

LOCKWOOD RURAL FIRE DISTRICT  
BOARD OF TRUSTEES MEETING  
MAY 6, 2015

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# MINUTES

MAY 6, 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, Cliff Mahoney, Bob Bell, Robert Guenther  
**STAFF:** Chief Staley, Delet Madler, Karim Eshbaugh, Keith Kober, Ryan Staley  
**Reserves:**  
**Other Guests:** Toni Bell, Evelyn Pyburn (Yellowstone Co. News), Kris Koessl (A&E), Mark Morse
- Penny Helms swore in new Board members, Cliff Mahoney, Robert Bell, Robert Guenther and had them recite the Oath of Office.

**4. Election of Officers:**

\*\*\* **A motion was** introduced by **Frosty Erben** to nominate **Xzimar Anderson** for Board Chair.  
Motion was seconded by **Robert Guenther**

\*\*\* **A motion was** introduced by **Frosty Erben** to nominate **Cliff Mahoney** for Vice Chair.  
Motion was seconded by **Robert Guenther**

\*\*\* **A motion was** introduced by **Robert Guenther** to nominate **Frosty Erben** for Secretary/Treasurer.  
Motion was seconded by **Cliff Mahoney**

**All Elected by Acclamation**

**5. APPROVAL OF MINUTES**

\*\*\* **A motion was** introduced by **Frosty Erben** to approve minutes of April Board meeting.  
Motion was seconded by **Xzimar Anderson**  
**Motion to approve minutes passed 5-0.**

**6. APPROVAL OF WARRANTS**

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

## 7. REVIEW AND APPROVAL OF FINANCIAL REPORT

**Financial Report:** Ambulance collections for March 2015 totaled \$8,106.15: year to date ambulance collections total \$101,305.03, tax collections for March, 2015 totaled \$13,669.66. Year to date tax collections total \$813,132.70. Total revenue (ambulance, taxes and misc.) for March, 2015 totaled \$92,465.09. The General Fund Balance as of May 6, 2015 is \$371,326.57 and the Capital Improvement Fund balance is \$920,322.89. The first half of the budgeted transfer into the CIF from the GF was done. The Profit & Loss statement for March and April 2015 were presented to the Board (**ATTACHMENTS #1 & #2**). Total expenses for March, 2015 were \$125,998.58. Transaction list by vendor for April and first part of May, 2015 were also presented to the Board (**ATTACHMENTS #3, #4**). The March 2015 reconciliation and balance sheet for the General Fund and Capital Improvement Fund were presented to the Board (**ATTACHMENT #5**).

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

The new brush truck is in service. Thanks to Dave McKinney for all his work getting this project finished, saving LFD several thousand dollars in the process.

Contract negotiations began with IAFF Local 3658 on May 4<sup>th</sup>.

A reminder to Board members about the webinar training for directors and board members on May 13.

LFD sent several reserves to the Cody Fire School for training. This helps the reserves be better prepared for fires.

The Chief thanked Yellowstone Co. Attorney, Dan Schwartz for his assistance in sending a letter to AIG Insurance attempting to recover damages from a truck fire in December 2014.

The Chief took three classes on the use of Quick Books only to learn that Delet Madler is invaluable to LFD.

The Chief reminded the board that he will be at the Firefighter Testing Consortium in June and will not be at the monthly meeting.

LFD has finally sold the used ambulance for \$5500 which was more than we had hoped for.

## 7. RUN REPORT - April, 2015 – 45 calls (ATTACHMENT #7)

8. **TRUSTEE REPORTS** –Kris Koessl the LFD OCR reported that the painting on the admin side is almost done. The taping and texture is almost done on the crew quarter. The middle to the end of June is still the tentative finish date. Landscaping is nearing the finish. Some doors are still not here. The generator is here and ready to be hooked up. Kris handed out an updated budget (**ATTACHMENT #8**). There is some discussion going on about the low voltage package. The bid came in above budget so we have been scaling back on some of it. Most of the furniture has been ordered there are a few things still to be decided on. The traffic light still needs to be installed. The tower is assembled but not erected yet.

The Chief reported for the Lockwood Steering Committee that at the last BOCC meeting the commissioners voted to move ahead with the TEDD in the Lockwood area. There will be more info coming in the future.

## 9. OLD BUSINESS

### A. Discussion of Sale of Current Fire Station –

Frosty Erben stated that the first thing we need to do is get an appraisal of the property. We will then solicit bids during a 30 day time period. If we don't get a satisfactory bid, we can then put it on the open market. We need to get an appraiser lined up, he will check on that. He has heard that there are a couple different companies interested in the property. Deputy County Attorney Dan Schwartz has offered to help us through this process.

**\*\*\* A motion was introduced by Robert Guenther to give Frosty Erben the authority to go ahead with the appraisal process.  
Motion was seconded by Xzimar Anderson  
Motion passed 5-0**

## 10. NEW BUSINESS

### A. Swearing in of New Board Members – Done

### B. Election of Officers - Done

### C. 1<sup>st</sup> reading of Board Policies - Robert Guenther has always thought the Board needed a Policy manual. He did some research on the internet to help produce this. It will help new board members when they are elected to the Board. He will wait for changes or suggestions for the second reading. Frosty thanked Robert for his work on this as it will help new members.

Xzimar Anderson would like a discussion on the Board Member terms as there are 3 new members elected by acclimation which will make all 3 terms ending at the same time leaving only 2 board members active which is not a quorum. He would like to change a couple of the terms to 1 year and 2 year. Robert Guenther disagreed with him stating that this same thing just happened with 3 member's terms ending now with no problems. Xzimar does not want a quorum problem. This will be put on the next month's agenda.

### D. Discussion of Union Negotiations – The Chief stated that Penny Helms received an email from the County Attorney saying that he was made aware that there was an employee elected to the Board and he wanted to know what steps LFD will take to avoid any problems this might cause. Our response to him was that the employee will not be able to vote on the budget or a union contract. He will have to recuse himself if those discussions would come up. We have not heard back from the County as yet. The question about Bob Bell also came up as he is the father of an employee. The Chief said that Bob was not mentioned in the email. He said he knew that the City of Billings had numerous Father/daughter, son/father combinations on their board and the only thing they could not do was vote on the contract.

**\*\*\* A motion was introduced by Robert Guenther to appoint Cliff Mahoney and Frosty Erben to the Union contract negotiation committee.**

**Motion was seconded by Xzimar Anderson**

**Motion passed 5-0**

## 9. PUBLIC COMMENTS Mark Morse was wondering how Cliff Mahoney could be on the negotiating team if the negotiations started before he was sworn in. The Chief stated that the new members were officially made officers on the 1<sup>st</sup> of May.

The next Regular meeting of the LFD Board will be held on June 3<sup>rd</sup> at 7:00 pm.

11. MEETING ADJORNED

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

\_\_\_\_\_ June 3, 2015  
Board of Trustees

\_\_\_\_\_ June 3, 2015  
Administrative Assistant / LRFD

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