

Bigfork Fire District Trustee Meeting

May 4th 2016

Trustees in attendance: Zack Anderson, Kristy Oster, Dan Kidd, Lee Leivo

Guests in attendance: Interim Chief Jeremy Patton, Cindy Norred, Chad Oster, Assistant Chief Mic Borges

Meeting called to order 17:30

General Public Comment: None

Fire Dept. Association report: None

Review/Approval of Meeting Minutes April 27th, 2016 (Kidd 1st, Leivo 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:** Question on the \$42,500, Machinery & Equipment 940-1 that no money has been spent on that line item. Jeremy Patton said none as of yet, that possible SCBA will be coming out.
- **Expense by Vendor:** No Comments

Fire Chief Report: See attached report

Old Business

1. **SOG 123:00 3c:** Copy for board to see that it had been revised as per last meeting for final reading.
2. **Third Reading on Bigfork Fire Departments Handbook:** Staff in handbook was left as is, it explains at the beginning of document the meaning of staff. Admin will change the date once it is approved. Policy administrator name change. Changed the tolerance to .00-.02 Retirement changed that all employees are eligible with no waiting period. (Kristy Oster 1st, Kidd 2nd) all in favor, no opposed
3. **Third Reading on SOG 261.00:** Admin will change the date once it is approved. Policy administrator name change. Changed the tolerance to .00-.02(Kidd 1st, Kristy Oster 2nd) all in favor, no opposed

New Business

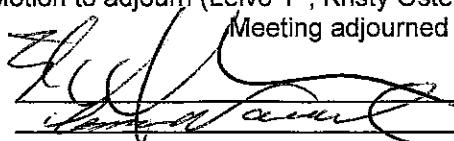
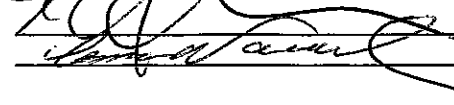
1. **FY17 Budget:** Heading towards the budget with the billing income for the \$270,000 Billing Income. Question on line item for Accounting & Auditing on the \$10,000.00 last year and the \$22,000.00 this year. We have to put in there for all that is going to be spent for that year which is the for the two year audit and some extra in there for the side advise from an accountant on as needed basis.
2. **Health Insurance Review:** Discussion on lowering the cost for the department. Cost for BCBS has gone up \$201.04 per month for same policy due to age and some copay that had been taken off the plan. The board would like to look at Associated Employers for a quote and BCBS for their HSA plans.
3. **Capital Outlay:** Discussion on Fund #7254, that in this budget we have \$50,000.00 to go to fund. Kristy would like to check into lease options on the printer then just buying one.
4. **Update on New Chief:** Still waiting to hear, Board will be sending letter to acceptance or denial by May 16th 2016.

General Public Comment: Board would like to thank Lee Leivo for being on the board. Mic Borges wanted to state that Jeremy Patton has been doing a great job as Interim Chief.

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

Meeting adjourned at 18:06

Minutes Approved:

 Chairman
 Recorder

BIGFORK FIRE TRUSTEE MEETING AGENDA

May 4th, 2016

1. General Public Comment
2. Fire Dept. Association Report
3. Review/Approval of meeting minutes April 27th, 2016
4. Review/Approval of Purchase Orders
5. Review Reconciliation of Financial Statements and Bills Paid
6. Fire Chief Report
7. Old Business
 1. SOG 123.00 3c—District Financial Procedures-Final Revised
 2. Third Reading of Bigfork Fire Department Handbook (action item)
 3. Third Reading of SOG 261.00 (action item)
8. New Business
 1. FY17 Budget and Capital Outlay Plan
 2. Health Insurance Review
 3. Possible Reorganization of the board
9. General Public Comment

BIGFORK FIRE DEPARTMENT

Originated by Jeremy Patton

MAY 04 2016

Approved By
Chief [Signature] Date 4/29/16
Trustee ZP Date _____

Bigfork Fire District Trustee Meeting

April 27, 2016

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

Trustees absent: Lee Leivo

**Guest in attendance: Interim Chief Jeremy Patton, Assistant Chief Mick Borges, Cindy Norred, Josh Cox,
Mark Sliter**

Meeting called to order at 17:44

General Public Comment: None

Accept Letter of Resignation from Trustee Jeremy Patton (Kidd 1st, Oster 2nd) all in favor, none opposed

Approve Appointment of Jeremy Patton as Acting Chief (Kidd 1st, Oster 2nd) all in favor, none opposed. Jeremy stepped in as acting Chief in the absence of Interim Chief Borges when he took vacation starting April 11, 2016.

Fire Dept. Association report: No report since there has not been a meeting since the Board last met due to the bi-monthly schedule.

Review/Approve of Meeting Minutes March 2nd, 2016 (Kidd 1st, Oster 2nd) all in favor, none opposed.

Review/Approve of Special Meeting Minutes March 29nd, 2016 (Kidd 1st, Oster 2nd) all in favor, none opposed.

Review/Approve of Meeting Minutes April 4th, 2016 (Kidd 1st, Oster 2nd) all in favor, none opposed.

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

Review Reconciliation of Financial Statements and Bills Paid.

