

**Bigfork Fire District Trustee Meeting
February 3rd, 2016**

Trustees in attendance: Zack Anderson, Kristy Oster, Jeremy Patton

Trustees absent: Lee Levio, Dan Kidd

Guests in attendance: Interim Chief Mick Borges, Josh Cox, Chad Oster

Meeting called to order 17:31

General Public Comment: None

Fire Dept. Association report: The Department Membership had a quarterly dinner before the February Membership meeting.

Review/Approval of Meeting Minutes January 6th, 2016 (Oster 1st, Patton 2nd) all in favor, no opposed. The Final Draft date of the December meeting minutes was changed to 12/02/2015.

Review/Approval of next month's Purchase Orders: None to approve

There was a discussion that Slade would like to meet with the Board to try and get the Department's business back. He was told when the meetings would be held and that he can attend a meeting to discuss this with the Board. Also 361 will not be going in for service until next week because of the weather forecast.

Review Reconciliation of Financial Statements and Bills Paid.

- Profit and Loss/Balance Sheet: No comments

- Expense by Vendor: No comment

Fire Chief Report: See attached report(s)

1. Old Business

- a. **Discussion on changing SOG 123.00 3c to allow Chief to make purchases up to \$1,000.00 without having to seek Board approval of purchase order:** No action. The Board would like to change the two authorization signatures for checks to be from 2 Trustees.

- b. **Second reading of SOG 253.00 Fire Chief's Duties:** No action. The Board would like to have a third reading on this SOG.

2. New Business


- a. **Discussion on drug testing policy—All/volunteer:** The Board would like to have all employees, including volunteers to be random drug tested. The Department will start working on the new policy and the percentage of employees to be tested as well as where the testing will be done.
- b. **Discussion on SOG 261.00—Substance Abuse:** The Board is aware that a section of this SOG is not enforceable at this time.
- c. **Report from Selection Committee:** The Committee received 1 more application for a total of 4 at this time. The Selection Committee would like to be placed on the next agenda as well.

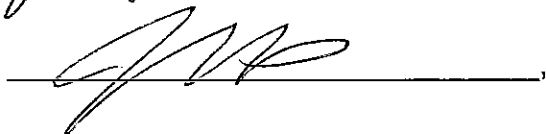
3. General Public Comment: None

Motion to adjourn (Oster 1st, Patton 2nd) all in favor, no opposed.

Meeting adjourned at 18:14

Minutes Approved:

 _____, Chairman

 _____, Recorder

Bigfork Fire District Board of Trustees Meeting

Attendance Sheet for

February 3rd, 2016

Signature

Last Name

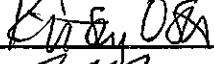
First Name



Anderson

Zack

Chairman



Oster

Kristy

Vice-Chairman



Patton

Jeremy

Secretary/Treasurer

Leivo

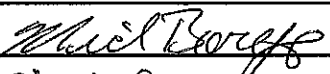
Lee

Trustee

Kidd

Daniel

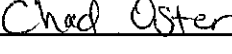
Trustee

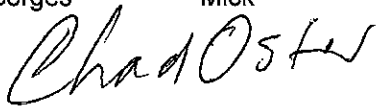


Borges

Mick

Interim Chief





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Guest





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BIGFORK FIRE TRUSTEE

MEETING AGENDA

February 3rd, 2016

1. General Public Comment
2. Fire Dept. Association Report
3. Review/Approval of meeting minutes January 6th, 2016
4. Review/Approval of Purchase Orders
5. Review Reconciliation of Financial Statements and Bills Paid
6. Fire Chief Report
7. Old Business
 1. Second reading of SOG 123.00 3c allowing the Chief to make purchases up to \$1,000.00 without having to seek Board approval of purchase order (possible action item)
 2. Second reading of SOG 253.00 Fire Chief's Duties (possible action item)
8. New Business
 1. Discussion on drug testing policy—All/volunteer
 2. Discussion on SOG 261.00—Substance abuse
 3. Report from Selection Committee

9. General Public Comment

BIGFORK FIRE DEPARTMENT

Originated by Jeremy Patton

FEB 03 2016

Approved By
Chief [Signature] Date 2/1/16
Trustee [Signature] Date 2/16/16

**Bigfork Fire District Trustee Meeting
January 6, 2016**

Trustees in attendance: Zack Anderson, Kristy Oster, Jeremy Patton, Dan Kidd

Trustees absent: Lee Levio

**Guests in attendance: Interim Chief Mick Borges, Josh Cox, Cindy Norred,
Brodie Verworn, Brian Carter, Rod Schmidt, Tracey Gembala**

Meeting called to order 17:32

General Public Comment: None

Fire Dept. Association report: Report was given that the department had its annual Christmas Dinner at Brumar Estates. The department membership also decided to have a quarterly pot luck dinner before the membership meeting starting at the January 6th meeting.

Review/Approval of Meeting Minutes October 21st, 2015 (Oster 1st, Kidd 2nd) all in favor, no opposed

Review/Approval of next month's Purchase Orders: None to approve

Review Reconciliation of Financial Statements and Bills Paid.

- Profit and Loss/Balance Sheet: No comments
- Expense by Vendor: There was a question as to why the natural gas bill for the Woods Bay Hall was higher than the Bigfork Hall. The office personnel will check into this and report to the Board.

Fire Chief Report: See attached report(s)

1. Old Business

- a. Answer to questions from last meeting regarding Blacktail tax and Massimo cable:** The Blacktail tax is a local public TV tax that the department pays. The Massimo cable purchased is a new pulse-oximeter cable for the Zoll cardiac monitors.

2. **New Business**

- a. **Discussion on changing SOG 123.00 3c to allow Chief to make purchases up to \$1,000.00 without having to seek Board approval of purchase order:** The Board would like to have two reading on this subject. The second reading will take place during the February Board meeting and action may be taken at that time.
- b. **Board approval to hire Amy Beick:** (Oster 1st, Kidd 2nd) all in favor, no opposed
- c. **Report from Selection Committee:** (See attached report) So far the committee has received 3 applications. Any calls received from an interested candidate to the fire department, should be directed to Tracey Gembala. Tracey Gembala will send out thank you letters to the applicants to let them know that their application was received.

3. **General Public Comment:** Brian Carter requested a closed session meeting with the Board. The Board advised that it was not on the agenda. Brian then said that he would like to have a discussion in open session. The Board agreed. Brian informed the Board that he had received a letter stating that his personnel issue was going to be addressed with the Board at the January 6th meeting. Brian then presented the letter to the Board. The Board decided to go into a private closed session to discuss how to handle this situation. The Board went into closed session at 18:23 and returned to open session at 18:35. The Board advised Brian that no action could be taken on this subject at this time since it was not on the agenda, however Brian could request that this subject be added to the February agenda. Brian acknowledged this and requested to address the Board in closed session during the February meeting and requested a copy of his personnel file.

Motion to adjourn (Oster 1st, Kidd 2nd) all in favor, no opposed.

Meeting adjourned at 19:10

BIGFORK FIRE DEPARTMENT

Originated by Jeremy Patton

FEB 03 2016

Approved By
Chief [Signature] Date 2/1/16
Trustee [Signature] Date 2/1/16

Bigfork Fire District
Balance Sheet
 As of December 31, 2015

	Dec 31, 15
ASSETS	
Current Assets	
Checking/Savings	
101000 · CASH ALL FUNDS	
1010012 · FUND#7254-Apparatus Fund-County	30,000.00
1010001 · GENERAL FUND	
1010011 · General-Glacier Bank - County	609,025.62
Total 1010001 · GENERAL FUND	609,025.62
1020000 · RESTRICTED CASH	
1020003 · Ralph Barton Trust Fund-Flatd	31,577.80
Total 1020000 · RESTRICTED CASH	31,577.80
Total 101000 · CASH ALL FUNDS	670,603.42
Total Checking/Savings	670,603.42
Total Current Assets	670,603.42
TOTAL ASSETS	670,603.42
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
206130 · ACCRUED PAYROLL PAYABLE	
2061321 · Payroll - UI	174.18
2061381 · Retirement Payable	649.46
Total 206130 · ACCRUED PAYROLL PAYABLE	823.64
Total Other Current Liabilities	823.64
Total Current Liabilities	823.64
Total Liabilities	823.64
Equity	
270000 · OPENING BAL	30,000.00
271000 · Retained Earnings	-1,470,641.55
1 · General fund	107,692.33
2 · Fire Dept Contribution Fund	11,938.14
3 · Ralph Barton Trust Fund	33,848.21
9500 · GFAAG ACCOUNT GROUP	
9501 · Restatement	10,198.99
9500 · GFAAG ACCOUNT GROUP - Other	1,879,303.88
Total 9500 · GFAAG ACCOUNT GROUP	1,889,502.87
Net Income	67,439.78
Total Equity	669,779.78
TOTAL LIABILITIES & EQUITY	670,603.42

