

LOCKWOOD RURAL FIRE DISTRICT
BOARD OF TRUSTEES MEETING
November 2, 2011

MINUTES

NOVEMBER 2, 2011

1. **CALL TO ORDER:** Doug Dunker called the Board Meeting to order at 7:05 p.m.

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

STAFF: Chief Rash, Delet Smart, Allan Hutton, Andy Brown, Maury Martin

Reserves:
Other Guests: Evelyn Pyburn (Yellowstone Co. News)

3. **APPROVAL OF MINUTES**

*** **A motion was** introduced by Tim Sperry to approve minutes of Board meeting October 5, 2011.
Motion was seconded by Penny Helms.
Motion to approve minutes passed 5-0.

4. **APPROVAL OF WARRANTS**

*** **A motion was** made by Don Cantrell to approve payment of warrants.
Motion was seconded by Tim Sperry.
Motion passed 5-0

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

Financial Report: Ambulance collections for September 2011 totaled \$3,466.25: year to date ambulance collections total \$23,054.55, tax collections for September, 2011 totaled \$16,235.69, 1st qtr. entitlement totaled \$27,228.47. Total revenue (ambulance, taxes and misc.) for September 2011 totaled \$52,966.54. The General Fund Balance as of September 2, 2011 is \$661,268.72 and the Capital Improvement Fund balance is \$276,016.80. The Profit & Loss statement for September, 2011 was presented to the Board (**ATTACHMENT #1**). Total expenses for September, 2011 were \$110,030.69. Transaction list by vendor for October, 2011 (**ATTACHMENT #2**) and the first half of November, 2011 (**ATTACHMENT #3**) were presented to the Board. The September, 2011 reconciliation and balance sheet for the General Fund and Capital Improvement Fund were also presented to the Board. (**ATTACHMENT #4 & #5**).

6. CHIEF'S REPORT

BULLET POINTS FROM NOVEMBER, 2011 CHIEF'S REPORT (**ATTACHMENT #6**) full report is available at the Lockwood Fire District.

Introduction – The Chief thanked the Board for showing their support of fire district employees who are tasked with personal challenges, also for their support in helping the administration and staff to accomplish our mission of serving the citizens of the fire district.

Signage – Sage Hills/MDT – The sign for the Sage Hills area is scheduled to be installed by the first of next week. If we receive any comments the Chief will keep the Board informed. The Chief reported that the sign has been installed and looks very professional.

Communication Blockage – It has been determined that a tree on property located on Old Hardin Road is blocking the signal between dispatch (911) and the station. Marty Surdahl has contacted the property owner who has given LFD permission to cut 20 feet off the top of the tree to remove the obstruction. It will cost approximately \$1600.00 to remove the upper portion of the tree. The Chief has composed a release form, approved by the County attorney's office for the property owner to sign. The other option was to place a new radio tower at the cost of \$30,000.00 or place a new radio link at the Four Dances site. It is the staff's opinion that the most cost effective thing to do is to remove the top of the tree.

VFA / RFA Grant – LFD purchased a GPS, GPS software and some wildland fire helmets with the \$1500 grant received through the county.

Arrival of New PPE – LFD took receipt of 14 new sets of budgeted bunker gear. This will keep the firefighters in NFPA compliance and will allow us to provide upgraded gear to our reserve firefighters. The staff would like to thank the Board for their support of this purchase.

Union Negotiations – The Lockwood IAFF Local #3658 sent a letter to Chairman Dunker requesting that labor negotiations be opened. The first meeting with the union is scheduled for November 15th at 6:00. Chief Rash, Cliff Mahoney and Doug Dunker are on the negotiation panel.

Storage Facility Hearing - The public hearing on the storage facility variance has now been scheduled for November 10 at 4:00 p.m. The Chief will attend and encourages any Board member to attend also. At this point things seem to be progressing smoothly. No one has heard anything negative about the project. Cliff Mahoney asked if we have decided on colors for the storage building yet. The Chief talked to S Bar S about the red material fading. They told him that there was none reported. Doug Dunker said that the red on their Fly in Lube building was fading, and Tim Sperry said that his barn is fading and that it is not that old. The Chief requested that if any of the Board members had any comments or recommendations to please submit them to him in writing.

County Fire Management Plan – The Yellowstone County Fire Management Plan (FMP) draft has been completed and ready for review by the fire council and then the county commission. The new plan will provide many more opportunities for training, preventative services, enhanced firefighting resources. After approval of the new plan, the Chief will explain and provide it to the Board.

Administrative Assistant – At the time of this report, Delet had not received confirmation on her plans to be on leave, she has since learned that she will be gone from November 6th thru the 20th. We are confident that everything will operate smoothly in her absence.

Fire Chief Absence – The Chief will be taking personal leave and will be out of state from November 3rd through November 9th. He will be conducting business by laptop and cell phone.

Fire District Business Plan – The Chief requested that the Board review the fire district's 10 year business plan as he expects to schedule a work session in January to discuss the annual update of the plan.

7. **RUN REPORT – October, 2011 - 50 calls (ATTACHMENT #7)**

8. **TRUSTEE REPORTS** – Penny Helms reported on the last Steering meeting. There is an increase in gang activity in Lockwood, it was advised that everyone lock their cars. They are establishing more Neighborhood watch programs in the area, if you are interested, you can contact the school. The major discussion at the meeting was the road improvement in Lockwood. There is a meeting on November 8th at 9:30 with the County Commissioners, everyone is encouraged to go, the more people that show up will let the County know how important this issue is to the Community. The Chief said that LFD will have a staff member at the meeting.