- Profit and Loss/Balance Sheet: no comment
- Expenses by Vendor: no comment

Fire Chief Report: See attached report(s)

1. Old Business

- Third reading of SOG 123.00 3c** (Kidd 1st, Oster 2nd) all in favor, none opposed
- Second reading of Bigfork Fire Department Handbook:** further discussion of changing some title references to make it consistent throughout the book
- Second reading of SOG 261.00:** discussion on changing tolerance from .02-.04 to .00-.02

2. New Business

- Recommend to Hire Part time AEMT:** (Kidd 1st, Oster 2nd) all in favor, none opposed
- Recommend to Hire Part Time EMT Paramedic:** recommendation withdrawn by Chief
- Recommend to Accept Audit of GIS Findings of Flathead County Tax Rolls** (Kidd 1st, Oster 2nd) all in favor, none opposed.
- Recommendations of wage increases for EMS personnel as per attached** (Kidd 1st, Oster 2nd) all in favor, none opposed. Kidd requested a board review in 6 months for possible additional compensation based on performance and budgetary constraints.

3. General Public comment : None

Motion to adjourn (Kidd 1st, Oster 2nd) all in favor, none opposed.

Meeting adjourned at 18:18

BIGFORK FIRE DEPARTMENT
Originated by Kristy Oster

MAY 04 2016

Approved By
Chief [Signature] Date 5/4/2016
Trustee ZA Date _____

Bigfork Fire District
Profit & Loss Budget vs. Actual
 July 2015 through April 2016 **Not Reconciled**
 29th

	Jul '15 - A...	Budget	% of Budget
Ordinary Income/Expense			
Income			
31 · TAXES/ASSESSMENTS			
310005 · EMS Levy Lake County	1,250.00	2,500.00	50.0%
310001 · Flathead County Taxes	182,750.18	299,412.00	61.0%
310002 · Lake County Taxes	68,196.43	89,846.00	75.9%
310004 · EMS Levy Flathead County	17,726.00	27,000.00	65.7%
Total 31 · TAXES/ASSESSMENTS	269,922.61	418,758.00	64.5%
33 · INTERGOVERNMENTAL			
335230 · Entitlement	21,563.01	35,224.00	61.2%
335050 · State Ins. Yearly Refund	300.00	300.00	100.0%
337000 · Income - Local Grants	863.00	0.00	100.0%
Total 33 · INTERGOVERNMENTAL	22,726.01	35,524.00	64.0%
34 · CHARGES FOR SERVICES			
342056 · EMS Mutual Aid Income	150.00	0.00	100.0%
342055 · EMS Billing Income	254,143.55	225,000.00	113.0%
342054 · EMS Class Income	1,400.00	0.00	100.0%
342020 · FIRE PROTECTION			
342021 · Fire District Billing	2,190.00	5,000.00	43.8%
342022 · Contract Services-Wildfires	13,678.31		
Total 342020 · FIRE PROTECTION	15,868.31	5,000.00	317.4%
Total 34 · CHARGES FOR SERVICES	271,561.86	230,000.00	118.1%
36 · MISCELLANEOUS			
365015 · District Donations	5,000.00	3,500.00	142.9%
365010 · Reflective Sign Orders	260.00	0.00	100.0%
365008 · FOBF Donations	0.00	0.00	0.0%
362015 · Refunds	11,421.39	0.00	100.0%
362000 · Tshirt & Hat Sales	1,699.95	0.00	100.0%
362002 · Pop Machine	345.90	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	5,915.00	6,500.00	91.0%
365001 · Memorial Donations	710.00	0.00	100.0%
36 · MISCELLANEOUS - Other	0.00		
Total 36 · MISCELLANEOUS	26,736.96	10,500.00	254.6%
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	2,554.40	4,500.00	56.8%
371007 · Interest Income - Trust	71.98	0.00	100.0%
Total 37 · INVESTMENT & ROYALTY EARNINGS	2,626.38	4,800.00	54.7%
Total Income	593,573.82	699,582.00	84.8%
Expense			
420000 · PUBLIC SAFETY			