BIGFORK FIRE DEPARTMENT

Originated by Cindy Norred

FEB 03 2016

Approved By
 Chief [Signature] Date 2/1/16
 Trustee [Signature] Date 2/16/16

BIGFORK FIRE DISTRICT-Ending December 31st 2015-EMS & Fire Billing Receivables-PINTLER BILLING

	NOVEMBER AGING BALANCE	CHARGES	PAYMENTS	Additional Income for insurance not paying on time??	REFUNDS	ADJUSTMENTS MEDICAID, Write Offs, Etc.	ASSIGNED TO COLLECTIONS	BACK FROM COLLECTIONS	DECEMBER AGING BALANCE	Difference	Pintler Reports A/R
AMBULANCE	\$105,295.60	\$26,636.80	\$20,273.20		\$484.14	\$13,493.14		\$0.00	\$98,650.20	\$34,309.27	\$64,340.93
FIRE	\$5,685.00		\$570.00						\$5,115.00	\$4,500.00	\$615.00
TOTAL	\$110,980.60	\$26,636.80	\$20,843.20	\$0.00	\$484.14	\$13,493.14	\$0.00	\$0.00	\$103,765.20		

BIGFORK FIRE DISTRICT-Ending December 31st 2015-Collection Receivables-CENTRON/PINTLER BILLING

#	NOVEMBER AGING BALANCE	ASSIGNED TO CENTRON	COLLECTION PAYMENTS	COMMISSIONS ADJUSTMENTS	BACK to PINTLER	CLOSED ACCOUNTS	DECEMBER AGING BALANCE
#004476	\$60,836.00		\$120.00	\$80.00		\$3,971.00	\$56,665.00
COLLECTION RECEIVABLES							

BIGFORK FIRE DISTRICT-Ending December 31st 2015-Collection Receivables-CENTRON/BIGFORK AMBULANCE OLD

#	NOVEMBER AGING BALANCE	COLLECTION PAYMENTS Received	COMMISSIONS ADJUSTMENTS	CLOSED ACCOUNTS BACK	DECEMBER AGING BALANCE
#004472	\$17,081.00	\$165.45	\$135.35	-\$104.80	\$16,885.00
BIGFORK AMBULANCE COLLECTION RECEIVABLES					

TOTAL AGING RECEIVABLES	\$177,315.20
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BIGFORK FIRE DEPARTMENT

Originated by Cindy Norred

FEB 03 2016

Approved By
 Chief [Signature] Date 2/1/16
 Trustee [Signature] Date 2/1/16

Bigfork Fire District

Refinance 342 Ladder Truck-----2393-01

Total Loan Commitment: \$602,144.99

Final Payment: 02/15/2022

of payments: 20 Date of this Draw: 01/27/2012 Date of Agreement: 01/27/2012



Payment Due	Interest Rate	#Days Due	Interest Payment	Principal Payment	Ex princ pd	Loan Balance	Total Amount of Payment	Year
BEGINNING BALANCE*								
2/15/2012	1.95%	19	\$611.22			\$602,144.99		
8/15/2012	1.25%	182	\$3,742.84	\$99,257.16		\$502,887.83	\$103,611.22	
2/15/2013	1.25%	184	\$3,160.22	\$44,728.56		\$458,159.27	\$47,888.78	
8/15/2013	1.00%	181	\$2,271.97	\$47,728.03		\$410,431.24	\$50,000.00	
2/15/2014	1.00%	184	\$2,069.02	\$47,930.98		\$362,500.26	\$50,000.00	
8/15/2014	1.00%	181	\$1,797.60	\$48,202.40		\$314,297.86	\$50,000.00	
2/15/2015	1.00%	184	\$1,584.41	\$48,415.59		\$265,882.27	\$50,000.01	June 30th 2015-Balance
8/15/2015	1.25%	181	\$1,648.11	\$17,603.68	\$30,748.21	\$217,530.38	\$50,000.00	FY16
2/15/2016	1.25%	184	\$1,370.74	\$17,730.22	\$30,899.04	\$168,901.12	\$50,000.00	FY16
8/15/2016	0.00%	182	\$0.00	\$17,938.51	\$32,061.49	\$118,901.12	\$50,000.00	FY17-planned Payment
2/15/2017	0.00%	184	\$0.00	\$18,087.21	\$31,912.79	\$68,901.12	\$50,000.00	FY17-planned Payment
8/15/2017	0.00%	181	\$0.00	\$18,293.72	\$31,706.28	\$18,901.12	\$50,000.00	FY18-planned Payment
2/15/2018	0.00%	184	\$0.00	\$18,438.48	\$462.64	\$0.00	\$18,901.12	FY18-planned Payment
8/15/2018	0.00%	181	\$0.00	\$0.00		\$0.00		
2/15/2019	0.00%	184	\$0.00	\$0.00		\$0.00		
8/15/2019	0.00%	181	\$0.00	\$0.00		\$0.00		
2/15/2020	0.00%	184	\$0.00	\$0.00		\$0.00		
8/15/2020	0.00%	182	\$0.00	\$0.00		\$0.00		
2/15/2021	0.00%	184	\$0.00	\$0.00		\$0.00		
8/15/2021	0.00%	181	\$0.00	\$0.00		\$0.00		
2/15/2022	0.00%	184	\$0.00	\$0.00		\$0.00		

BIGFORK FIRE DEPARTMENT
 Originated by Cindy Norred

FEB 03 2016

Approved By
 Chief [Signature] Date 2/6/16
 Trustee [Signature] Date 2/16/16

Bigfork Fire District
Profit & Loss Budget vs. Actual
 July through December 2015

	Jul - Dec 15	Budget	% of Budget
Ordinary Income/Expense			
Income			
31 · TAXES/ASSESSMENTS			
310005 · EMS Levy Lake County	0.00	2,500.00	0.0%
310001 · Flathead County Taxes	176,128.22	292,804.00	60.2%
310002 · Lake County Taxes	54,237.31	88,974.00	61.0%
310004 · EMS Levy Flathead County	17,726.00	25,000.00	70.9%
Total 31 · TAXES/ASSESSMENTS	248,091.53	409,278.00	60.6%
33 · INTERGOVERNMENTAL			
335230 · Entitlement	14,375.34	33,475.00	42.9%
335050 · State Ins. Yearly Refund	0.00	300.00	0.0%
337000 · Income - Local Grants	0.00	0.00	0.0%
Total 33 · INTERGOVERNMENTAL	14,375.34	33,775.00	42.6%
34 · CHARGES FOR SERVICES			
342055 · EMS Billing Income	179,609.66	225,000.00	79.8%
342054 · EMS Class Income	1,400.00	0.00	100.0%
342020 · FIRE PROTECTION			
342021 · Fire District Billing	1,540.00	5,000.00	30.8%
342022 · Contract Services-Wildfires	13,678.31		
Total 342020 · FIRE PROTECTION	15,218.31	5,000.00	304.4%
Total 34 · CHARGES FOR SERVICES	196,227.97	230,000.00	85.3%
36 · MISCELLANEOUS			
365015 · District Donations	3,000.00	3,500.00	85.7%
365010 · Reflective Sign Orders	185.00	0.00	100.0%
365008 · FOBF Donations	0.00	0.00	0.0%
362015 · Refunds	4,064.56		
362000 · Tshirt & Hat Sales	1,691.00	0.00	100.0%
362002 · Pop Machine	228.50	0.00	100.0%
362004 · Miscellaneous Income	1,259.68		
362007 · Other Income -General	0.00	500.00	0.0%
362012 · Savings Interest	0.04	0.00	100.0%
365000 · Membership Donations	3,915.00	6,500.00	60.2%
365001 · Memorial Donations	325.00	0.00	100.0%
36 · MISCELLANEOUS - Other	0.00		
Total 36 · MISCELLANEOUS	14,668.78	10,500.00	139.7%
37 · INVESTMENT & ROYALTY EARNINGS			
371009 · Insurance Claim Payment	0.00	0.00	0.0%
371002 · Insurance Dividends	0.00	300.00	0.0%
371003 · Interest Income	1,883.80	4,500.00	41.9%
371007 · Interest Income - Trust	48.09	0.00	100.0%
Total 37 · INVESTMENT & ROYALTY EARNINGS	1,931.89	4,800.00	40.2%
Total Income	475,295.51	688,353.00	69.0%
Expense			
420000 · PUBLIC SAFETY			
420700 · EMERGENCY SERVICES			
420710 · ADMINISTRATION			
300-2 · PURCHASED SERVICES			
390-3 · Mutual Aid Ambulance Service	450.00	600.00	75.0%
390-2 · Billing Service Refunds	3,042.20	6,000.00	50.7%
390-1 · Billing Service Fees	15,282.89	18,400.00	83.1%
360-2 · Ambulance Equipment Maintenance	22,608.68	25,000.00	90.4%

Bigfork Fire District
Profit & Loss Budget vs. Actual
 July through December 2015

