

LOCKWOOD RURAL FIRE DISTRICT
BOARD OF TRUSTEES MEETING
November 5, 2014

MINUTES

NOVEMBER 5, 2014

1. **CALL TO ORDER:** Penny Helms called the Board Meeting to order at 7:00 p.m.

2. **ATTENDANCE**
Board Members: Penny Helms, Xzimar Anderson, Carol Rash, Mark Morse

STAFF: Chief Staley, Delet Madler, Allan Hutton, Robert Guenther, Keith Kober, Dave McKinney, Brad Bell, Ryan Staley, Nick Anderson, Maury Martin, Karim Eshbaugh, Kevin Sparrow, Cory Letendre, Kory Rehmer

Reserves:
Other Guests: Evelyn Pyburn (Yellowstone Co. News), Kris Koessl (A&E), Corrina Martin, Mr. & Mrs. Bell, Jacquie & Garrett Sorrels

3. **APPROVAL OF MINUTES**

*** **A motion was** introduced by **Xzimar Anderson** to approve minutes of October Board meeting.
Motion was seconded by **Carol Rash**
Motion to approve minutes passed 4-0.

4. **APPROVAL OF WARRANTS**

*** **A motion was** made by **Xzimar Anderson** to approve payment of warrants.
Motion was seconded by **Mark Morse**
Motion passed 4-0

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

Financial Report: Ambulance collections for September, 2014 totaled \$13,440.97: year to date ambulance collections total \$32,646.31, tax collections for September, 2014 totaled \$11,274.02. Year to date tax collections total \$12,124.21. Total revenue (ambulance, taxes and misc.) for September, 2014 totaled \$94,452.41. The General Fund Balance as of November, 2014 is \$331,734.40 and the Capital Improvement Fund balance is \$732,031.97. The Profit & Loss statement for September, 2014 was presented to the Board (**ATTACHMENT #1**). Total expenses for September, 2014 were \$174,470.12. Transaction list by vendor for

September and first part of October, 2014 were also presented to the Board (**ATTACHMENTS #2, #3**). The September, 2014 reconciliation and balance sheet for the General Fund and Capital Improvement Fund were presented to the Board (**ATTACHMENTS #4, #5**).

6. **CHIEF'S REPORT (ATTACHMENT #6)** – In October, Lockwood Fire Dist. was the recipient of a grant to be used for the purchase of a LIFEPAK 15 medical monitoring device. A great deal of credit goes to Captain Hutton for securing this grant for LFD.

Allan Hutton gave a short report on this grant. This piece of medical equipment is valued at \$35,000. So a grant like this is very much appreciated. This grant was made possible by the Helmsley Foundation, Mission Lifeline. LFD would like to have a LIFEPAK 15 in every ambulance. This device transmits information directly to the ER and if indicated the cath lab is ready when the ambulance pulls up to the door. This technology save lives and is great for the Lockwood community. Physio-Controls is the company we ordered the LIFEPAK 15 from and they reduced the cost to LFD by \$10,000 so the grant will completely cover the cost of this medical device. Karim added that it also prompts the correct way to do CPR, has a more accurate blood pressure cuff, a faster processor and the batteries last longer.

XzImar asked when it will be put into service. Allan stated when we are trained on it, which should be next week.

The Chief stated that Lockwood has the honor of having the fastest transport of someone having a heart attack, 13 minutes.

Two of our firefighters, Cory Letendre and Nick Anderson completed their paramedic education and both successfully passed the National registry test. This means LFD has two more firefighter/paramedics serving the community. This is a very lengthy and difficult education process and the Chief wanted to thank both for their commitment to the successful completion to their education and certification.

LFD completed a drill with the Loveland plant here in Lockwood. This disaster drill was a test of our emergency partnership with Loveland and their employees to evacuate and mitigate a Hazardous Materials incident. The Chief thanked our local businesses for their diligence in working with LFD to keep everyone safe.

Several of our Firefighters attended a live burn training exercise at the Billings airport training facility. Night burns were part of an annual training program.

At the last Board meeting the Chief informed the board that the Huntley/ Worden Vol. Fire Department needed a laptop to upgrade their reporting process. Chief Midgley wanted to convey his sincere appreciation to LFD for our donation as well as our continuing partnership.

The Chief attended the Colorado Leadership Conference in October as part of a previous commitment to instruct at the Fire Chief Education portion of the conference. He was able to visit several fire equipment vendors and organizations. He gave several items of interest on technology and education to the staff for future consideration.

The Chief attended the Montana Fire Consortium meeting in Billings. The reason for this meeting is to discuss the next years statewide testing in June. Several issues were discussed and will be evaluated at the next meeting scheduled for February.