Bigfork Fire District Profit & Loss Budget vs. Actual

July 2015 through April 2016
 29th *Not Reconciled*

	Jul '15 - A...	Budget	% of Budget
420700 · EMERGENCY SERVICES			
420710 · ADMINISTRATION			
300-2 · PURCHASED SERVICES			
390-3 · Mutual Aid Ambulance Service	600.00	600.00	100.0%
390-2 · Billing Service Refunds	3,157.20	6,000.00	52.6%
390-1 · Billing Service Fees	21,100.09	18,400.00	114.7%
360-2 · Ambulance Equipment Maintenance	23,728.33	25,000.00	94.9%
Total 300-2 · PURCHASED SERVICES	48,585.62	50,000.00	97.2%
200-2 · SUPPLIES			
220-2 · Medical Supplies	16,246.25	18,000.00	90.3%
231-2 · Fuel for Ambulance	5,788.39	11,000.00	52.6%
226-2 · EMS Personnel Supplies PPE	1,468.32	3,000.00	48.9%
Total 200-2 · SUPPLIES	23,502.96	32,000.00	73.4%
Total 420710 · ADMINISTRATION	72,088.58	82,000.00	87.9%
Total 420700 · EMERGENCY SERVICES	72,088.58	82,000.00	87.9%
420400 · FIRE PROTECTION & CONTROL			
420410 · ADMINISTRATION			
100 · PERSONNEL SERVICES			
110-1 · Salary & Wage Expenses	255,285.99	323,000.00	79.0%
130-4 · Retirement - Employer	3,795.60	12,000.00	31.6%
140-1 · Medical Insurance-Employer	23,698.77	46,200.00	51.3%
140-2 · Unemployment expense	913.71	2,000.00	45.7%
140-3 · Workmans Comp-State Fund	17,011.27	25,000.00	68.0%
140-4 · Comp FICA-MED & SS	19,542.45	23,000.00	85.0%
Total 100 · PERSONNEL SERVICES	320,247.79	431,200.00	74.3%
200-1 · SUPPLIES			
224-1 · Rehabilitation Expense	491.15	750.00	65.5%
220-1 · Operating Station Supplies	4,358.62	8,000.00	54.5%
210-1 · Office Expenses	8,791.68	13,000.00	67.6%
216-1 · Donations/Gifts	0.00	100.00	0.0%
223-1 · Membership Expenses	8,188.85	6,500.00	126.0%
226-1 · FIRE Personnel Supplies PPE	3,512.83	10,500.00	33.5%
231-1 · Fuel for Apparatus	6,049.09	8,500.00	71.2%
Total 200-1 · SUPPLIES	31,392.22	47,350.00	66.3%
300-1 · PURCHASED SERVICES			
340-2 · Propane	1,232.17	3,500.00	35.2%
331-1 · Real Estate/Landfill Taxes	264.01	100.00	264.0%
360-1 · Fire Equipment Maintenance	17,989.56	25,000.00	72.0%
310-1 · Radio Services	3,798.15	6,000.00	63.3%
335-1 · Merchant Bank Fees	782.65	1,500.00	52.2%
340-1 · Utilities	10,899.30	13,000.00	83.8%
345-1 · Telephone & DSL	3,818.42	6,000.00	63.6%
351-1 · Health & Wellness	3,721.17	9,000.00	41.3%
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	841.15	1,000.00	84.1%

Bigfork Fire District
Profit & Loss Budget vs. Actual
 July 2015 through April 2016 ^{29th} *Not Reconciled*

	Jul '15 - A...	Budget	% of Budget
Total 300-1 · PURCHASED SERVICES	44,516.58	75,100.00	59.3%
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	68,294.80	87,500.00	78.1%
940-1 · Machinery & Equipment	0.00	42,500.00	0.0%
Total 900-1 · CAPITAL OUTLAY	98,448.80	160,000.00	61.5%
Total 420410 · ADMINISTRATION	494,605.39	733,185.00	67.5%
Total 420400 · FIRE PROTECTION & CONTROL	494,605.39	733,185.00	67.5%
420430 · PERSONNEL TRAINING			
380-1 · Training	4,826.81	7,000.00	69.0%
Total 420430 · PERSONNEL TRAINING	4,826.81	7,000.00	69.0%
420440 · FIRE PREVENTION			
210-5 · Fire Prevention Supplies	1,945.19	3,500.00	55.6%
110-2 · Salary & Wages	0.00		
Total 420440 · FIRE PREVENTION	1,945.19	3,500.00	55.6%
420460 · FIRE SUPPRESSION			
100-1 · Volunteer Stipend			
105-1 · Pay Per Call/On Call Stipend	16,574.85	15,000.00	110.5%
Total 100-1 · Volunteer Stipend	16,574.85	15,000.00	110.5%
205-1 · Recruiting	331.45	500.00	66.3%
Total 420460 · FIRE SUPPRESSION	16,906.30	15,500.00	109.1%
Total 420000 · PUBLIC SAFETY	590,372.27	841,185.00	70.2%
420490 · DEBT SERVICE			
600 · DEBT SERVICE			
620-2 · Interest of LTD-342 Loan	3,018.85	3,212.61	94.0%
610-2 · Principal of LTD-342 Loan	96,981.15	96,787.39	100.2%
Total 600 · DEBT SERVICE	100,000.00	100,000.00	100.0%
Total 420490 · DEBT SERVICE	100,000.00	100,000.00	100.0%
Total Expense	690,372.27	941,185.00	73.4%
Net Ordinary Income	-96,798.45	-241,603.00	40.1%
Other Income/Expense			
Other Income			
38 · OTHER FINANCING SOURCES			
381072 · Proceeds sale of capital asset	0.00	0.00	0.0%

10:27 AM
04/29/16
Cash Basis

Bigfork Fire District
Profit & Loss Budget vs. Actual
July 2015 through April 2016 ^{29th} *Not Reconciled*

	<u>Jul '15 - A...</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>-96,798.45</u>	<u>-241,603.00</u>	<u>40.1%</u>