	Jul - Dec 15	Budget	% of Budget
Total 300-2 · PURCHASED SERVICES	41,383.77	50,000.00	82.8%
200-2 · SUPPLIES			
220-2 · Medical Supplies	10,749.83	18,000.00	59.7%
231-2 · Fuel for Ambulance	4,313.01	11,000.00	39.2%
226-2 · EMS Personnel Supplies PPE	479.22	3,000.00	16.0%
Total 200-2 · SUPPLIES	15,542.06	32,000.00	48.6%
Total 420710 · ADMINISTRATION	56,925.83	82,000.00	69.4%
Total 420700 · EMERGENCY SERVICES	56,925.83	82,000.00	69.4%
420400 · FIRE PROTECTION & CONTROL			
420410 · ADMINISTRATION			
100 · PERSONNEL SERVICES			
110-1 · Salary & Wage Expenses	154,495.78	323,000.00	47.8%
130-4 · Retirement - Employer	2,377.42	12,000.00	19.8%
140-1 · Medical Insurance-Employer	14,613.13	46,200.00	31.6%
140-2 · Unemployment expense	791.30	2,000.00	39.6%
140-3 · Workmans Comp-State Fund	11,836.01	25,000.00	47.3%
140-4 · Comp FICA-MED & SS	11,838.74	23,000.00	51.5%
Total 100 · PERSONNEL SERVICES	195,952.38	431,200.00	45.4%
200-1 · SUPPLIES			
224-1 · Rehabilitation Expense	491.15	750.00	65.5%
220-1 · Operating Station Supplies	3,193.12	8,000.00	39.9%
210-1 · Office Expenses	4,079.06	13,000.00	31.4%
216-1 · Donations/Gifts	0.00	100.00	0.0%
223-1 · Membership Expenses	4,914.08	6,500.00	75.6%
226-1 · FIRE Personnel Supplies PPE	2,995.59	10,500.00	28.5%
231-1 · Fuel for Apparatus	4,573.72	8,500.00	53.8%
Total 200-1 · SUPPLIES	20,246.72	47,350.00	42.8%
300-1 · PURCHASED SERVICES			
340-2 · Propane	306.46	3,500.00	8.8%
331-1 · Real Estate/Landfill Taxes	264.01	100.00	264.0%
360-1 · Fire Equipment Maintenance	13,963.63	25,000.00	55.9%
310-1 · Radio Services	447.77	6,000.00	7.5%
335-1 · Merchant Bank Fees	583.34	1,500.00	38.9%
340-1 · Utilities	6,133.77	13,000.00	47.2%
345-1 · Telephone & DSL	2,625.55	6,000.00	43.8%
351-1 · Health & Wellness	1,978.17	9,000.00	22.0%
353-1 · Accounting & Auditing	1,170.00	10,000.00	11.7%
357-1 · Background Checks	469.65	1,000.00	47.0%
Total 300-1 · PURCHASED SERVICES	27,942.35	75,100.00	37.2%
500 · FIXED CHARGES			
513-1 · General Liability Insurance	0.00	19,535.00	0.0%
Total 500 · FIXED CHARGES	0.00	19,535.00	0.0%
900-1 · CAPITAL OUTLAY			
940-3 · CIP-Apparatus Fund #7254	30,000.00	30,000.00	100.0%
940-2 · New Ambulance	154.00	0.00	100.0%
920-2 · Building Improvements	10,638.55	87,500.00	12.2%
940-1 · Machinery & Equipment	0.00	42,500.00	0.0%
Total 900-1 · CAPITAL OUTLAY	40,792.55	160,000.00	25.5%

Bigfork Fire District
Profit & Loss Budget vs. Actual
July through December 2015

	Jul - Dec 15	Budget	% of Budget
Total 420410 · ADMINISTRATION	284,934.00	733,185.00	38.9%
Total 420400 · FIRE PROTECTION & CONTROL	284,934.00	733,185.00	38.9%
420430 · PERSONNEL TRAINING			
380-1 · Training	1,385.06	7,000.00	19.8%
Total 420430 · PERSONNEL TRAINING	1,385.06	7,000.00	19.8%
420440 · FIRE PREVENTION			
210-5 · Fire Prevention Supplies	1,924.69	3,500.00	55.0%
110-2 · Salary & Wages	0.00		
Total 420440 · FIRE PREVENTION	1,924.69	3,500.00	55.0%
420460 · FIRE SUPPRESSION			
100-1 · Volunteer Stipend			
105-1 · Pay Per Call/On Call Stipend	12,686.15	15,000.00	84.6%
Total 100-1 · Volunteer Stipend	12,686.15	15,000.00	84.6%
205-1 · Recruiting	0.00	500.00	0.0%
Total 420460 · FIRE SUPPRESSION	12,686.15	15,500.00	81.8%
Total 420000 · PUBLIC SAFETY	357,855.73	841,185.00	42.5%
420490 · DEBT SERVICE			
600 · DEBT SERVICE			
620-2 · Interest of LTD-342 Loan	1,648.11	3,212.61	51.3%
610-2 · Principal of LTD-342 Loan	48,351.89	96,787.39	50.0%
Total 600 · DEBT SERVICE	50,000.00	100,000.00	50.0%
Total 420490 · DEBT SERVICE	50,000.00	100,000.00	50.0%
Total Expense	407,855.73	941,185.00	43.3%
Net Ordinary Income	67,439.78	-252,832.00	-26.7%
Other Income/Expense			
Other Income			
38 · OTHER FINANCING SOURCES			
381072 · Proceeds sale of capital asset	0.00	0.00	0.0%
Total 38 · OTHER FINANCING SOURCES	0.00	0.00	0.0%
Total Other Income	0.00	0.00	0.0%
Net Other Income	0.00	0.00	0.0%
Net Income	67,439.78	-252,832.00	-26.7%

BIGFORK FIRE DEPARTMENT

Originated by Cindy Norred

FEB 03 2016

Approved By
 Chief [Signature] Date 2/6/16
 Trustee [Signature] Date 2/16/16

**Bigfork Fire District
Expenses by Vendor Detail**

January 2016

Type	Date	Memo	Amount	Balance
*JPatton				
Check	01/04/2016	10 calls-December 2015--72hrs helping	881.00	881.00
Total *JPatton			881.00	881.00
*SAnderson				
Check	01/13/2016	7-Calls and 3 Training/Meetings for December 2015	127.70	127.70
Total *SAnderson			127.70	127.70
Ace Heating & Air				
Check	01/13/2016	Intall vehicle exhaust system at Bigfork Fire Hall	10,500.00	10,500.00
Total Ace Heating & Air			10,500.00	10,500.00
Airpro Inc.				
Check	01/04/2016	Vehicle Exhaust Removal System @ Bigfork Hall	47,812.50	47,812.50
Total Airpro Inc.			47,812.50	47,812.50
Arrow International Inc.				
Check	01/04/2016	Medical supplies - 1 EZ IO needle	115.00	115.00
Total Arrow International Inc.			115.00	115.00
Bigfork Auto Parts				
Check	01/13/2016	Exhaust band clamp and u bolt clamp for 341-Ref parts used to move exhaust	17.48	17.48
Check	01/13/2016	Air cleaner for 361	18.59	36.07
Check	01/13/2016	Fuse for 325-12 volt	11.49	47.56
Total Bigfork Auto Parts			47.56	47.56
Bigfork Harvest Foods				
Check	01/13/2016	Coffee for Bigfork Hall	17.27	17.27
Total Bigfork Harvest Foods			17.27	17.27
Bigfork Water & Sewer				
Check	01/04/2016	Bigfork hall water and sewer-December 2015	136.75	136.75
Check	01/04/2016	Fire hydrant charges-December 2015	246.00	382.75
Total Bigfork Water & Sewer			382.75	382.75
Billings Gazette Communications				
Check	01/13/2016	Add for Fire Chief Job	333.12	333.12
Total Billings Gazette Communications			333.12	333.12
Blue Cross & Blue Shield of Montana				
Check	01/13/2016	Health Ins: Brodie, Tracey, Josh, Cindy-February 2016	2,271.41	2,271.41
Total Blue Cross & Blue Shield of Montana			2,271.41	2,271.41
Brodie Verworn				
Check	01/13/2016	Reimbursement for dinner January 6th 2016-Meeting	121.72	121.72
Total Brodie Verworn			121.72	121.72
Cindy Norred				
Check	01/19/2016	Costco - coffee, tissue paper, light bulbs, dish soap, kitchen bags, cleaning supplies	132.79	132.79
Total Cindy Norred			132.79	132.79
Culligan				
Check	01/04/2016	Water charges-Dec 15 & Jan 2016 rental	34.02	34.02
Total Culligan			34.02	34.02
Double Deuce Towing, LLC				
Check	01/04/2016	#325 Towing for slide off	125.00	125.00
Total Double Deuce Towing, LLC			125.00	125.00
First Bankcard				
Check	01/19/2016	PO BOX for application for Chief	68.00	68.00
Check	01/19/2016	Addvertising for Chief Position---Missoulia, Helena, Greatfalls, Bozeman, Montana Standard	644.38	712.38
Check	01/19/2016	Intuit *Payroll for the year-Quickbooks	519.00	1,231.38
Total First Bankcard			1,231.38	1,231.38
Flathead County FSA				
Check	01/13/2016	Seth Anderson Firefighter 1 class starting March 4th 2016	150.00	150.00
Total Flathead County FSA			150.00	150.00
Flathead Electric Co-op Inc.				
Check	01/19/2016	Echo lake 12/01/2015--01/01/2016	60.00	60.00
Check	01/19/2016	Woodsbay 12/01/2015--01/01/2016	48.00	108.00
Check	01/19/2016	Bigfork 12/05/15--01/05/2016	419.00	527.00
Total Flathead Electric Co-op Inc.			527.00	527.00
Flathead Publishing Group				
Check	01/13/2016	Ad for Fire Chief Job-Jan 2016	18.46	18.46
Check	01/13/2016	Ad for Fire Chief Job-Dec 2015	168.68	187.14