The Chief attended the Big Sky Economic development meeting in October. Lockwood is one of the communities being considered for a business park.

The Chief is scheduled to meet with the Co. Commissioners to discuss how a TEDD will work. He stated that a TEDD is sent up for a specific period of time and all taxes receive from that designated area go for a specific project. The Chief will impress upon the BOCC that LFD is as important as the Lockwood School and should be able to receive their tax share from the TEDD.

The Chief attended the Lockwood Business Committee meeting and listened to a report on the progress of the upcoming interchange and the possibility for a High School in Lockwood.

LFD will be working on applications this month for the AFG grant through FEMA. We will explore equipment needs as well as training needs.

Sheriff Linder and the Chief will be empowering members of LFD and the Yell. Co. sheriffs to explore a response protocol for large trauma incidents involving mass casualty and shootings in places of large assembly. This protocol would employ members of both departments acting together to an emergency where a large traumatic incident has occurred.

The Chief has asked Allan Hutton to join in talks with the Sheriff's department. Allan thinks this will be a great thing for the communities in the County.

Xzimar wanted to know if this would be just the Lockwood area or county wide. The Chief stated that he did not foresee going West, but definitely Huntley, Worden, and Shepherd. Allan stated that this is just in the discussion phase and that nothing is set up yet.

Penny Helms wanted to thank the Chief for bringing new ideas and programs to LFD in just the short time that he has been here. She is very thankful as is the rest of the Board.

7. RUN REPORT - SEPTEMBER, 2014 – 52 calls (ATTACHMENT #7)

- 8. TRUSTEE REPORTS** – Kris Koessler the LFD OCR submitted his report to the Board (**ATTACHMENT #8**). Much of the concrete has been poured. The budget (**ATTACHMENT #9**) allowed a decision to upsize the generator allowing Swank construction to get the conduits placed. The decision to run power to the site under Johnson Lane has also been made, this will remove a potential hazard of a power pole and guy wire directly in the parking lot area. December 3rd thru the 8th are the dates scheduled for arrival of the metal building. As soon as it arrives it will take them approximately one month to erect it. Should see some progress by mid-December. The landscape bids are due next week. There should be no big expenses for a while.

9. OLD BUSINESS

The Chief made sure that the Board had a copy of the email response he received from Dan Schwarz (**ATTACHMENT #10**) about the sale of the old fire station building. He did say that we would have to hold a public auction and that the property cannot sell for less than 90% of appraised value. If the property does not sell, it can be sold at a private sale price not less than 70% of appraised value.

10. **PUBLIC COMMENTS** Allan Hutton spoke on behalf of the rest of the staff about how pleased we are to have John Staley as our new Chief. He has progressive thinking and will move LFD forward. He makes it a pleasure to come to work. When Allan attends various meetings he continually hears how excited the public are to have Chief Staley back in the community. He is doing what a Chief should do and keeping this station top notch. We commend him for coming in and in such a short time have control of the operations is very commendable. For him to go to Colorado and represent LFD in the manner in which he did is prenominal. He needs to know how proud we are to have him as our Chief.
The Chief thanked Allan for the kind words.

Toni Bell also wanted to say some things. She stated that she has known John Staley for many years, she work with various volunteer and paid departments over the years and she thinks that LFD is extremely lucky to have John Staley as their Chief. He does an awesome job and she and her husband are very happy to see him back.
The Chief thanked her for the things she said.

Penny Helms added that the Board agrees with what was said and are very proud of the caliber of Chief LFD has in John Staley. We know that we only have a couple of months under our belt but things couldn't be better.

Jacquie Sorrels and her husband have been Lockwood residents for 10 years so Chief Staley is our 3rd Chief. We want to thank LFD for what they do for the community. I am in the medical community and have been stopped by different people saying how lucky we are to have John Staley back. She wanted to thank you for keeping us safe.

Dave McKinney stated that he is sure the Board, after hearing all the comments, realize that there is a large support of Chief Staley. He was handed a good operation to take off with. Every firefighter from LFD stands with him.

Chief Staley thanked everyone for their support and kind words.

Penny Helms asked the Chief for an update on the sale of their house. He said that the house has sold and they close on December 5th. His wife, Gayle, is coming to Billings this weekend to start looking for a home in Billings or Lockwood. He mentioned that once they close on the house that LFD is stuck with him, there is no going back.

The next Regular meeting of the LFD Board will be held on December 3rd at 7:00 pm.

11. **MEETING ADJORNED**

*** A motion was introduced by XzImar Anderson to adjourn the meeting at 7:57 p.m.

Motion was seconded by Carol Rash

Motion passed 4-0

December 3rd, 2014

Board of Trustees

December 3rd, 2014

Administrative Assistant / LRFD

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