BIGFORK FIRE DEPARTMENT

Originated by Cindy Nered

MAY 04 2016

Approved By

Chief [Signature] Date 4/29/16
Trustee ZA Date _____

Bigfork Fire District Expenses by Vendor Detail

April 1 - 29, 2016

Type	Date	Memo	Amount	Balance
*JStewart				
Check	04/18/2016	March 2016-2 Calls, 4 Trainings-Jeremy Stewart	47.20	47.20
Total *JStewart			47.20	47.20
Bigfork Water & Sewer				
Check	04/18/2016	Bigfork hall water and sewer-March 2016	136.75	136.75
Check	04/18/2016	Fire hydrant charges-March 2016	246.00	382.75
Total Bigfork Water & Sewer			382.75	382.75
Blue Cross & Blue Shield of Montana				
Check	04/18/2016	May 2016-Health Ins for Brodie V, Tracey G, Josh C and Cindy N	2,271.41	2,271.41
Total Blue Cross & Blue Shield of Montana			2,271.41	2,271.41
Bullitt Communications				
Check	04/01/2016	7 Kenwood Radios, with microphones, program cable, program software	2,078.83	2,078.83
Total Bullitt Communications			2,078.83	2,078.83
CenturyLink				
Check	04/01/2016	March 18th 2016---April 17th 2016-phone, internet	266.09	266.09
Total CenturyLink			266.09	266.09
Cindy Norred				
Check	04/18/2016	Costco - coffee, tissue paper, kitchen bags, gatorade, water	135.67	135.67
Total Cindy Norred			135.67	135.67
Cole Williams				
Check	04/18/2016	March 2016-2 Calls	32.20	32.20
Total Cole Williams			32.20	32.20
Culligan				
Check	04/01/2016	Water charges-4/01/2016---04/30//2016	56.00	56.00
Total Culligan			56.00	56.00
Diversified Inspections/Independent Labs				
Check	04/01/2016	342 - ladder safety inspection & ground ladders inspection	1,169.93	1,169.93
Total Diversified Inspections/Independent Labs			1,169.93	1,169.93
Dustin Smith				
Check	04/18/2016	March 2016- 5 Calls, 3-Trainings-Dustin Smith	95.50	95.50
Total Dustin Smith			95.50	95.50
First Bankcard				
Check	04/18/2016	2 rolls of stamps	98.00	98.00
Check	04/18/2016	Sam Pelvic Sling standard size	134.99	232.99
Check	04/18/2016	Annual subcrip for Active 911 Smart phone service	11.95	244.94
Check	04/18/2016	Replacement battery for portable suction	29.95	274.89
Check	04/18/2016	Mark Thirty- Marina Cay Room	182.45	457.34
Check	04/18/2016	Mark Thirty Flight round Trip	730.20	1,187.54
Check	04/18/2016	Lunches Taco Mexico	40.85	1,228.39
Check	04/18/2016	EMT Renewal State for Chad Oster	50.00	1,278.39
Check	04/18/2016	AHA CPR recertification for Joesph Bakker	22.00	1,300.39
Check	04/18/2016	Dip stick power steering on 361	62.32	1,362.71
Check	04/18/2016	EMT Renewal National for Josh Cox	15.00	1,377.71
Check	04/18/2016	361 Oil Change	52.00	1,429.71
Check	04/18/2016	2 1/2 Fire Hydrant Gage	101.86	1,531.57
Check	04/18/2016	Instructor Package-Advance Cardiac Life Support 2015-AHA Guidelines	211.35	1,742.92
Check	04/18/2016	DEA Registration-Control Subsatance License	731.00	2,473.92
Check	04/18/2016	EMT Renewal for National for Tim Boose	15.00	2,488.92
Total First Bankcard			2,488.92	2,488.92
Flathead City-County Health Department				
Check	04/01/2016	TB test for Lindsey Battle	26.00	26.00
Total Flathead City-County Health Department			26.00	26.00
Flathead Electric Co-op Inc.				
Check	04/18/2016	Echo lake March 2016	59.00	59.00
Check	04/18/2016	Woodsbay-March 2016	49.00	108.00
Check	04/18/2016	Bigfork-March 2016	353.00	461.00
Total Flathead Electric Co-op Inc.			461.00	461.00
Flathead Publishing Group				
Check	04/18/2016	Ad for EMT/EMTP March 2016	227.84	227.84
Total Flathead Publishing Group			227.84	227.84
Hire Right, LLC				
Check	04/18/2016	Back Ground check on Lindsey Battle, Cole Williams	153.25	153.25
Total Hire Right, LLC			153.25	153.25