**Bigfork Fire District
Expenses by Vendor Detail**

January 2016

Type	Date	Memo	Amount	Balance
Total Flathead Publishing Group			187.14	187.14
Kalispell Medical Equipment				
Check	01/13/2016	Medical supplies- oxygen cylinder refills 7-D December 2015	82.39	82.39
Total Kalispell Medical Equipment			82.39	82.39
KRMC				
Check	01/19/2016	Nov 2015 RX supplies	103.52	103.52
Check	01/19/2016	December 2015- Medical Supplies,bed pan, IV prep kits, saline locks	339.54	443.06
Total KRMC			443.06	443.06
Life Assist				
General Journal	01/05/2016	Reverse of GJE JE1193 -- For CHK 18221 voided on 01/05/2016	-436.75	-436.75
Total Life Assist			-436.75	-436.75
Matt Scherrer				
Check	01/04/2016	December 2015- 3 calls	48.30	48.30
Total Matt Scherrer			48.30	48.30
Med-Tech Resource Inc.				
Check	01/04/2016	Splints, Defib Pads, Tourniquet	601.59	601.59
Check	01/13/2016	Medical supplies-Emesis Sickness Bags	193.10	794.69
Total Med-Tech Resource Inc.			794.69	794.69
Montana Athletic Club				
Check	01/13/2016	Larson (3), R. Tracy (8), Doug S(2) December 2015	26.00	26.00
Total Montana Athletic Club			26.00	26.00
Montana State Fund				
Check	01/19/2016	Installment 5/1/15-5/1/16 (9 of 10)	1,735.23	1,735.23
Deposit	01/25/2016	Montana State Fund 2013-Dividend	-7,322.83	-5,587.60
Total Montana State Fund			-5,587.60	-5,587.60
Montana State Vol. Firefighters Ass'n				
Deposit	01/25/2016	VFCA Supplemental Pay FY2016	-150.00	-150.00
Deposit	01/25/2016	VFCA Supplemental Pay FY2016	-150.00	-300.00
Total Montana State Vol. Firefighters Ass'n			-300.00	-300.00
Napa Auto & Truck Parts				
Check	01/04/2016	322-Battery Terminal	7.19	7.19
Total Napa Auto & Truck Parts			7.19	7.19
Northern Energy-Kalispell				
Check	01/04/2016	Propane Echo Lake	402.28	402.28
Total Northern Energy-Kalispell			402.28	402.28
NorthWestern Energy				
Check	01/13/2016	Bigfork-Natural Gas	144.62	144.62
Check	01/13/2016	Woodsbay-Natural Gas	139.22	283.84
Total NorthWestern Energy			283.84	283.84
Occupational Health Services KRH				
Check	01/13/2016	Dustin Smith-drug screen & worksteps eval complete, Lisa Smith-drug screen	270.00	270.00
Total Occupational Health Services KRH			270.00	270.00
Pintler Billing Services				
Check	01/13/2016	Billing for December 2015 and 58 statements & clearinghouse fees-Credit Mem from November i...	1,498.18	1,498.18
Total Pintler Billing Services			1,498.18	1,498.18
Republic Services #889				
Check	01/13/2016	Trash pick-up for December-Basic service for 01/01/16--01/31/2016	61.61	61.61
Total Republic Services #889			61.61	61.61
Sliters				
Check	01/04/2016	Wire exterior cord for 322	23.80	23.80
Check	01/04/2016	Gas can & oil	37.73	61.53
Check	01/04/2016	Sand for back of 361	59.85	121.38
Check	01/04/2016	Ice Melt	38.97	160.35
Deposit	01/25/2016	Donation from Tom Sliters-SLITERS	-1,000.00	-839.65
Total Sliters			-839.65	-839.65
The UPS Store # 2556				
Check	01/13/2016	To Mail the Department of Admin-FY15 Report	7.95	7.95
Total The UPS Store # 2556			7.95	7.95
Utmost Graphics				
Check	01/13/2016	Membership - annual website hosting	164.00	164.00

**Bigfork Fire District
Expenses by Vendor Detail
January 2016**

Type	Date	Memo	Amount	Balance
Total Utmost Graphics			164.00	164.00
Valley Ford, Inc. Check	01/29/2016	322-Replace Fuel System-Balance	762.38	762.38
Total Valley Ford, Inc.			762.38	762.38
Verizon Wireless Check	01/04/2016	Nov 22nd 2015--Dec 21st 2015--Mifi Charges	80.02	80.02
Total Verizon Wireless			80.02	80.02
VFIS Deposit	01/25/2016	Towing reimbursement for 325	-125.00	-125.00
Deposit	01/29/2016	Receipt#1601001091-Balance for 322-Unleaded fuel in tank-Repair	-762.38	-887.38
Total VFIS			-887.38	-887.38
WEX Check	01/04/2016	EMS Fuel Dec 2015	445.20	445.20
Check	01/04/2016	Fire Fuel Dec 2015	445.20	890.40
Total WEX			890.40	890.40
Woods Bay Water Check	01/04/2016	Woodsbay Hall water/sewer December 2015	48.75	48.75
Total Woods Bay Water			48.75	48.75
TOTAL			62,817.02	62,817.02

