

**LOCKWOOD RURAL FIRE DISTRICT**  
**BOARD OF TRUSTEES MEETING**  
**December 3, 2014**

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# MINUTES

**DECEMBER 3, 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, Frosty Erben, Carol Rash, Mark Morse  
  
**STAFF:** Chief Staley, Delet Madler, Allan Hutton, Robert Guenther, Keith Kober, Dave McKinney, Maury Martin, Karim Eshbaugh, Kevin Sparrow, Kory Rehmer, Lee Fischer  
  
**Reserves:**  
**Other Guests:** Evelyn Pyburn (Yellowstone Co. News), Kris Koessl (A&E), Dan Carter (ExxonMobil)

3. **APPROVAL OF MINUTES**

\*\*\* **A motion was** introduced by **Frosty Erben** to approve minutes of November Board meeting.  
Motion was seconded by **Mark Morse**  
**Motion to approve minutes passed 5-0.**

4. **APPROVAL OF WARRANTS**

\*\*\* **A motion was** made by **Xzimar Anderson** to approve payment of warrants.  
Motion was seconded by **Frosty Erben**  
**Motion passed 5-0**

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

**Financial Report:** Ambulance collections for October, 2014 totaled \$9,204.58: year to date ambulance collections total \$41,850.90, tax collections for October, 2014 totaled \$2,398.61. Year to date tax collections total \$14,522.82. Total revenue (ambulance, taxes and misc.) for October, 2014 totaled \$38,693.83. The General Fund Balance as of December, 2014 is \$234,684.23 and the Capital Improvement Fund balance is \$732,483.17. The Profit & Loss statement for October, 2014 was presented to the Board (**ATTACHMENT #1**). The P & L for November without the total revenues for the month was also presented (**ATTACHMENT # 2**) Total expenses for October, 2014 were \$137,339.85. Transaction list by vendor for November and first part of

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

**6. CHIEF'S REPORT (ATTACHMENT #6) –**

LFD received a donation of equipment from Yellowstone Energy Limited Partnership. This included rescue harnesses and medical equipment.

LFD participated in a County preparation plan for Ebola patients, should the emergency occur.

The Chief attended a presentation by the Lockwood business committee on the need for County Commissioner support to apply for grants for the Development of the Lockwood Business Park.

The Chief sent a letter (**ATTACHMENT #7**) of support on behalf of the district supporting acquisition of safety grants to help created sidewalks and lighting for main arterials in Lockwood.

LFD purchased a conference table and chairs from a company that was going out of business. It was significantly less expensive than a new one.

The Chief went to an ExxonMobil advisory group and the topic of the LFD Santa project came up and 1<sup>st</sup> Interstate Bank informed the Chief that they want to help next year.

**7. RUN REPORT - OCTOBER, 2014 – 45 calls (ATTACHMENT #8)**

**8. TRUSTEE REPORTS – Xzimar Anderson reported that Swank Construction was back filling and the first load of steel for the building arrived today. Yellowstone Valley Electric Co-op was digging under Johnson Lane to bring the electrical service to the station without overhead wires and poles.**

The Chief reported that at the last Steering Committee meeting, Candi Miller with City Co. Planning wants input from the residents about what they want for their community in the future. It was also reported at the meeting that the director of the Lockwood Water Department, Woody Woods is retiring at the end of the year.

Kris Koessl the LFD OCR submitted his report to the Board. The generator was ordered as well as the air vac system. The Landscape bids came in over budget so the request was submitted to some smaller companies to see if we could trim some cost. The budget (**ATTACHMENT #9**) was presented to the Board. As reported by Xzimar part of the metal building arrived. As soon as the rest of it arrives it will take them approximately one month to erect it. Should see some progress by mid-December. There were some questions about the interior fill station. We were able to move it over which save about \$1000.00 on that cost. We added tinting to the garage door windows.

## 9. OLD BUSINESS

### A. Discussion of Fire Chief 6 Mo. Evaluation, Job Description, Letter of Agreement.

Carol Rash had concerns about the job descriptions. She had noticed that there were no dates on them or that the Board did not sign any of them. The Chief informed her that the job description that she had was not the one he applied under. Board Chair Penny Helms interrupted and suggested they tend to business at hand and schedule an Executive session in the future to settle this.

Penny Helms does not want a Board that is antagonistic, looking for trouble that isn't there or opening a can of worms in this meeting.

She does not want the Chief to feel that he is not backed by his Board. There is a chain of command and all concerns should come to her as Chair first. She went on to say that she thinks LFD has one of the best Fire Chiefs on this side of the State.

If we need to have our attorney discuss it with a couple of our Board members she would be happy to get that set up. It is not an issue that should be taking up meeting time.

Xzmar suggested a work session before the next regular monthly Board meeting. This would be an open meeting.

Carol would like to have a meeting with attorney Kate Dinwiddie. They will set one up.

B. Process of Change Orders for New Fire Station – Carol Rash is concerned that if there is a change order over \$5000 And who should be approving them. She hoped that Chief Staley was consulting with the LFD OCR Kris. She did admit that she sees these approved change orders come across in emails to the Board, but wondered if it was ever really set out as to the Chief's authority to approve them. Penny said that it was set up with our OCR that he would research any and all change orders and if he found them to be necessary he would bring them to the Chief.

**\*\*\* A motion was introduced** by Mark Morse to have Board approval for any change orders over \$5000.

**Motion was seconded by Carol Rash**

**Motion Failed 1-4**

Frosty Erben suggested that we define administration and policy decisions. He said that we have faith in our OCR and our Chief to make these decisions, that he is sure they will not spend money without serious consideration. It will slow down the whole process. Kris said that he has an obligation to LFD to watch what is spent and what is necessary. He also said that LFD is sitting on a contingency about 5 to 10 times higher than any project he has been on. Carol was still concerned about large change orders.

Kris said that if this happens his contract will change and it will cost a lot more.

Penny said we approved this before the actual construction started.

Allan Hutton said we all had the trust in the Chief to make these decisions.

Xzmar agreed with Penny, Kris and the crew that we trust the Chief to do this.

## 10. PUBLIC COMMENTS none

The next Regular meeting of the LFD Board will be held on January 7<sup>th</sup> at 7:00 pm.

## 11. MEETING ADJORNED

**\*\*\* A motion was introduced** by Xzmar Anderson to adjourn the meeting at 7:58 p.m.

**Motion was seconded by Frosty Erben**

**Motion passed 4-0**

\_\_\_\_\_  
Board of Trustees

January 7th, 2014

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Administrative Assistant / LRFD

January 7th, 2014

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