Bigfork Fire District Expenses by Vendor Detail

April 1 - 29, 2016

Type	Date	Memo	Amount	Balance
Jeremy Patton				
Check	04/18/2016	Jeremy Patton- reimbursement for Mileage and Class for Fully Involved Leadership Skills at Some...	64.04	64.04
Total Jeremy Patton			64.04	64.04
KRMC				
Check	04/18/2016	Feb 2016 RX supplies	56.95	56.95
Check	04/18/2016	March 2016- Medical Supplies-IV prep, Locks, Filter straws, CO2 Detector	269.00	325.95
Check	04/18/2016	21HS CPR AED cards for Ruby Urban-Old Fire Dept Member	6.00	331.95
Check	04/18/2016	March 2016- Medical Supplies-1 cc syringe, prep pads, Saline Locks, IV cath, Saline 1000, CO2 ...	320.53	652.48
Total KRMC			652.48	652.48
Lakeside QRU, Inc.				
Check	04/18/2016	Mutual aid - ALS intercept DOS 03/27/2016	150.00	150.00
Total Lakeside QRU, Inc.			150.00	150.00
Lindsey Battle				
Check	04/18/2016	March 2016-8 calls, 7-Tainings-Lindsey Battle	143.00	143.00
Total Lindsey Battle			143.00	143.00
Lisa M. Smith				
Check	04/18/2016	January 2016-2-calls, 2-Trainings-Lisa Smith	47.20	47.20
Check	04/18/2016	March 2016-2 calls-Lisa Smith	32.20	79.40
Total Lisa M. Smith			79.40	79.40
Mahugh Fire & Safety				
Check	04/18/2016	6 Nomex hoods, 4-Structure gloves	482.00	482.00
Total Mahugh Fire & Safety			482.00	482.00
Matt Scherrer				
Check	04/01/2016	Reimbursement for online course Hrt Code ACLS Part 1-Matt Scherrer	120.00	120.00
Total Matt Scherrer			120.00	120.00
Montana Athletic Club				
Check	04/18/2016	Larson (8), R. Tracy (89 , Dustin Smith (10) Dan Ellwell (19)--March 2016	98.00	98.00
Total Montana Athletic Club			98.00	98.00
Norco Inc.				
Check	04/18/2016	Station supplies- compressed gas cylinder	161.36	161.36
Total Norco Inc.			161.36	161.36
NorthWestern Energy				
Check	04/18/2016	Bigfork-Natural Gas	88.68	88.68
Check	04/18/2016	Woodsbay-Natural Gas	77.68	166.36
Total NorthWestern Energy			166.36	166.36
Occupational Health Services KRH				
Check	04/18/2016	Lindsey Battle-workstep eval complete & Cole Williams-drug screen & complete workstep eval & ...	645.00	645.00
Total Occupational Health Services KRH			645.00	645.00
P & W Paging & Wireless Service Center				
Check	04/01/2016	3 Minitor VI stored voice pagers	1,264.50	1,264.50
Total P & W Paging & Wireless Service Center			1,264.50	1,264.50
Pintler Billing Services				
Check	04/01/2016	Billing February 2016 & March 2016	2,856.71	2,856.71
Total Pintler Billing Services			2,856.71	2,856.71
Republic Services #889				
Check	04/18/2016	Trash pick-up for March 2016-Basic service for April 2016	62.60	62.60
Total Republic Services #889			62.60	62.60
Richard Boose				
Check	04/01/2016	Renewal for State EMS license for Richard Boose	70.00	70.00
Total Richard Boose			70.00	70.00
Sliters				
Check	04/18/2016	Teflon tape, shower head and brush head	20.87	20.87
Total Sliters			20.87	20.87
Staples Credit Plan				
Check	04/18/2016	New Chief's Office-Brother Printer, Ink Cartridge	203.47	203.47
Total Staples Credit Plan			203.47	203.47
Tracey Gembala				
Check	04/18/2016	FLBC Dinner with Mark Thiry	149.00	149.00
Total Tracey Gembala			149.00	149.00
Verizon Wireless				

**Bigfork Fire District
Expenses by Vendor Detail**

April 1 - 29, 2016

Type	Date	Memo	Amount	Balance
Check	04/01/2016	March 22---April 21 2016----Mifi Charges	120.07	120.07
Total Verizon Wireless			120.07	120.07
Void				
Check	04/01/2016	Void Dan Magone Check-Direct Deposit-Printed Check VOIDED		0.00
Total Void			0.00	0.00
WEX				
Check	04/18/2016	EMS Fue March 2016	403.52	403.52
Check	04/18/2016	Fire Fuel March 2016	403.52	807.04
Total WEX			807.04	807.04
Woods Bay Water				
Check	04/18/2016	Woodsbay Hall water/sewer March 2016	48.75	48.75
Total Woods Bay Water			48.75	48.75
TOTAL			18,257.24	18,257.24

BIGFORK FIRE DEPARTMENT

Originated by Dindy Nocerud

MAY 04 2016

Approved By
 Chief [Signature] Date 4/29/16
 Trustee ZA Date _____

Bigfork Fire District
Balance Sheet
 As of April 29, 2016 *Not Reconciled*

Apr 29, 16

ASSETS

Current Assets

Checking/Savings

101000 · CASH ALL FUNDS

1010012 · FUND#7254-Apparatus Fund-County 30,024.87

1010001 · GENERAL FUND

1010011 · General-Glacier Bank - County 443,740.41

Total 1010001 · GENERAL FUND 443,740.41

1020000 · RESTRICTED CASH

1020003 · Ralph Barton Trust Fund-Flathead 31,601.69

Total 1020000 · RESTRICTED CASH 31,601.69

Total 101000 · CASH ALL FUNDS 505,366.97

Total Checking/Savings 505,366.97

Total Current Assets 505,366.97

TOTAL ASSETS

505,366.97

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Other Current Liabilities

206130 · ACCRUED PAYROLL PAYABLE

2061321 · Payroll - UI -174.58

Total 206130 · ACCRUED PAYROLL PAYABLE -174.58

Total Other Current Liabilities -174.58

Total Current Liabilities -174.58

Total Liabilities

-174.58

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 BIGFORK FIRE DEPARTMENT -96,798.45

Total Equity Originated by Cindy Norred 505,541.55

TOTAL LIABILITIES & EQUITY

MAY 04 2016

505,366.97

Approved By
 Chief [Signature] Date 5/4/2016
 Trustee [Signature] Date _____

Chief's Report for May 4th, 2016

- Total number of calls for April 2016—52(April 2015—77)

BIGFORK FIRE DEPARTMENT

Originated by Jeremy Patton

MAY 04 2016

Approved By

Chief [Signature] Date 5/4/2016
Trustee [Signature] Date _____

District Financial Procedures

Bigfork Fire Department

Admin: 123.00

Adopted: 04.01.08 Revised: 07.21.10 Revised: 06.26.14

Revised 02.23.16 Revised: 04.27.16

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 two authorization signatures; one by a Bigfork Fire District trustee 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 \$1,000 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

Admin: 123.00

Bigfork Fire Department

Adopted: 04.01.08 Revised: 07.21.10 Revised: 06.26.14

Revised 02.23.16 Revised: 04.27.16

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 Revised 4/27/16

MAY 04 2016

Approved By
Chief [Signature] Date 4/29/16
Trustee ZA Date _____

Approved By: Wayne Loeffler
Bigfork Fire - Chief

04/01/08
Date

The employee usually receives the holiday off; however, the Fire District reserves the right to require a part-time employee to work on the day a holiday is observed. The employee shall receive holiday benefits as provided in this rule and shall be compensated for work performed on a holiday as provided in the next paragraph.