BIGFORK FIRE DEPARTMENT

Originated by Cindy Norred

FEB 03 2016

Approved By
Chief Mel Sigs Date 2/1/16
Trustee [Signature] Date 2/16/16

Bigfork Fire District
Transaction List by Vendor
January 2016

Type	Date	Num	Memo	Account	Clr	Split	Amount
*JPatton Check	01/04/2016	18240	Volunteer stipend	1010011 · General...		105-1 · Pay P...	-881.00
*Sanderson Check	01/13/2016	18258	Volunteer stipend	1010011 · General...		105-1 · Pay P...	-127.70
Ace Heating & Air Check	01/13/2016	18257		1010011 · General...		920-2 · Buildin...	-10,500.00
Airpro Inc. Check	01/04/2016	18229		1010011 · General...		920-2 · Buildin...	-47,812.50
Arrow International Inc. Check	01/04/2016	18230	1051032	1010011 · General...		220-2 · Medic...	-115.00
Bigfork Auto Parts Check	01/13/2016	18252		1010011 · General...		-SPLIT-	-47.56
Bigfork Harvest Foods Check	01/13/2016	18251	8374590	1010011 · General...		220-1 · Operat...	-17.27
Bigfork Water & Sewer Check	01/04/2016	18232	0145-00 & 0144-00	1010011 · General...		-SPLIT-	-382.75
Billings Gazette Communications Check	01/13/2016	18244		1010011 · General...		210-1 · Office ...	-333.12
Blue Cross & Blue Shield of Montana Check	01/13/2016	18242	X54820221	1010011 · General...		140-1 · Medic...	-2,271.41
Brodie Verworn Check	01/13/2016	18249		1010011 · General...		223-1 · Memb...	-121.72
Cindy Norred Check	01/19/2016	18282		1010011 · General...		220-1 · Operat...	-132.79
Culligan Check	01/04/2016	18233	246450	1010011 · General...		223-1 · Memb...	-34.02
Double Deuce Towing, LLC Check	01/04/2016	18237		1010011 · General...		360-2 · Ambul...	-125.00
EFTPS Liability Check	01/08/2016	ACH	81-0480959	1010011 · General...		-SPLIT-	-3,045.04
Liability Check	01/22/2016	ACH	81-0480959	1010011 · General...		-SPLIT-	-2,848.02
First Bankcard Check	01/19/2016	18265	4988659132833683	1010011 · General...		-SPLIT-	-1,231.38
Flathead County FSA Check	01/13/2016	18259		1010011 · General...		380-1 · Training	-150.00
Flathead Electric Co-op Inc. Check	01/19/2016	18266	1044500,1053813,1053814	1010011 · General...		-SPLIT-	-527.00
Flathead Publishing Group Check	01/13/2016	18261	FH21100577	1010011 · General...		-SPLIT-	-187.14
Kalispell Medical Equipment Check	01/13/2016	18246		1010011 · General...		220-2 · Medic...	-82.39
KRMC Check	01/19/2016	18264	5 BGFK FIRE	1010011 · General...		-SPLIT-	-443.06
Life Assist General Journal	01/05/2016	JE11...	Reverse of GJE JE1193 -- For CHK 18221 voided on 01/05/2016	1010011 · General...	X	220-2 · Medic...	436.75
Lord Abbott Liability Check	01/05/2016	ACH	222	1010011 · General...		-SPLIT-	-649.46
Liability Check	01/05/2016	ACH	222	1010011 · General...		-SPLIT-	-353.42
Liability Check	01/22/2016	ACH	222	1010011 · General...		-SPLIT-	-354.62
Matt Scherrer Check	01/04/2016	18239		1010011 · General...		105-1 · Pay P...	-48.30
Med-Tech Resource Inc. Check	01/04/2016	18227		1010011 · General...		220-2 · Medic...	-601.59
Check	01/13/2016	18250		1010011 · General...		220-2 · Medic...	-193.10
Montana Athletic Club Check	01/13/2016	18247	902	1010011 · General...		351-1 · Health...	-26.00
Montana State Fund Check	01/19/2016	18263	03-118937-6	1010011 · General...		140-3 · Work...	-1,735.23
Napa Auto & Truck Parts Check	01/04/2016	18228		1010011 · General...		360-2 · Ambul...	-7.19
Northern Energy-Kalispell Check	01/04/2016	18241	202092842	1010011 · General...		340-2 · Propane	-402.28
NorthWestern Energy Check	01/13/2016	18248	0632980-9, 0646143-8	1010011 · General...		-SPLIT-	-283.84
Occupational Health Services KRH Check	01/13/2016	18245		1010011 · General...		351-1 · Health...	-270.00
Pintler Billing Services Check	01/13/2016	18256		1010011 · General...		390-1 · Billing ...	-1,498.18
Republic Services #889 Check	01/13/2016	18255	3-0889-0001136	1010011 · General...		220-1 · Operat...	-61.61
Sliters Check	01/04/2016	18236	4230	1010011 · General...		-SPLIT-	-160.35
The UPS Store # 2556 Check	01/13/2016	18253		1010011 · General...		210-1 · Office ...	-7.95
Unemployment Insurance Division Liability Check	01/13/2016	18243	010 0061	1010011 · General...		-SPLIT-	-297.02
Utmost Graphics Check	01/13/2016	18260		1010011 · General...		223-1 · Memb...	-164.00
Valley Ford, Inc. Check	01/29/2016	18273		1010011 · General...		360-2 · Ambul...	-762.38
Verizon Wireless Check	01/04/2016	18238	872357702-00001	1010011 · General...		345-1 · Teleph...	-80.02
WEX Check	01/04/2016	18231	0496-00-179508-7	1010011 · General...		-SPLIT-	-890.40
Woods Bay Water Check	01/04/2016	18234		1010011 · General...		340-1 · Utilities	-48.75

BIGFORK FIRE DEPARTMENT

Originated by Cindy Norred

FEB 03 2016

Approved By
Chief [Signature] Date 2/6/16
Trustee [Signature] Date 2/6/16

Bigfork Fire District
Balance Sheet * NOT Reconciled *
As of January 31, 2016

	Jan 31, 16
ASSETS	
Current Assets	
Checking/Savings	
101000 · CASH ALL FUNDS	
1010012 · FUND#7254-Apparatus Fund-County	30,000.00
1010001 · GENERAL FUND	
1010011 · General-Glacier Bank - County	543,366.02
Total 1010001 · GENERAL FUND	543,366.02
1020000 · RESTRICTED CASH	
1020003 · Ralph Barton Trust Fund-Flathd	31,577.80
Total 1020000 · RESTRICTED CASH	31,577.80
Total 101000 · CASH ALL FUNDS	604,943.82
Total Checking/Savings	604,943.82
Total Current Assets	604,943.82
TOTAL ASSETS	604,943.82
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
206130 · ACCRUED PAYROLL PAYABLE	
2061302 · Aflac	57.86
2061311 · Payroll-SWHMT	1,029.00
2061321 · Payroll - UI	-21.25
Total 206130 · ACCRUED PAYROLL PAYABLE	1,065.61
Total Other Current Liabilities	1,065.61
Total Current Liabilities	1,065.61
Total Liabilities	1,065.61
Equity	
270000 · OPENING BAL	30,000.00
271000 · Retained Earnings	-1,470,641.55
1 · General fund	107,692.33
2 · Fire Dept Contribution Fund	11,938.14
3 · Ralph Barton Trust Fund	33,848.21
9500 · GFAAG ACCOUNT GROUP	
9501 · Restatement	10,198.99
9500 · GFAAG ACCOUNT GROUP - Other	1,879,303.88
Total 9500 · GFAAG ACCOUNT GROUP	1,889,502.87
Net Income	1,538.21
Total Equity	603,878.21
TOTAL LIABILITIES & EQUITY	604,943.82

BIGFORK FIRE DEPARTMENT

Originated by Cindy Norsted

FEB 03 2016

Approved By _____
 Chief [Signature] Date 2/1/16
 Trustee [Signature] Date 2/1/16

Bigfork Fire District
Profit & Loss Budget vs. Actual * Not Reconciled *
 July 2015 through January 2016

	<u>Jul '15 - Ja...</u>	<u>Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense			
Income			
31 · TAXES/ASSESSMENTS			
310005 · EMS Levy Lake County	1,250.00	2,500.00	50.0%
310001 · Flathead County Taxes	176,128.22	292,804.00	60.2%
310002 · Lake County Taxes	54,237.31	88,974.00	61.0%
310004 · EMS Levy Flathead County	17,726.00	25,000.00	70.9%
Total 31 · TAXES/ASSESSMENTS	<u>249,341.53</u>	<u>409,278.00</u>	60.9%
33 · INTERGOVERNMENTAL			
335230 · Entitlement	14,375.34	33,475.00	42.9%
335050 · State Ins. Yearly Refund	300.00	300.00	100.0%
337000 · Income - Local Grants	0.00	0.00	0.0%
Total 33 · INTERGOVERNMENTAL	<u>14,675.34</u>	<u>33,775.00</u>	43.5%
34 · CHARGES FOR SERVICES			
342056 · EMS Mutual Aid Income	0.00	0.00	0.0%
342055 · EMS Billing Income	200,881.78	225,000.00	89.3%
342054 · EMS Class Income	1,400.00	0.00	100.0%
342020 · FIRE PROTECTION			
342021 · Fire District Billing	1,610.00	5,000.00	32.2%
342022 · Contract Services-Wildfires	13,678.31		
Total 342020 · FIRE PROTECTION	<u>15,288.31</u>	<u>5,000.00</u>	305.8%
Total 34 · CHARGES FOR SERVICES	<u>217,570.09</u>	<u>230,000.00</u>	94.6%
36 · MISCELLANEOUS			
365015 · District Donations	5,000.00	3,500.00	142.9%
365010 · Reflective Sign Orders	215.00	0.00	100.0%
365008 · FOBF Donations	0.00	0.00	0.0%
362015 · Refunds	11,387.39	0.00	100.0%
362000 · Tshirt & Hat Sales	1,699.95	0.00	100.0%
362002 · Pop Machine	228.50	0.00	100.0%
362004 · Miscellaneous Income	1,259.68		
362006 · Reimbursements	125.00		
362007 · Other Income -General	0.00	500.00	0.0%
362012 · Savings Interest	0.04	0.00	100.0%
365000 · Membership Donations	5,865.00	6,500.00	90.2%
365001 · Memorial Donations	325.00	0.00	100.0%
36 · MISCELLANEOUS - Other	0.00		
Total 36 · MISCELLANEOUS	<u>26,105.56</u>	<u>10,500.00</u>	248.6%
37 · INVESTMENT & ROYALTY EARNINGS			
371009 · Insurance Claim Payment	0.00	0.00	0.0%
371002 · Insurance Dividends	0.00	300.00	0.0%
371003 · Interest Income	1,883.80	4,500.00	41.9%
371007 · Interest Income - Trust	48.09	0.00	100.0%
Total 37 · INVESTMENT & ROYALTY EARNINGS	<u>1,931.89</u>	<u>4,800.00</u>	40.2%
Total Income	<u>509,624.41</u>	<u>688,353.00</u>	74.0%
Expense			
420000 · PUBLIC SAFETY			

Bigfork Fire District
Profit & Loss Budget vs. Actual *Not Reconciled*
July 2015 through January 2016

