

LOCKWOOD RURAL FIRE DISTRICT
BOARD OF TRUSTEES MEETING
May 5, 2010

MINUTES

MAY 5TH, 2010

1. **CALL TO ORDER:** Doug Dunker called the meeting to order at 7:03 p.m.
2. **ATTENDANCE**
Board Members: Doug Dunker, Penny Helms, Don Cantrell, Tim Sperry
STAFF: Chief Rash, Delet Smart, Brad Bell, Ryan Staley, Lee Fischer, Marty Surdahl
Reserves:
Other Guests: Evelyn Pyburn (Yellowstone Co. News), Pam Malek (Exxon), Jonathan McNiven (Lockwood resident)

3. **APPROVAL OF MINUTES**

*** **A motion was** introduced by **Don Cantrell** to approve minutes of Board meeting April 7, 2010.
Motion was seconded by Penny Helms
Motion to approve minutes passed 4-0.

4. **APPROVAL OF WARRANTS**

*** **A motion was** made by **Tim Sperry** to approve payment of warrants.
Motion was seconded by Don Cantrell
Motion passed 4-0

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

Financial Report: Ambulance collections for March, 2010 totaled \$15,388.59; year to date ambulance collections total \$80,128.48; tax collections for March 2010 totaled \$11,215.90; year to date tax collections total \$872,950.04; total deposits (ambulance, taxes and misc) for March totaled \$64,057.00. The General Fund balance as of May 5, 2010 was \$558,022.80 and the Capital Improvement Fund balance as of May 5, 2010 was \$151,930.99. The March 2010 Profit & Loss was presented to the Board (**ATTACHMENT #1**). Total expenses for March 2010 were \$132,336.76. Transaction List by Vendor for April, 2010 and the first half of May, 2010 were presented (**ATTACHMENT #2, #3**). The March, 2010 reconciliation and balance sheet was presented to the Board (**ATTACHMENT #4, #5**).

6. CHIEF'S REPORT

BULLET POINTS FROM MAY 2010 CHIEF'S REPORT (**ATTACHMENT #6**) full report is available at the Lockwood Fire District. The Chief thanked the Board for his annual evaluation and the constructive remarks. There are many positive projects going on along with the reorganization of the Board and budget process.

- A. **FY10-11 Budget** – Delet and the Chief had had some personal challenges that have put them a little behind the time line with the budgeting process. There is a revised timeline attached (**ATTACHMENT #7**). The Chief talked to Steve Krogstad from the County about advertising in the Yellowstone Co. News. He told the Chief that there was a certification that the paper needed to submit to the County. This is Montana statue 7-1-212 which is a sworn statement that states the paper circulation for the prior 12 months, a statement of net distribution, an itemization of the circulation that is paid and that it is free, and the method of distribution. Evelyn said she would check with the editor and get back to the Chief.
- B. **Grants** – As of the writing of the Chief's report, we had not received an official confirmation of the AFG tender grant, but as of meeting time, we did receive confirmation that we were awarded the tender grant. The Chief thanked Brad Bell for his hard work on this grant. There will be more information on this grant during new business discussion.
- C. **Sage Hill Fillsite** – The County will not be able to help us replace the Sage Hills fillsite. We will purchase the 10,000 gallon tank this fiscal year. Andrew Sanders is getting bids from experienced contractors who have installed fillsite tanks. We want one contractor that can do it all, dig and set tank. We will have 2 bids to compare. There is a possibility that we can have it in place by the first of the new FY10-11 and paid for in FY09-10. We will have a specification booklet and a maintenance log in place for the fillsites.
- D. **Haz Mat Trailer** – The district has purchased the new haz mat trailer per Board approval. The haz mat team will begin working and completing this project. We will then begin to work on the larger emergency response trailer.
- E. **Special Budget Meeting / Bill Cummins Reception** – There will be a special preliminary budget work session on Wednesday, May 19th at 7:00 pm. We will have a reception and presentation for Bill Cummins at 6:30 pm on the same evening right before the work session.

- 7. **CHIEF'S MONTHLY REVIEW** – After some discussion, it was decided to remove this item from the monthly agenda. The Board will let the Chief know if there are any issues that might need to be discussed in the future.