Pay for Work Performed on a Holiday

An employee who is designated as non-exempt under the Fair Labor Standards Act (FLSA) and who works on the day a holiday is observed shall be paid for all hours actually worked. The employee shall receive premium pay (regular rate x 1.5) for all hours worked on the holiday, either a paid day off at the regular rate or pay as described below, at the Fire District's discretion.

- A. If the holiday benefit is a paid day off to be taken at a later date, the employee shall receive pay at the regular rate for every hour worked on the holiday.
- B. If the holiday benefit is to be pay, but no day off, the employee shall also receive premium pay (regular rate x 1.5) for all hours worked on the holiday.

If an employee does not work on the day a holiday is observed, the employee shall receive no holiday pay.

If an employee does not work a regular schedule and is called in to work on the holiday, the employee shall receive pay at the premium pay regular rate for every hour worked on the holiday.

A short-term worker is not eligible to receive holiday benefits.

Hours worked on a holiday may result in more than forty-eight (48) hours in a pay status during the workweek. An employee shall not receive both premium pay and overtime pay for the hours worked on a holiday. Holiday pay does not count towards the forty-eight (48) hours.

An employee who is exempt from the FLSA and who receives approval to work on the holiday will receive paid time off equivalent to the number of hours worked.

Equivalent paid time off for work performed on a holiday may be taken at a later date upon request by the non-exempt employee and approval of the supervisor. When an employee requests to take the hours off and where the interest of the Fire District requires the employee's attendance, the Fire District's interest overrides the employee's.

Retirement Benefits

All full-time and part-time employees are eligible to enroll in the **Governmental Eligible 457 Plan**. Please check with the Bigfork Fire Department Office Administrator for matching contribution rates and maximum contribution dollar amounts. All other employees are not eligible for enrollment.

BIGFORK FIRE DEPARTMENT
 Originated by Jeremy Patton
 Third Reading
MAY 04 2016
 Approved By _____ Date 5/4/2016
 Chief [Signature]
 Trustee ZA Date _____

SUBJECT: DRUG FREE WORKPLACE

PURPOSE: To comply with the Federal Drug Free Workplace Act

STATEMENT OF POLICY

In 1988 Congress passed a variety of anti-drug legislation which included the Drug-Free Workplace Act (DFWPA). This Act requires that agencies and individuals, who receive Federal aid or who contract with the Federal government, adopt specific policies regarding the illegal possession and use of controlled substances. To comply with this Act, the Bigfork Fire District has adopted the following policy.

All Fire District employees are absolutely prohibited from unlawfully manufacturing, distributing, dispensing, possessing or using controlled substances in the workplace. "Controlled substances" are defined in schedules I through V of Section 812 Title 21, United States Code. Examples of controlled substances include illegal narcotics, cannabis, stimulants, depressants and hallucinogens.

Fire District employees must abide by this Policy as a condition of employment and violations of this Policy will result in disciplinary action up to and including termination. The Fire District may also require employees who violate this policy to satisfactorily participate in a drug-abuse assistance or rehabilitation program as a condition of continued employment.

Any employee convicted of violating a criminal drug statute in the workplace or while conducting official Fire District business must inform the employee's immediate supervisor of such conviction within five (5) days after the conviction. The supervisor must inform the Chief and the Board of Trustees of any such conviction immediately.

BIGFORK FIRE DEPARTMENT
Originated by Jeremy Patton
Third Reading

**BIGFORK FIRE DEPARTMENT
Drug and Alcohol Testing Policy
Montana Workforce Drug & Alcohol Testing Act
MCA §§ 39-2-205 through 211**

MAY 04 2016

Approved By _____
Chief _____ Date 4/29/16
Tolson _____ Date _____

BIGFORK FIRE DEPARTMENT hereby adopts the following Drug and Alcohol Testing Policy ("Policy") effective (Adoption Date). This Policy is intended to apply to all BIGFORK FIRE DEPARTMENT employees, volunteers and management that fall within the guidelines of the Montana Workforce Drug and Alcohol Testing Act, and also volunteers in positions affecting public safety. For purposes of this policy, these groups will be referred to as "staff". These positions are listed on page 5 of this Policy.

1. Definitions. The following definitions apply to this Policy:

- a. "Adulterated specimen" is one that has been altered, as evidenced by test results showing either a substance that is not a normal constituent for that type of specimen or showing an abnormal concentration of an endogenous substance.
- b. "Alcohol" means an intoxicating agent in alcoholic beverages, ethyl alcohol, also called ethanol, or the hydrated oxide of ethyl.

