

LOCKWOOD RURAL FIRE DISTRICT
BOARD OF TRUSTEES MEETING
JANUARY 7, 2015

MINUTES

JANUARY 7, 2015

- CALL TO ORDER:** Penny Helms called the Board Meeting to order at 7:05 p.m.
- ATTENDANCE**
Board Members: Penny Helms, Xzimar Anderson, Frosty Erben, Carol Rash, Mark Morse
STAFF: Chief Staley, Delet Madler, Allan Hutton, Maury Martin, Kevin Sparrow, Brad Bell
Reserves:
Other Guests: Mike Glancy (Airport Fire Dept), Corrina Martin (Friends of Billings Public Library) Suzann Ady (Yellowstone Co. News), Kris Koesl (A&E),

3. APPROVAL OF MINUTES

*** **A motion was** introduced by **Xzimar Anderson** to approve minutes of December Board meeting.

Motion was seconded by **Frosty Erben**

Motion to approve minutes passed 5-0.

4. APPROVAL OF WARRANTS

*** **A motion was** made by **Frosty Erben** to approve payment of warrants.

Motion was seconded by **Xzimar Anderson**

Motion passed 5-0

5. REVIEW AND APPROVAL OF FINANCIAL REPORT

Financial Report: Ambulance collections for November, 2014 totaled \$13,214.66: year to date ambulance collections total \$55,065.56, tax collections for November, 2014 totaled \$720,084.90. Year to date tax collections total \$734,607.72. Total revenue (ambulance, taxes and misc.) for November, 2014 totaled \$759,900.28. The General Fund Balance as of January, 2015 is \$867,007.71 and the Capital Improvement Fund balance is \$654,851.72. The Profit & Loss statement for November and December, 2014 were presented to the Board (**ATTACHMENT #1 & #2**). Total expenses for November, 2014 were \$99,000.92. Transaction list by vendor for December 2014 and first part of January, 2015 were also presented to the Board (**ATTACHMENTS #3, #4**). The November, 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 has begun re-numbering our engines and equipment to meet the County's request of uniform numbering systems.

The Chief accepted a position on the education committee for Critical Incident Stress Management team for 2015.

The Chief continues to attend meetings of the Lockwood business committee.

The Chief and Fire Marshal Kober will meet with members of Bretz RV to assist them in the development of their new building project.

LFD received the Ford chassis that will become our first wholly owned brush truck.

Command 2 has been returned from the body shop after having the hail damage repaired.

The Chief requested that all board inquiries for information to go directly through him.

The Santa project was again a huge success thanks to everyone that participated, the crew, ExxonMobil, the Friends of Billings Public Library and Mr. and Mrs. Santa.

7. RUN REPORT - DECEMBER, 2014 – 48 calls (ATTACHMENT #7)

- 8. TRUSTEE REPORTS – Xzimar Anderson** reported that the weather was an issue with the project. Swank was waiting for the electrical to be off the poles and into the building. He wanted to suggest that LFD start discussing the grass contract with the County and BIA.

Kris Koessl the LFD OCR Swank has started framing the walls. The budget (**ATTACHMENT #8**) was presented to the Board. Things look really good as far as the budget is concerned.

9. OLD BUSINESS

- A. Discussion of change to Fire Chief Job Description-

Board Chair said that they had contacted the LFD attorney and decided that the Fire Chief's job description (**ATTACHMENT #9**) could be changed, but had to be approved and signed by the Board.

***** A motion was introduced** by Carol Rash to approve the current job description that was advertised and used to hire Chief Staley
Motion was seconded by Xzimar Anderson
Motion Passed 5-0

9. PUBLIC COMMENTS

Corrina Martin representing the Friends of the Billings Public Library wanted to thank LFD for allowing them to help with the Santa project. Her group is dedicated to helping children learn to read and enjoy books so this was a perfect way to get books out to the kids in Lockwood. They had 660 books donated and they purchased the rest.

Mike Glancy came and gave a report (**ATTACHMENT #10**) on how important the Critical Incident Stress Management is to the various fire departments. He publicly thanked Chief Staley for his support of his fire fighter's to be involved with CISM and he thanked LFD fire fighters Maury Martin and Kevin Sparrow for going above and beyond in their service.

The next Regular meeting of the LFD Board will be held on February 4th at 7:00 pm.

11. **MEETING ADJORNED**

***** A motion was introduced** by **Frosty Erben** to adjourn the meeting at 8:09 p.m.
Motion was seconded by Mark Morse
Motion passed 5-0

_____ February 4th, 2015
Board of Trustees

_____ February 4th, 2015
Administrative Assistant / LRFD

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