	<u>Jul '15 - Ja...</u>	<u>Budget</u>	<u>% of Budget</u>
420700 · EMERGENCY SERVICES			
420710 · ADMINISTRATION			
300-2 · PURCHASED SERVICES			
390-3 · Mutual Aid Ambulance Service	450.00	600.00	75.0%
390-2 · Billing Service Refunds	3,157.20	6,000.00	52.6%
390-1 · Billing Service Fees	16,781.07	18,400.00	91.2%
360-2 · Ambulance Equipment Maintenance	22,776.16	25,000.00	91.1%
Total 300-2 · PURCHASED SERVICES	<u>43,164.43</u>	<u>50,000.00</u>	86.3%
200-2 · SUPPLIES			
220-2 · Medical Supplies	11,748.22	18,000.00	65.3%
231-2 · Fuel for Ambulance	4,758.21	11,000.00	43.3%
226-2 · EMS Personnel Supplies PPE	479.22	3,000.00	16.0%
Total 200-2 · SUPPLIES	<u>16,985.65</u>	<u>32,000.00</u>	53.1%
Total 420710 · ADMINISTRATION	<u>60,150.08</u>	<u>82,000.00</u>	73.4%
Total 420700 · EMERGENCY SERVICES	60,150.08	82,000.00	73.4%
420400 · FIRE PROTECTION & CONTROL			
420410 · ADMINISTRATION			
100 · PERSONNEL SERVICES			
110-1 · Salary & Wage Expenses	180,628.26	323,000.00	55.9%
130-4 · Retirement - Employer	2,731.44	12,000.00	22.8%
140-1 · Medical Insurance-Employer	16,884.54	46,200.00	36.5%
140-2 · Unemployment expense	858.89	2,000.00	42.9%
140-3 · Workmans Comp-State Fund	13,571.24	25,000.00	54.3%
140-4 · Comp FICA-MED & SS	13,835.27	23,000.00	60.2%
Total 100 · PERSONNEL SERVICES	<u>228,509.64</u>	<u>431,200.00</u>	53.0%
200-1 · SUPPLIES			
224-1 · Rehabilitation Expense	491.15	750.00	65.5%
220-1 · Operating Station Supplies	3,443.76	8,000.00	43.0%
210-1 · Office Expenses	5,838.65	13,000.00	44.9%
216-1 · Donations/Gifts	0.00	100.00	0.0%
223-1 · Membership Expenses	5,233.82	6,500.00	80.5%
226-1 · FIRE Personnel Supplies PPE	2,995.59	10,500.00	28.5%
231-1 · Fuel for Apparatus	5,018.92	8,500.00	59.0%
Total 200-1 · SUPPLIES	<u>23,021.89</u>	<u>47,350.00</u>	48.6%
300-1 · PURCHASED SERVICES			
340-2 · Propane	708.74	3,500.00	20.2%
331-1 · Real Estate/Landfill Taxes	264.01	100.00	264.0%
360-1 · Fire Equipment Maintenance	14,097.28	25,000.00	56.4%
310-1 · Radio Services	447.77	6,000.00	7.5%
335-1 · Merchant Bank Fees	583.34	1,500.00	38.9%
340-1 · Utilities	7,376.11	13,000.00	56.7%
345-1 · Telephone & DSL	2,705.57	6,000.00	45.1%
351-1 · Health & Wellness	2,274.17	9,000.00	25.3%
352-1 · Legal Services	0.00	0.00	0.0%
353-1 · Accounting & Auditing	1,170.00	10,000.00	11.7%
357-1 · Background Checks	469.65	1,000.00	47.0%

Bigfork Fire District
Profit & Loss Budget vs. Actual *Not Reconciled*
July 2015 through January 2016

	<u>Jul '15 - Ja...</u>	<u>Budget</u>	<u>% of Budget</u>
Total 300-1 · PURCHASED SERVICES	30,096.64	75,100.00	40.1%
500 · FIXED CHARGES			
513-1 · General Liability Insurance	0.00	19,535.00	0.0%
Total 500 · FIXED CHARGES	0.00	19,535.00	0.0%
900-1 · CAPITAL OUTLAY			
940-3 · CIP-Apparatus Fund #7254	30,000.00	30,000.00	100.0%
940-2 · New Ambulance	154.00	0.00	100.0%
920-2 · Building Improvements	68,951.05	87,500.00	78.8%
940-1 · Machinery & Equipment	0.00	42,500.00	0.0%
Total 900-1 · CAPITAL OUTLAY	99,105.05	160,000.00	61.9%
Total 420410 · ADMINISTRATION	380,733.22	733,185.00	51.9%
Total 420400 · FIRE PROTECTION & CONTROL	380,733.22	733,185.00	51.9%
420430 · PERSONNEL TRAINING			
380-1 · Training	1,535.06	7,000.00	21.9%
Total 420430 · PERSONNEL TRAINING	1,535.06	7,000.00	21.9%
420440 · FIRE PREVENTION			
210-5 · Fire Prevention Supplies	1,924.69	3,500.00	55.0%
110-2 · Salary & Wages	0.00		
Total 420440 · FIRE PREVENTION	1,924.69	3,500.00	55.0%
420460 · FIRE SUPPRESSION			
100-1 · Volunteer Stipend			
105-1 · Pay Per Call/On Call Stipend	13,743.15	15,000.00	91.6%
Total 100-1 · Volunteer Stipend	13,743.15	15,000.00	91.6%
205-1 · Recruiting	0.00	500.00	0.0%
Total 420460 · FIRE SUPPRESSION	13,743.15	15,500.00	88.7%
Total 420000 · PUBLIC SAFETY	458,086.20	841,185.00	54.5%
420490 · DEBT SERVICE			
600 · DEBT SERVICE			
620-2 · Interest of LTD-342 Loan	1,648.11	3,212.61	51.3%
610-2 · Principal of LTD-342 Loan	48,351.89	96,787.39	50.0%
Total 600 · DEBT SERVICE	50,000.00	100,000.00	50.0%
Total 420490 · DEBT SERVICE	50,000.00	100,000.00	50.0%
Total Expense	508,086.20	941,185.00	54.0%
Net Ordinary Income	1,538.21	-252,832.00	-0.6%
Other Income/Expense			
Other Income			
38 · OTHER FINANCING SOURCES			
381072 · Proceeds sale of capital asset	0.00	0.00	0.0%

1:17 PM
02/01/16
Cash Basis

Bigfork Fire District
Profit & Loss Budget vs. Actual *Not Reconciled*
July 2015 through January 2016

	<u>Jul '15 - Ja...</u>	<u>Budget</u>	<u>% of Budget</u>
Total 38 · OTHER FINANCING SOURCES	0.00	0.00	0.0%
Total Other Income	0.00	0.00	0.0%
Net Other Income	0.00	0.00	0.0%
Net Income	<u>1,538.21</u>	<u>-252,832.00</u>	<u>-0.6%</u>

BIGFORK FIRE DEPARTMENT

Originated by Cindy Norred

FEB 03 2016

Approved By
Chief Mark Ruff Date 2/1/16
Trustee [Signature] Date 2/1/16

2-3-16
Agenda

Before
meeting

1. Board members 3 openings
sounds like Zach & Max vacated.
2. Doug retirement
Craig's leaving -
3. ISO. Retiring

Ice Rescue Refresher

2 New members coming on
Cin Barber

Doug retirement

Rick from both and I talked
Doug would like something but
not until May.

Open House Here.

District Financial Procedures

Bigfork Fire Department

Admin: 123.00

Adopted: 04.01.08 Revised: 07.21.10 Revised: 06.26.14

PURPOSE

To assure propriety, accountability, and security regarding Bigfork Fire District financial matters and procedures, and to define and assign roles and responsibility.

The finances of the Bigfork Fire District are entrusted to the District Board of Trustees for wise expenditure and prudent use towards the purposes and objectives of Bigfork Fire District. The following procedures are hereby adopted to carry out this policy:

1. Each district check shall have ^{2 trustees} two authorization signatures; one by the ~~financial secretary~~ (or the chief or his/her designee if unavailable) and one by the Bigfork Trustee Chairman (or another designated trustee member in his/her absence).
2. The Chief or Assistant chief must approve all received bills and invoices by signing them as being "approved for payment". Generally an "Approved for Payment" stamp with a legible authorization signature shall be used. Supplies and items received shall be checked for contents matching the packing slip or invoice listing and verified by the receiving person's signature on the packing slip or invoice.
3. The Chief and his/her staff shall be responsible for carrying out and implementing an approved budget within the following guidelines and limitations imposed by the board of trustees:
 - a) Expenditures up to \$5,000 to implement an approved budget line item are hereby authorized and may be paid upon receipt subject to authorization as specified above. Purchase locally when possible at the best price for the Fire District.
 - b) All purchases must be authorized by a Purchase Order (see Appendix A).
 - c) Any expenditure over \$5,000 \$1000 must have specific pre approval by the board of trustees at a board meeting.
 - d) At least two competitive written bids must be solicited and obtained for any purchased item or contracted work of over \$1,000 value unless otherwise authorized by the board.
 - e) Private donations under \$1001.00 to Bigfork Fire Dept shall be made available for purposes as best determined by the general membership and shall be accounted for separately from tax revenue and other district funds. Private donations over \$1001.00 shall be used for general operations budgets unless earmarked by the donor for a specific purpose.
 - f) Yearly budgets shall be developed as specified by the county budgetary procedures and requirements and shall be approved at a

District Financial Procedures

Bigfork Fire Department

Admin: 123.00

Adopted: 04.01.08 Revised: 07.21.10 Revised: 06.26.14

regular open Board of Trustee meeting.

