

LOCKWOOD RURAL FIRE DISTRICT
BOARD OF TRUSTEES MEETING
June 3, 2015

MINUTES

JUNE 3, 2015

1. **CALL TO ORDER:** Xzimar Anderson called the Board Meeting to order at 7:35 p.m.

2. **ATTENDANCE**
Board Members: Xzimar Anderson, Frosty Erben, Bob Bell, Robert Guenther

STAFF: Delet Madler, Keith Kober, Allan Hutton,
Reserves:
Other Guests: Evelyn Pyburn (Yellowstone Co. News), Kris Koessl (A&E), Dan Carter (ExxonMobil)

3. **APPROVAL OF MINUTES**

*** **A motion was** introduced by **Robert Guenther** to approve minutes of May Board meeting.
Motion was seconded by **Frosty Erben**
Motion to approve minutes passed 4-0.

4. **APPROVAL OF WARRANTS**

*** **A motion was** made by **Robert Guenther** to approve payment of warrants.
Motion was seconded by **Frosty Erben**
Motion passed 4-0

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

Financial Report: Ambulance collections for April 2015 totaled \$6,761.20: year to date ambulance collections total \$108,066.23, tax collections for April, 2015 totaled \$21,274.02. Year to date tax collections total \$834,406.72. Total revenue (ambulance, taxes and misc.) for April, 2015 totaled \$28,385.0913. The General Fund Balance as of June 3, 2015 is \$281,781.00 and the Capital Improvement Fund balance is \$920,047.29. The Profit & Loss statement for April and May 2015 were presented to the Board (**ATTACHMENTS #1 & #2**). Total expenses for April, 2015 were \$393,390.49, This amount includes the \$262,500.00 transfer into the CIF, the total expenses for May were \$133,758.27 Transaction list by vendor for May and first part of June, 2015 were also presented to the Board (**ATTACHMENTS #3, #4**). The April 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) –

One of the LFD staff will be attending the Fire School with Exxon employees. The training is paid for courtesy of Exxon refinery.

Another member will be traveling to Denver to receive training in the control of difficult medical patient. The person will bring back what he has learned and will share it with the rest of the department.

The Chief will be attending the Montana Chief's Conference June 11th through the 13th as well as attending the Montana testing Consortium June 1st through the 4th.

The sale of the ambulance was completed, this was the first time that we used the government public auction site. This may be the way to sell resources that will not be transferred to the new station such as the generator and the exhaust system.

The crew is taking inventory of all items that will or will not be moved to the new station.

Two of the brush rigs were taken to DNRC for inspection for 2015. DNRC requires the inspection before they will use or pay for the use of them during state wild fires. Both passed.

The 2015 VFA/RFA grant application was turned into the county DES coordinator. LFD is requesting funding for 2 portable radios at a cost of \$1600.00 each. The radios will be P25 capable and will allow us to communicate better with our mutual aid departments.

Contract negotiations were completed with FF Local 3658 and the LFD Board on May 7th. The Chief wanted to thank Administrative Assistant, Delet Madler, Cliff Mahoney and Frosty Erben from the LFD Board. All helped contribute to a successful conclusion to the negotiations.

7. RUN REPORT - May, 2015 – 56 calls (ATTACHMENT #7)

8. TRUSTEE REPORTS –Kris Koessl handed out an updated budget (ATTACHMENT #8). The tower is assembled and erected.

Robert Guenther wanted to make sure that when there is a change order it is done thru the correct channels and not anyone can approve a change order. He also had some questions on the number of plugins for automobiles outside the station. Kris said there were 6 right now. Robert didn't feel that was enough and suggested we look into installing more.

*****A motion was made by Frosty Erben to give the OCR, Kris the authority to investigate the cost of installing additional outlets not to exceed \$8000 to be approved by the Chief.**

Motion seconded by Robert Guenther

Motion passed 4-0

Kris would like approval for 6 change orders, the largest amount being for the upgrades to the pole barn.

*****A motion was made by Frosty Erben to approve change orders totaling \$59,510.69.**

Motion seconded by Robert Guenther

Motion passed 4-0

9. **OLD BUSINESS**

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

Frosty Erben has contacted a commercial appraiser but he thought this was out of his expertise plus it would cost between \$4 to \$5 Thousand dollars. Frosty then contacted Matt Robertson to get a Brokers Price Opinion he checked with Assistant County Attorney Dan Swartz to make sure this was legal. Dan said that it was. Frosty is not sure of the cost for this. This can be negotiated.

B. **2nd Reading & Discussion of Board Policies** - Frosty Erben had some questions concerning some of the language in the booklet, these were clarified for him. Robert Guenther said he would make any changes and reminded the Board that the Policy manual should be adopted at the next meeting. **(ATTACHMENT #9)**

C. **Discussion of Union Negotiations** - Frosty Erben reported that all went very well with the negotiations. The Union representatives were very courteous and well prepared. The board representatives looked at everything from the view point of what could be afforded by the budget. The Union is having a meeting on the 10th of June to ratify the contract or not and will get back to the board.

10. **NEW BUSINESS**

A. **Discussion & Approval of FY15-16 Preliminary Budget - Keith** Kober went over any changes to the budget **(ATTACHMENT #10)**. All revenues have stayed the same until we get the mill calculation from the County Finance Director. Robert Guenther had a question about the Grass contract with the County. We will discuss this with the Chief when he returns.

***** A motion was introduced by Frosty Erben to approve the FY15-16 Preliminary Budget as presented.
Motion was seconded Robert Bell.
Motion passed 3-0
Robert Guenther abstains.**

B. **Discussion & Decision on Board Terms** - Xzlmr is concerned about a quorum if 3 board members all have the same term limit. Robert Guenther disagreed with the need to change the terms. All Board members continue in their term until others are elected.
It was recommended to table this item until the next meeting.

Robert Guenther would like to have the grass contract with the county and the possibility of an assistant for Delet on the next agenda.

PUBLIC COMMENTS

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

MEETING ADJORNED

***** A motion was introduced by Frosty Erben to adjourn the meeting at 8:35 p.m.
Motion was seconded by Robert Guenther
Motion passed 4-0**

Board of Trustees July 1, 2015

Administrative Assistant / LRFD July 1, 2015

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