Cliff Mahoney said that the gang activity has been a big problem, but it has been reported that a homeowner saw some kids walking down the street and the homeowner wanted to know what they were doing, the problem was, the homeowner had a gun in his hand. Cliff stressed that if you see anything suspicious that you should call the Sheriff's Dept., not to take things into your own hands. He suggested that people keep lights on outside at night.

Don Cantrell said that there have been many things missing from his businesses. He said he can't keep gas in any of his vehicles, it has been stolen.

Penny Helms mentioned that a homeowner had a security beam across his drive way and it was broken the other night, the alarm went off and he called the Sheriff's Dept. and the intruder was caught.

Evelyn Pyburn of the Yellowstone Co. News wondered how long this gang activity has been going on. The Chief said at least the last 6 months.

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

- A. **Yellowstone County Mutual Aid Agreement** - There is a copy of the final draft of the Mutual Aid Agreement in the Board Packets (**ATTACHMENT #8**). The agreement has been reviewed by the county attorney's office and the city of Billings legal staff. It is the goal of the fire council to have this agreement approved by our governing boards and have the fire chiefs sign the final document at the January 17th fire council meeting.

*** **A motion was** introduced by **Cliff Mahoney** that the Board approve the proposed Yellowstone County Mutual Aid Agreement and authorize the fire chief to sign said agreement at the January 2012 fire council meeting.

Motion was seconded by Tim Sperry – Motion passed 5-0

10. **NEW BUSINESS**

- A. **Replacement of Support Vehicle-Approval to Transfer Capital Funds-** LFD's final budget included \$30,000 in capital funds to be expended for a replacement for the 1997 Chevrolet suburban. The Staff has been doing some research into the cost of a newer pickup to replace the suburban. This new vehicle will be used for carrying basic rope rescue equipment, hauling extra hose and other equipment, transporting personnel to and from fire and other emergency incidents, use as a second staff vehicle, plowing snow at the fire station and now, keeping access open to the new storage facility.
- The Chief has contacted Bison Ford in Great Falls; they handle all of the government contracts. They quoted a Ford F250 4WD, crew cab, long bed pickup that comes with a trailer towing package, engine block heater, cruise control and skid plate for \$28,900.94. The retail price for this pickup would be \$37,710.00.
- Doug Dunker wanted to know if LFD would have to go out for bids on this purchase. The Chief said no, due to the fact that the purchase was less than \$50,000. Tim Sperry thought we should give the local dealerships an opportunity to supply a quote on the vehicle. Doug Dunker would like the staff to contact local dealers, Don Cantrell wanted to know if the Chief would like the Board to make the calls, the Chief said that the staff would do the calls. The Board all agreed that calls to the local dealers be made. Penny Helms suggested that we give the dealers a deadline for their quotes.

*** **A motion was** introduced by **Penny Helms** that the Board approve the budgeted purchase of the pickup after local dealers provide quotes and if they cannot match the price from Bison Ford to then give the approval of the purchase, and authorize the fire chief to expend the balance of the \$30,000 toward the topper for the pickup.

Motion was seconded by Don Cantrell – Motion passed 5-0

*** **A motion was** introduced by **Penny Helms** that the Board approve the sale of the 1997 Chevrolet suburban with those proceeds being deposited into the Facilities and Equipment budget categories as reimbursement for a snowplow and associated costs.

Motion was seconded Tim Sperry – Motion passed 5-0

*** **A motion was** introduced by **Penny Helms** that the Board authorize the staff to transfer \$30,000 from the capital improvement fund into the general fund for said purchases.

Motion was seconded by Cliff Mahoney – Motion passed 5-0

Don Cantrell wanted to know how we would estimate the value on the Suburban. The Chief said he could find someone to appraise it, Penny Helms said he could call a bank and see what they would loan on a 1997 Suburban.

- B. **Facility Use Policy** – Last month a private vendor requested the use of the fire station property to market their products. After consulting with the county attorney’s office, the Chief made the decision to deny the request. After due thought to this situation, the Chief is convinced that the fire district should not set a precedence of allowing any “for profit” business to use fire district property for marketing. The Chief has enclosed a draft Facility Use Policy (**ATTACHMENT #9**) that he feels would address the issue of facility use. He has also enclosed an application for use of the facility (**ATTACHMENT #10**).

Penny Helms suggested that we provide a space for an alternate phone number and to include a cleaning policy on the agreement. Evelyn Pyburn (Yellowstone County News) wanted to know who LFD would approve to use the facility. The Chief said “not for profit” organizations. Don Cantrell wanted to know if there should be a time limit on the application. The Chief said that it has already been included as – beginning time and ending time. Cliff Mahoney said it should be at the discretion of LFD staff and the Board.

*** **A motion was** introduced by **Penny Helms** that the Board approve the adoption of the Facility Use Policy and the application with the above modifications.

Motion was seconded by Tim Sperry – Motion passed 5-0

PUBLIC COMMENTS

None

10. MEETING ADJORNED

*** **A motion was introduced** by **Tim Sperry** to adjourn the meeting at 8:08 p.m.

Motion was seconded by Penny Helms

Motion passed 5-0

Doug Dunker Chair/ Board of Trustees

December 7, 2011

Date

Delet Smart, Administrative Assistant / LRFD

December 7, 2011

Date

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