Cummins / Vice Chair, Board of Trustees

June 4th, 2008

Date

Delet Smart, Administrative Assistant / LRFD

Date

June 4th, 2008

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