4. District property having a valuation of over \$5000.00 shall be added to the listing of Fire District Inventory.
5. Bigfork Fire District will use a purchase order system. The Fire Chief or his/her designee will be responsible for issuing POs. All purchases must be completed on a purchase order form. This form must accompany all receipts for payment. PO numbers will be issued in a numerical sequence provided on the form. A PO form can be obtained from the Fire Chief, Assistant Fire Chief, or Office Manager.
6. Station supply requisition forms must be completed and turned into the district office. The Fire Chief or his/her designee will approve and order supplies.
7. Department members will be reimbursed for travel expenses while traveling outside the district and engaged in fire/ems training. Members will be reimbursed according to GSA rate. All training expenses must be reported on the established training expense form (Appendix – C) and approved by the Training Officer or Fire Chief. In the event that the member does not attend or complete training, he/she will reimburse Bigfork Fire District for tuition and costs paid.

BIGFORK FIRE DEPARTMENT

Originated by Jeremy Patton

FEB 03 2016

Approved By
Chief [Signature] Date 2/6/16
Trustee [Signature] Date 2/16/16

Position Description: Bigfork Fire District Chief
Salary: Exempt
Salary Range:
Retirement:

I. POSITION SUMMARY

The Fire Chief shall provide leadership and direction to the volunteer members and career staff in achieving successful operations of the organization. He/She shall assist the Board of Trustees in setting of District Goals and shall exercise command over all functions of the Fire District.

II. GENERAL STATEMENT OF DUTIES

The Fire Chief is responsible to the board of Trustees and shall administer all business functions of the Fire District. He/She shall be the administrator of all personnel, district equipment, facilities, and the preparation, implementation and day-to-day management of the annual budget.

Through personal involvement and the utilization of staff, the Fire Chief shall oversee the following: District Fire and EMS management, productivity, accurate records keeping, planning, budgeting, communications, risk analysis, fire prevention, fire investigation, all emergency incidents, public relations, maintenance and repair of equipment and facilities, training of all personnel, membership recruitment and retention, operational guidelines and water supply sources and systems. The Fire Chief works a traditional 40 hour work week, Monday through Friday. The Fire Chief is expected to be reasonably available for emergency incident as needed during evening and weekends, although there should always be a subordinate officer on duty. This is a salaried position, no overtime pay is authorized.

III. SUPERVISION RECEIVED

The Fire Chief works under the general supervision of the Fire District Board of Trustees who reviews work for conformity with District policy that includes the SOG's and Employee Handbook.

IV. SUPERVISION EXERCISED

The Fire Chief is the Chief Executive Officer of the Fire District and responsible for the supervision of all volunteer and career personnel directly or through subordinate supervisors.

Fire Chief Duties

Bigfork Fire Department
An Equal Opportunity Employer

Per: 253.00

Adopted 04.01.08 Revised 07.21.10

V. ESSENTIAL DUTIES AND RESPONSIBILITIES

The Fire Chief will serve as the Chief Officer of the Bigfork Fire District. The Fire Chief will maintain a positive, productive relationship within the Bigfork Fire District, its Board of Trustees and the community. The Fire Chief will foster productive relationships with cooperating agencies. The Fire Chief will maintain harmony, discipline, professional conduct and teamwork within the Fire District. The Fire Chief will resolve conflicts; assist subordinates in performing duties; and address errors and complaints in a timely manner. Any reported cases of personnel misconduct shall be reported to the Chairman of the Board of Trustees by the Fire Chief within one business day of Fire Chief receiving report.

Priorities include the following:

- Increasing the ranks of the membership
- Enhancing and maintaining positive relationships between all members
- Create a framework of collaborative decision making processes
- Assume command at major emergency incidents or as other times may dictate, and directs personnel and equipment in accordance with established guidelines
- Establish and maintain good public relations utilizing effective communication skills and programs
- Manage current District policies and recommends new and amended policies to the Board of Trustees for review and/or adoption
- Make every reasonable effort to insure all documentation presented to the Board of Trustees for consideration is accurate and factual. Documentation shall contain all pertinent information including the creator and originator of the document
- Plan, direct, supervise and manage all of the daily operations in a manner that will achieve the recognized service levels of the district
- Act as the District Budget Officer. Prepares the budget for adoption and monitor expenditures ensuring that expenses stay within the budgetary guidelines, provides information and recommends to the Board of Trustees on all capital expenditures
- Takes a lead role in the development and implementation of all SOG's, Employee Handbook and the establishment of district performances and evaluation standards

Fire Chief Duties

Bigfork Fire Department
An Equal Opportunity Employer

Per: 253.00

Adopted 04.01.08 Revised 07.21.10

- Exercise full supervision over all district personnel; including hiring, evaluating, recruitment, training, disciplining and termination
- Keep the Board of Trustees informed on district operations and provide answers to specific questions using proper communication techniques, reports and statistics
- In conjunction with the Board of Trustees, develop district goals and objectives. Analyze all aspects of Fire District services in relation to community needs
- Ensure that all District vehicles, equipment and facilities are maintained in an operational readiness condition sufficient to meet service level requirements
- Oversee all investigation as to the cause, origin and circumstances surrounding all fires
- Participate regularly in Fire District training sessions and activities
- Implement and enforce appropriate safety/driving practices and policies. Thoroughly investigate each injury and accident involving fire department personnel and equipment
- Perform other related special duties and functions as the Board of Trustees may require or direct
- The Fire Chief will aggressively seek out grants, prepare grant applications and administer grant funds
- Assumes command at major emergency incidents or as other times may dictate, and directs personnel and equipment in accordance with established guidelines.
- Establishes and maintains good public relations utilizing effective communications skills and programs.
- Manages current District policies and recommends new and amended policies to the Board of Trustees for review and/or adoption.
- Makes every reasonable effort to insure all documentation presented to the Board of Trustees for consideration shall be accurate and factual. Documentation shall contain all pertinent information including the creator and originator of the document
- Plans, directs, supervises and manages all of the daily operations in a manner that will achieve the recognized service levels of the district.
- Acts as the District Budget Officer. Prepares the budget for adoption and monitors expenditures ensuring that expenses stay within the budgetary guidelines, provides information and recommendations to the Board of Trustees on all capital expenditures.

Fire Chief Duties

Bigfork Fire Department
An Equal Opportunity Employer

Per: 253.00

Adopted 04.01.08 Revised 07.21.10

- Directs the development and implementation of all Standard Operating Guidelines and the establishment of district performances and evaluation standards
- Exercises full supervision over all district personnel; including hiring, evaluating, recruitment, training, disciplining and termination
- Keeps the Board of Trustees informed on district operations and provides answers to specific questions using proper communication techniques, reports and statistics
- In conjunction with the Board of Trustees, develop district goals and objectives. Analyze all aspects of Fire District services in relation to community needs
- Ensures that all District vehicles, equipment and facilities are maintained in an operational readiness condition sufficient to meet service level requirements
- Oversees all investigation as to the cause, origin and circumstances surrounding all fire
- Participates regularly in Fire District training sessions and activities
- Implement and enforce appropriate safety/driving practices and policies. Thoroughly investigate each injury and accident involving fire department personnel and equipment
- Performs other related special duties and functions as the Board of Trustees may require or direct
- The Fire Chief will aggressively seek out grants, prepare grant applications, and administer grant funds

PERIPHERAL DUTIES

1. May represent the district by participation in local service organizations.
2. Participates as district representative in local, county, state and other meetings.

VI. QUALIFICATIONS

Education and Experience:

This position requires extensive experience in fire services, to include responsible management, supervisory, and administrative experience in an organization of similar size. A Bachelor's degree with major coursework in fire science, public or business administration, or a related field is preferred, or any combination of education, training, and experience that provides the applicant with the knowledge and skills required to perform the duties of the position as determined by the Board of Trustees.

Primary Qualifications Desired but not specifically limited to:

- Administrative experience
- Minimum of EMT
- IFSAC Firefighter I, Fire Officer I or equivalent experience
- Must be able to obtain a Class B Type 2 Montana CDL with Air Brake & Tanker endorsement within 6 months of hire
- Experience in interagency coordination with public safety agencies to include wildland-urban interface firefighting
- NWCG wildland qualification of Strike Team Leader
- The candidate shall have experience in fire company supervision and leadership typified by five years' experience as a fire officer with minimum of 10 years overall fire service experience
- Candidate must have experience in working within fire protection agencies utilizing a combination of volunteer and career staffing
- Candidate must possess valid driver's license from the State of Montana at the time of hire or if out of state within two (2) months of hire for non-commercial license
- Candidate has no felony or disqualifying convictions
- Candidate must live within 12 minutes, non-code, normal weather drive time

- Working knowledge of public finance budgeting, practices and principles

VIII. SECONDARY QUALIFICATIONS

1. Working knowledge or demonstrated ability to interpret fire district policies, rules and regulations, standard operating guidelines and directives.
2. Have knowledge of the geography of the area of the District.
5. Working knowledge of EMS State of Montana Law and Administrative Rules (ARM) for certification and training requirements, ambulance services and licensing requirements, operations and management.