RUN REPORT: April 2010 – 56 Calls (ATTACHMENT #8). The Chief wanted to compliment the firefighters on the job they did on the fire at Lile Street. They did an outstanding job, everything went exactly the way it should have and they prevented a huge amount of damage to the home. The Chief said as a tax payer it is a great comfort to have the professionals here in the district. The community is blessed to have the Lockwood Fire District.

During the Board meeting the firefighters got a call and had to leave. Don Cantrell pointed out that they all moved at the same time and knew exactly what they were doing. It was very impressive.

8. OLD BUSINESS

- 1. **Buffalo Trail Fire** – The Co. Attorney's Office officially filed a lawsuit against the responsible party for the Buffalo Trail Fire. Every department involved with the fire was named as plaintiffs. The Chief will keep the Board informed.

9. NEW BUSINESS

1. **Annual Election of Officers (Trustees)** – The Board trustees held an election of officers. The following are the results:

*** **A motion was introduced** by Tim Sperry to nominate Doug Dunker for **Board Chair**.
Motion was seconded by Don Cantrell.
Motion passed 4-0

*** **A motion was introduced** by Penny Helms to nominate Tim Sperry for **Vice Chair**.
Motion was seconded by Doug Dunker.
Motion passed 4-0

*** **A motion was introduced** by Don Cantrell to nominate Penny Helms for **Sec/Treas**.
Motion was seconded by Tim Sperry.
Motion passed 4-0

2. **Trustee Appointment to Labor Relations / Safety Committee** – Bill Cummins has done this for many years. And now that he is leaving, LFD needs another trustee to be on this committee. The meeting is usually held during shift exchange, every quarter. They are usually half hour long meetings. It is good to take care of any issues that come up right away. Penny Helms wanted to know if being on this committee automatically puts the trustee on the negotiation committee? The Chief said no. Doug Dunker volunteered to be on the labor/safety committee.

3. **Authorization to Proceed with Bid Advertisement for Fire Engine / Tender (AFG Approval)** – The apparatus committee has almost completed their work on the bid format and the Chief requested that the Board authorize him to advertise for bids for the new fire engine and the tender. The Chief did present a timeline (**ATTACHMENT #9**) for the purchase of both trucks. It would take 10 to 12 months to get delivery of the trucks. After a down payment of \$150,000 for the fire truck, we can finance the fire truck and our 5% match to the grant with an intercap loan which would have 2 semi annual payments. Project scenario is attached. (**ATTACHMENT #10**) The Chief projects that LFD would be debt free in 1 to 2 years. Don Cantrell wanted to know how much LFD still owes on the Johnson Lane property. The Chief estimated it to be around \$63,000.
Tim Sperry wanted to know if the Chief could contact Beall Trailers to see what it would take to put baffles in the tank on our old tender and use it on the new chassis. The Chief explained how a grant works: when you apply for a grant you list everything that you want the grant to cover. When the grant is awarded and you change your mind about what you need, you have to return part of the money. If we used the old tank and had to pay Beall to bring it up to code, LFD would actually lose money. In the process we could jeopardize being awarded any future grants. Tim Sperry said that answers his question and he is ok with going ahead with new tender purchase.
Penny Helms wanted to know what LFD can do with the old tender? The Chief said that we can sell it to private party, but the grant states that we could not sell it to an emergency service company. She also wanted to know if delivery is included in the cost? The Chief said we would send 2 guys to the truck plant about half way into building of the truck to inspect it and make sure it is what we have ordered. Then when the truck is ready we will send 2 guys out to the plant and they will drive it back to LFD. It is much less expensive for LFD to do it this way than to have the company deliver it as they add much more.
Doug Dunker asked if there were any other questions. There were none.

*** **A motion was introduced** by Don Cantrell to authorize the Chief to proceed with bid advertisement for fire engine and tender.
Motion was seconded by Tim Sperry.
Motion passed 4-0

PUBLIC COMMENTS

Pam Malek wanted to know if the reception for Bill Cummins was open to the public? Yes definitely.

Don Cantrell said the he knows someone who is interested in being on the LFD Board. The Chief said he would let Don know when the vacancy was published by the County and then the interested person can go to the court house to fill out the paperwork.

10. MEETING ADJORNED

***** A motion was introduced** by Tim Sperry to adjourn the meeting at 8:03 p.m.
Motion was seconded by Penny Helms
Motion passed 4-0

Doug Dunker, Chair/ Board of Trustees June 2, 2010
Date

Delet Smart, Administrative Assistant / LRFD June 2, 2010
Date

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