- p. "Substance Abuse Professional" (SAP) is a licensed physician (medical doctor or doctor of osteopathy), or a licensed or certified psychologist, social worker, employee assistance professional, or addiction counselor (certified by the National Association of Alcoholism and Drug Abuse Counselors Certification Commission) with knowledge of and clinical experience in the diagnosis and treatment of alcohol and controlled substances-related disorders. The SAP evaluates staff who have violated drug and alcohol regulations, or voluntarily enrolled in drug and alcohol treatment, and makes recommendations concerning education, treatment, follow-up testing, and aftercare.
- q. "Substituted specimen" is a specimen that has been submitted in place of the donor's urine, as evidenced by creatinine and specific gravity values that are outside the physiologically producible ranges of human urine.

2. Policy Coordinator. The Policy Coordinator(s) is the **Fire Chief or a designee of the Board of Trustees.** Staff will be advised if a successor Policy Coordinator is designated.

3. Standard of Conduct. The following standards of conduct shall apply to all staff:

- a. Staff are prohibited from working while impaired by the use of legal or illegal drugs.
- b. The sale, possession, transfer, use or purchase of dangerous drugs on BIGFORK FIRE DEPARTMENT property or while performing BIGFORK FIRE DEPARTMENT business is strictly prohibited. Absent the mitigating circumstances set forth below, staff testing positive for the presence of controlled substances, including Medical Marijuana, shall be deemed to be in violation of this standard of conduct, regardless of whether the use of such controlled substances occurred while at work or during non-work hours.
- c. The use by staff of alcohol while working, while on BIGFORK FIRE DEPARTMENT premises, or while using a BIGFORK FIRE DEPARTMENT vehicle or equipment, is prohibited.

4. Policy on Rehabilitation.

- a. Any staff who feels that he or she has an addiction or dependence on drugs or alcohol is encouraged to seek assistance. Requests for information concerning such assistance will be confidential. The cost of rehabilitation will be at the staff's expense. However, staff seeking assistance for drug or alcohol dependency who has health insurance coverage should review his/her benefit booklet as he/she may be afforded coverage.
- b. BIGFORK FIRE DEPARTMENT will grant rehabilitation leave for up to 30 days to staff seeking treatment for an addiction or dependence on drugs or alcohol on a voluntary basis. A request for rehabilitation leave must be enacted prior to any drug or alcohol test given, which may render the staff positive, and prior to the staff's notice of the requirement for testing. To request leave, staff must contact the Policy Coordinator.
- c. Leave will be suspended for any staff who leaves a treatment program prior to proper discharge.
- d. BIGFORK FIRE DEPARTMENT must receive written notification from a Substance Abuse Professional (see definition above) that the staff has successfully completed the rehabilitation program and passed (negative result) a drug and/or alcohol test in order to return to work. The staff will be subject to unannounced tests for twelve months following release from rehabilitation.

BIGFORK FIRE DEPARTMENT

Original by Substance Abuse Professional Jeremy Patton
Third Reading
MAY 8 2016
Approved By
Chief [Signature] Date 4/29/16
Trustee [Signature] Date _____

- Firefighters
- EMT's

c. Staff engaged in a fiduciary capacity.

8. Illegal/Controlled substances Tested. BIGFORK FIRE DEPARTMENT will test for the following types of illegal/controlled substances.

Initial test analyte	Initial test cutoff concentration	Confirmatory test analyte	Confirmatory test cutoff concentration
Marijuana metabolites	50 ng/mL	THCA ¹	15 ng/mL
Cocaine metabolites	150 ng/mL	Benzoyllecgonine	100 ng/mL
Opiate metabolites	2000 ng/mL	Codeine	2000 ng/mL
Codeine/Morphine ²	10 ng/mL	Morphine	2000 ng/mL
6-Acetylmorphone		6-Acetylmorphone	10 ng/mL
Phencyclidine	25 ng/mL	Phencyclidine	25 ng/mL
Amphetamines ³	500 ng/mL	Amphetamine	250 ng/mL
AMP/MAMP ⁴	500 ng/mL	Methamphetamine ⁵	250 ng/mL
MDMA ⁶		MDMA	250 ng/mL
		MDA ⁷	250 ng/mL
		MDEA ⁸	250 ng/mL

¹Delta-9-tetrahydrocannabinol-9-carboxylic acid (THCA)

²Morphine is the target analyte for codeine/morphine testing

³Either a single initial test kit or multiple initial test kits may be used provided the single test kit detects each target analyte independently at the specified cutoff

⁴Methamphetamine is the target analyte for amphetamine/methamphetamine testing

⁵To be reported positive for methamphetamine, a specimen must also contain amphetamine at a concentration equal to or greater than 100 ng/mL

⁶Methylenedioxymethamphetamine (MDMA)

⁷ Methylenedioxyamphetamine (MDA)

⁸ Methylenedioxyethylamphetamine (MDEA)

Ng/mL = Nano grams per milliliter

BIGFORK FIRE DEPARTMENT

Originated by Jeremy Patton
Third Reading

MAY 04 2016

Approved By _____
 Chief [Signature] Date 4/29/16

9. Prohibited Alcohol Concentration Level. Staff who test positive for alcohol 24 concentration at or above 0.02 will be subject to sanctions as set forth above.