VII. NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

1. Thorough knowledge of (Modern) Montana State fire suppression, fire and EMS training and emergency medical services principles, procedures, techniques and equipment.
2. Considerable knowledge of applicable laws, ordinances, District rules and regulations, personnel management and principles of public administration.
3. Considerable knowledge of modern human resource, supervisory practices, the ability to direct the efficiency and effectiveness of the District toward meeting the growth and changing needs of the community.
4. Skill in the operation of EMS/firefighting tools, radios, pagers, apparatus and equipment. Must be able to safely direct workers and equipment during normal and emergency operations.
5. Ability to analyze difficult situations and adopt effective courses of action.
6. Ability to inspect and determine or assist in determination of fire cause, origin and investigation.

7. Ability to train, motivate, supervise, evaluate and counsel subordinate personnel. Must be able to maintain productive discipline and morale within the District.
8. Ability to perform emergency scene work that requires good physical condition.
9. Ability to supervise the activities of EMS/firefighting personnel, to effectively command, maintain discipline and command.
10. Ability to develop and maintain good relationships with other delegated officials and the general public. Work with public employees, officials and the media in a courteous and cooperative manner.
11. Ability to maintain composure, think clearly and give clear, concise orders and direction under emergency conditions as well as in daily operations. Ability to analyze difficult situations and adopt an effective course of action.
12. Ability to implement and formulate written and oral instructions, plan, memoranda and order utilizing, but not limited to, verbal explanation and computer input by utilization of basic office equipment. Prepare technical and administrative reports, proposals and other related documents or presentations utilizing modern computer hardware and software programs present them in a meaningful way that portrays an accurate direction of the District.
13. Ability to be an effective listener and communicate effectively orally and writing.
14. Ability to establish and maintain effective working relationships with Volunteer and career subordinates, the Board of Trustees, Fire and EMS professionals and the public.
15. Skills in the use of the tools and equipment below.

X. TOOLS AND EQUIPMENT USED IN PERFORMING DUTIES AS CHIEF

Emergency medical units and equipment, fire apparatus, fire pumps, hoses, other firefighting equipment, ladders, radios, pagers, personal computers, and phones.

XI. PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable those with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, talk, hear and stand; use hands and fingers to handle or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl, and smell.

The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

XII. WORK ENVIRONMENT

The work environment characteristics described here are representative of those encountered while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed primarily in an office, vehicles and outdoor settings, in all weather conditions, including temperature extremes, during day or night shifts. Work is often performed in emergency and stressful situations. The individual is exposed to hearing alarms and hazards associated with fighting fires and rendering emergency medical assistance, including smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents, oils, and human body fluids.

The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock and vibration. The noise level in the work environment is usually quiet in office settings and loud at emergency scenes.

SELECTION GUIDELINES

A formal Bigfork Fire District Application with a resume' attached is required. Rating of education, experience and written response to questions, oral interview, background investigation and job related tests may be required.

The duties listed above are intended only as an illustration of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from this position if the work is similar, related or a logical assignment to the position.

All applicants not meeting the minimum qualifications described above may seek to have their application considered if, at time of application they explain in writing, how their unique combination of experience and qualifications compensate for not meeting the minimum qualifications as stated above. It will be in the sole discretion of the hiring committee to decide whether such applicants will be considered.

The job description does not constitute an employment agreement between the employer and the employee. It may be subject to change by the employer as the needs of the employer or the requirements change.

Bigfork Fire District does not discriminate on the basis of disability in its hiring or employment practices.

Selection or promotion to the Chief position involves a review of education and experience; appropriate testing and interviews and may include a background check, physical agility performance testing, and/or drug screening. Generally the Chief position will be filled upon the review and recommendation of the selection committee with final selection approval by the Board of Trustees. A member appointed to this position will complete a six month probationary period.

NOTE: The examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. This job description is subject to change by the employer as the needs of the employer and requirements of the job change.

Fire Chief Duties

Bigfork Fire Department
An Equal Opportunity Employer

Per: 253.00

Adopted 04.01.08 Revised 07.21.10

Approved By: Leland Leiva

Chairman – Bigfork Fire District Trustees

04/01/08

Date

BIGFORK FIRE DEPARTMENT
Originated by Tracey Gembala

FEB 03 2016

Approved By

Date 1/1/16
Date 2/1/16

Chief [Signature]
Trustee [Signature]

BIGFORK FIRE DEPARTMENT

Originated by Tracey Gembala

DEC 02 2015

Approved By

Chief [Signature] Date 11/30/15
Trustee [Signature] Date 1/15/16

Montana Code Annotated 2015

[Previous Section](#) [MCA Contents](#) [Part Contents](#) [Search](#) [Help](#) [Next Section](#)

7-33-2001. Fire chief -- powers and duties. (1) A fire chief of a governmental fire agency organized under this chapter must be considered the highest ranking officer in the agency and is responsible for the operation of the agency, including but not limited to:

- (a) development and implementation of agency programs and procedures;
- (b) performance of agency personnel;
- (c) preventing outbreak of fires;
- (d) minimizing danger to persons and damage to property caused by fires; and
- (e) providing and managing emergency services that are established by the agency and that are consistent with national standards. These services may include but are not limited to:
 - (i) fire suppression;
 - (ii) medical aid;
 - (iii) hazardous materials response;
 - (iv) ambulance service; and
 - (v) extrication from vehicles.

(2) In development of agency regulations, programs, and procedures, the fire chief is subject to applicable laws and ordinances.

(3) The fire chief serves under the direction of the trustees, if trustees have been designated to manage the fire agency under the provisions of this chapter. If the governing body retains management, then the fire chief serves under the direction of the governing body.

(4) The fire chief shall develop organizational and operational procedures and shall implement those procedures by issuing written administrative regulations and operational guidelines.

(5) In the event of a fire or other emergency involving the protection of life or property, the fire chief has the authority to direct any operation necessary to extinguish or control the fire or perform a rescue in coordination with other authorities having jurisdiction.

(6) The fire chief may investigate suspected or reported fires, gas leaks, or other hazardous conditions and may take any action necessary to protect public health and safety and protect property or mitigate damage to property in the exercise of the chief's duties.

(7) In the exercise of the authority provided in subsections (5) and (6), the fire chief may:

- (a) enter any property;
- (b) prohibit any person, vehicle, or thing from approaching the scene;
- (c) remove or cause to be removed from the scene of the fire or other emergency any person, vehicle, or thing that the chief determines may interfere with the operations of the agency.

(8) (a) Subject to 50-3-102(1)(c), the fire chief may investigate the cause, origin, and circumstances of every fire that occurs in the chief's jurisdiction that involves the loss of life, injury to a person, destruction of property, or damage to property.

(b) Subject to 50-3-102(1)(c), as part of the investigation, the fire chief may take immediate charge of all physical evidence relating to the cause of the fire and may pursue the investigation to its conclusion.

(c) The fire chief may investigate the cause, origin, and circumstances of unauthorized releases of hazardous materials.

(9) (a) The fire chief may establish and maintain a program applicable to every community in the chief's jurisdiction that provides for:

- (i) regular examination of fire hazards; and
- (ii) regular inspection of commercial property, after the property has been approved for occupancy by

a certified city, county, or town building code jurisdiction or the department of labor and industry's bureau of building and measurement standards, with particular emphasis on occupancies identified as high risk to life and property.

(b) The fire chief may establish a formal fire inspection program as authorized by the department of justice under 50-61-102.

(10) The fire chief shall report all fires to the department of justice and shall use the national fire incident reporting system or other reporting method approved by the department of justice's fire prevention and investigation section.

(11) The fire chief is responsible for establishing and maintaining a training program for the agency and may use existing federal, regional, state, and local training resources. The agency's program must include training in all areas of emergency response in which the agency provides services.

(12) For the purposes of this section, "governmental fire agency" does not include municipal fire departments.

History: En. Sec. 1, Ch. 167, L. 2007; amd. Sec. 1, Ch. 171, L. 2009.

Provided by Montana Legislative Services

BIGFORK FIRE DEPARTMENT

Originated by Tracey Sembala

FEB 03 2016

Approved By _____
Date 2/6/16
Chief [Signature]
Trustee [Signature]
Date 2/16/16

BIGFORK FIRE DEPARTMENT

Originated by Tracey Sembala

DEC 02 2015

Approved By _____
Date _____
Chief _____
Trustee [Signature]
Date 1/13/16