

**LOCKWOOD RURAL FIRE DISTRICT  
BOARD OF TRUSTEES MEETING  
MARCH 4, 2015**

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# **MINUTES**

**MARCH 4, 2015**

1. **CALL TO ORDER:** Penny Helms called the Board Meeting to order at 7:02 p.m.
2. **ATTENDANCE**  
**Board Members:** Penny Helms, Xzlmr Anderson, Frosty Erben, Carol Rash, Mark Morse  
**STAFF:** Chief Staley, Delet Madler, Robert Guenther, Karim Eshbaugh, Keith Kober  
**Reserves:**  
**Other Guests:** Cliff Mahoney, Evelyn Pyburn (Yellowstone Co. News), Kris Koessl (A&E), Amy Iverson (GHG)

3. **APPROVAL OF MINUTES**

\*\*\* **A motion was** introduced by **Frosty Erben** to approve minutes of January Board meeting.  
Motion was seconded by **Xzlmr Anderson**  
**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 **Carol Rash**  
**Motion passed 5-0**

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

**Financial Report:** Ambulance collections for January 2015 totaled \$8164.00: year to date ambulance collections total \$69,994.79, tax collections for January, 2015 totaled \$4790.63. Year to date tax collections total \$786,551.61. Total revenue (ambulance, taxes and misc.) for January, 2015 totaled \$44,634.69. The General Fund Balance as of March, 2015 is \$783,281.93 and the Capital Improvement Fund balance is \$656,481.39. The Profit & Loss statement for January and February 2015 were presented to the Board (**ATTACHMENT #1 & #2**). Total expenses for January, 2015 were \$193,178.79. Transaction list by vendor for February, 2015 and first part of March, 2015 were also presented to the Board (**ATTACHMENTS #3, #4**). The January 2015 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) –**

The new brush truck is in Missoula for fitting of the tank and equipment.

The Chief submitted grant requests to various institutes.

Attorney Dinwiddie has the signed agreement between her and LFD on file.

The revised and approved job description for the Chief has been added to the policies manual. This was approved at the February 2015 board meeting.

Negotiations with Firefighters Local 3658 will probably start in April.

There are 4 firefighters interested in safety seat training. Once they are certified LFD will offer this service to the public.

We are evaluating our communications system, deciding what can be moved from the current station to the new station. We are awaiting a quote to insulate and sheet rock the storage building.

We have added 3 new reserves to our program, Chad Landon, Nick White and Jake Ehrlick.

The Chief has accepted a position on the Advisory Board of the Fire Science program at MSU City College.

Board Chair raised a question about the time line of the Fire Chief's annual evaluation. The evaluation historically is held in May, but due to the fact that he was just evaluated in February, 2015 it was suggested that it be postponed until May of 2016. The Board members in attendance approve.

**7. RUN REPORT - February, 2015 – 40 calls (ATTACHMENT #7)**

- 8. TRUSTEE REPORTS** –Kris Koesl the LFD OCR said the new station project is progressing at a rapid pace. The windows will be put in this week, along with door jambs, also the rough in of electrical and interior framing will continue. There was a suggestion made to change some of the asphalt paving to concrete, but it proved to be too costly. Kris has a meeting set up with Lockwood Water next week about the water hook up. He did pass out an updated budget sheet. He said we need to get a budget item line for the communication package put onto the budget sheet. **(ATTACHMENT #8)** It was suggested that we call attorney Dinwiddie to see if legally we can use money budgeted for the new building on sheet rocking and insulating the existing pole barn. Kris said he was waiting on the quote to see how much it would be to get this done and then a decision would be made to call Kate if we decide to go ahead with it.

**9. OLD BUSINESS**

**A. Presentation & Discussion of FY 13-14 Audit – Amy Iverson of Wipfli/GHG –**

Amy Iverson reported that the FY13-14 Audit was a good clean audit, they did not find any problems. A copy of the audit was presented to each Board member **(ATTACHMENT #9)**. The major change this year is the construction of the new building.

**B. Discussion of Grass Contract with Yellowstone County-**

The Chief, with the Board's approval, is drafting a letter to Duane Winslow of DES which will basically outline a new contract, which Duane will present to the Co. Commissioners.

**9. NEW BUSINESS**

- A. **Board of Directors Development – Understanding and Applying the Difference Between Governance and Management** – The Chief offered members of the Board the opportunity to attend a webinar (**ATTACHMENT #10**) presented by AEM on the duties of the Board members. This will be much more economical than sending board members to Staff and Command School and will basically cover the same information.
  
- B. **Discussion of Board Vacancies** – There are 3 Board vacancies in May 2015. One (3) term is up and 2 were appointed for 1 year terms. The Board will nominate and elect new Board positions in May. The County elected 3 new Board members by acclamation, the 3 new members are Robert Bell, Robert Guenther and Cliff Mahoney.
  
- C. **Union Negotiations** – Xzimar Anderson suggested that the Chief contact the Union and see if they would be willing to wait to start negotiations after the new Board members were elected in May.

**10. PUBLIC COMMENTS**

The next Regular meeting of the LFD Board will be held on April 1st at 7:00 pm.

**11. MEETING ADJORNED**

\*\*\* **A motion was introduced by Xzimar Anderson to adjourn the meeting at 7:59 p.m.**  
**Motion was seconded by Frosty Erben**  
**Motion passed 5-0**

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 Board of Trustees April 1, 2015

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 Administrative Assistant / LRFD April 1, 2015

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