

LOCKWOOD RURAL FIRE DISTRICT
BOARD OF TRUSTEES MEETING
MARCH 12th, 2008

MINUTES

APRIL 2ND, 2008

1. **CALL TO ORDER:** Bill Cummins, Vice Chairman called the meeting to order at 7:05 p.m.
2. **ATTENDANCE**
Board Members: William Cummins, Doug Dunker, Penny Helms, Tim Sperry
STAFF: Chief Rash, Delet Smart, Robert Guenther, Andy Brown, Dave McKinney
Other Guests: Evelyn Pyburn (Yellowstone Co. News), Pam Malek (Exxon) Mara Broyles, Robin Rude (DOR), Luke Mann (DOR)

Bill Cummins opened the meeting by telling everyone that we have had some struggles and challenges due to past practice, but the District is moving forward and we are on a positive track.

3. APPROVAL OF MINUTES

*** **A motion was** introduced by Doug Dunker to approve minutes of Board meeting March 12, 2008 with correction. *(Doug Dunker made the motion to add Chief Rash and Delet Smart to UNUM Policy, motion was seconded by Penny Helms)*

Motion was seconded by Tim Sperry.

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: Total expenses for March 2008 were \$103,743.04. Transaction List by Vendor (**ATTACHMENT #1**) \$564,301.84 in ambulance payments have been received as of April 2008. Ambulance collections for March 2008 totaled \$7375.92. Total miscellaneous and tax income received in March 2008 was \$7510.47. Attached is the Profit and Loss Statement for March 2008 (**ATTACHMENT #2**). Also presented to the Board was the February 2008 Reconciliation Summary (**ATTACHMENT #3**). Delet explained to the Board that she receives the Trial Balance from the County after she reports the financials so they do not have the tax collections for the month on the P & L. She told them that the Year to Date amount of tax revenues is the number they should look at. Delet reported that as of April 2, 2008 there was \$200,084.03 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. There have been 2 district residents interested in applying for the vacant board position.
- B. The Chief has been working a variety of shifts, attends various meetings and deals with work issues at home, he will begin taking Fridays off unless directed differently by the Board. Bill Cummins said he didn't see a problem for this time off, and Penny Helms said she was concerned that the Chief would not get out of the office often enough.
- C. The Chief has taken a position as a reserve deputy sheriff with Yellowstone County. This will not interfere with LFD position.
- D. FEMA Reimbursement- LFD has been advised that we would receive approx \$5000 less than anticipated. The Chief is comfortable with revenues that we have received to date. Jim Kraft did say that LFD may receive the rest from FEMA, but did not know when.
- E. Maintenance / Equipment / Water supply- Brad Bell and Andy Brown have been doing an outstanding job in the maintenance program development. Beall Trucking is conducting the service and found metal shaving during the service of the ambulance transmission.
- F. Reserve Firefighter Program – The Standard Operating Guidelines has been completed for the Reserve program. The Board is invited to look through what's expected of our reserves. Two reserves have resigned, 10 more interested in joining.
- G. Evacuation Routes / Wildland Fire Plan – Dave McKinney is working on the District's wildland fire plan so that we are better prepared for this fire season. The County is going to begin work on the Jack Pine Circle evacuation route, it should be completed by the end of April 2008.
- H. We have been working on an inexpensive way to network and store all of our computer data so that we don't lose it. This is a high priority.
- I. Budget- we do have the 5 year plan but it will need to be adjusted due to the change in costs of supplies, fuel, etc

The Run Report: March, 2008 – 54 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 February, 08. (**ATTACHMENT #6**)
- E. Training Report-** covered in Chief's report.

8. OLD BUSINESS (ATTACHMENT #7)

A. Haz-Mat Trailer:

The Chief reported that we have looked into getting the trailer painted, but found out that painting the trailer will cost more than the trailer is worth. The Chief would like the Board's direction on the Haz-mat trailer. Doug Dunker wanted to know if we need it and do we want it? The Chief said there was some value in keeping it. Doug wanted to know if we could leave the signage on it until we get money to change it. Bill Cummins had discussed this with Tim Sperry and Tim has researched it. The paint will be donated by someone that wishes to remain anonymous, his boss said he can use the paint booth, Tim will sand blast and donate the sand and paper. His boss just wants materials paid for, which will amount to approximately \$500 to \$750. The decision to have this done, will be tabled until next meeting. Doug Dunker thought we should start the paperwork with the County so we can own the trailer. Dave McKinney stated that there is a definite use for it, we can use it to de-contaminate people and leave contaminated gear in trailer to be taken care of later. Lockwood Fire District is already carrying the insurance on the trailer.

*****A Motion was introduced** by Doug Dunker to start the paperwork with the County to declare it as surplus property so that Lockwood Fire District will own it in the future.

Motion was seconded by Tim Sperry.

Motion passed 4-0

B. Keith Broyles Memorial – The Chief reported that we have approximately \$1000 (**ATTACHMENT #7**) The Chief talked to Mara Broyles and asked her what Keith might like the money used for. She thought he would prefer the station to purchase a piece of equipment. The Chief would still like to have a memorial plaque for the station. The Board agreed, the Chief will go forward with the decision. We will also let the people who donated know what the money was used for.

9. NEW BUSINESS

A. Department of Revenue - Robin Rude area Supervisor for the DOR and Luke Mann an appraiser in our District for DOR were in attendance to give us an update on what the DOR is doing in Lockwood. Robin reported that they have become very pro-active trying to make it easier to identify new properties in our area. One reason it has been hard to keep up with new building in the County is the fact that people do not need a building permit, they do need an electrical permit, but with no building permit, it is harder to identify new properties. If new building is started after January 1st of any year it won't be taxed until the next year. Assessment dates for new properties is January 1st. Property appraisals are done every 6 years, this was done last fall. They actually found a property that was built in 1999. The DOR is working with GIS to identify any property that has been missed in the past. The County has a web site that

Allows us to look up properties by address, name or property tax id number, this site is normally updated monthly, but due to a new computer system it is not interfacing correctly. The new properties identified thru GIS and DOR is now coming to Chief on e-mail. Luke reported that new subdivisions and new homes are not usually missed.

Bill Cummins stated that we have come a long way from 2 years ago. Communication is so much better and we appreciate all the work the DOR is doing. The Chief thanked DOR for everything they do and he will work at keeping the lines of communication open. Robin (DOR) said that the work they do is in the best interest for everyone.

B. ZIP Code – The Chief reported what the Lockwood Steering Committee has found out about Lockwood receiving their own zip code. The US Post Office told the Steering Committee that they could use the city name of Lockwood, Montana, but until they get their own post office the zip code would stay 59101. The Chief's opinion is that Lockwood is not a city and that this is a confusing issue and he thinks we should still leave our address as Billings. However, he will follow the Board's decision. Bill Cummins stated that he would go with the Chief to the Steering Committee meeting.

*****A Motion was introduced** by Doug Dunker to maintain the Billings, MT name until Lockwood is incorporated or has a Post Office.

Motion was seconded by Penny Helms.

Motion passed 4-0

C. Volunteers – Dave McKinney said he would be looking for volunteers to help in the staging area if we have another wild land fire. He would like to have someone help with the check in and out of people and apparatus that come to the station. He would like it to be a smooth operation.

Bill Cummins would like "Public Comments added to Agenda"

The Chief let the Board know about the cabinet that we purchased and mounted on the front of the station for posting meeting notifications etc.

Robert Guenther wanted to thank ExxonMobil for sending 4 of our firefighters to the fire school in New Orleans. It was good to network with guys in different departments and ExxonMobil. Great school.