Any applicable staff, who performs duties as defined in paragraphs 7a and 7b above, found to have an alcohol concentration of 0.00 or greater, but less than 0.02 shall not perform, nor be permitted to perform, safety-sensitive functions for at least 24 hours. Safety sensitive functions are described under the definitions section of this Policy. No action will be taken against staff based solely on test results showing an alcohol concentration of less than 0.02, except as provided for in this statement. However, the BIGFORK FIRE DEPARTMENT having independent authority, reserves the right to take any action deemed necessary, that is otherwise consistent with law, relating to the staff's test results showing an alcohol concentration of less than 0.02.

10. Testing Procedures. Bigfork fire department has contracted with Occupational Health Services (205 Sunny View Ln., Kalispell, MT 59901) to perform all testing. The testing procedures adopted by BIGFORK FIRE DEPARTMENT are described in the attached materials. Positive tests will be reviewed by a medical review officer (MRO) prior to the imposition of

Test Results

District personnel who test positive or refuse the test or release of information shall be considered unfit for any activity at an incident and will be prohibited from participating in any calls or incidents immediately.

The district employee will not be allowed to drive to the hospital or home. If the district employee submits to the test and signs the release of information, he/she will not be allowed to respond to incidents until the status of the tests and the circumstances surrounding the suspicion of impairment are determined.

**BIGFORK FIRE DEPARTMENT
Drug and Alcohol Testing Policy
Montana Workforce Drug & Alcohol Testing Act
MCA §§ 39-2-205 through 211**

BIGFORK FIRE DEPARTMENT hereby adopts the following Drug and Alcohol Testing Policy ("Policy") effective (Adoption Date). This Policy is intended to apply to all BIGFORK FIRE DEPARTMENT employees, volunteers and management that fall within the guidelines of the Montana Workforce Drug and Alcohol Testing Act, and also volunteers in positions affecting public safety. For purposes of this policy, these groups will be referred to as "staff". These positions are listed on page 5 of this Policy.

1. Definitions. The following definitions apply to this Policy:

- a. "Adulterated specimen" is one that has been altered, as evidenced by test results showing either a substance that is not a normal constituent for that type of specimen or showing an abnormal concentration of an endogenous substance.
- b. "Alcohol" means an intoxicating agent in alcoholic beverages, ethyl alcohol, also called ethanol, or the hydrated oxide of ethyl.
- c. "Alcohol concentration" means the alcohol in a volume of breath expressed in terms of grams of alcohol per 210 liters of breath, as indicated by an evidential breath test.
- d. "Applicable Employee" shall have the meaning set forth in Section 7 of this Policy.
- e. "Confirmation test" for alcohol is a second test following a screening test that provides an exact measure of alcohol concentration. For controlled substances testing, a second analytical procedure performed on a different aliquot of the original specimen to identify and quantify the presence of a specific drug or drug metabolite.
- f. "Controlled substance" means a dangerous drug, as defined in 49 CFR, part 40, except a drug used pursuant to a valid prescription or as authorized by law, and shall, for all purposes of this Policy, include the drug commonly referred to as marijuana, regardless of whether the staff has obtained a registry identification card, or has been issued a written certification by a physician, pursuant to the Montana Medical Marijuana Act, or a similar act of any other state.
- g. "Dilute specimen" is a specimen with creatinine and specific gravity values that are lower than expected, but are still within the physiologically producible ranges of human urine.

BIGFORK FIRE DEPARTMENT
Originated by Jeremy Patton
MAY 04 2016
Third Reading

Approved By
Chief [Signature] Date 4/29/16
Trustee ZA Date _____

- h. "Medical Marijuana" shall mean marijuana, when use is pursuant to the Montana Medical Marijuana Act, or a similar act of any other state.
- i. "Medical review officer" (MRO) means a licensed physician trained in the field of substance abuse.
- j. "Primary specimen" in drug testing is the urine specimen bottle that is opened and tested by a first laboratory to determine whether the staff has a drug or drug metabolite in his or her system.
- k. "Rehabilitation program" is the program established by the Substance Abuse Professional for the staff who violates this Policy or voluntarily seeks treatment for drug and/or alcohol related issues, including recommendations concerning education, treatment, follow-up testing, and aftercare.
- l. "Safety-sensitive function" is any on-duty work task, activity, or duty that has potential of causing significant physical or mental injury to people or damage to property. The focus is on function rather than job description. A person's job may require several different functions, some of which are not safety-sensitive.
- m. "Sample" means a urine specimen, a breath test, or oral fluid obtained in a minimally invasive manner and determined to meet the reliability and accuracy criteria accepted by laboratories for the performance of drug testing that is used to determine the presence of a controlled substance or alcohol.
- n. "Screening test" (a.k.a. "initial test") in alcohol testing is an analytical procedure to determine whether staff may have a prohibited concentration of alcohol in his or her system. In controlled substance testing, a screen to eliminate negative urine specimens from further consideration.
- o. "Split specimen" in drug testing is the part of the urine specimen that is sent to a first laboratory and retained unopened, and which is transported to a second laboratory in the event that the staff requests that it be tested following a verified positive test of the primary specimen or a verified adulterated or substituted test result.
- p. "Substance Abuse Professional" (SAP) is a licensed physician (medical doctor or doctor of osteopathy), or a licensed or certified psychologist, social worker, employee assistance professional, or addiction counselor (certified by the National Association of Alcoholism and Drug Abuse Counselors Certification Commission) with knowledge of and clinical experience in the diagnosis and treatment of alcohol and controlled substances-related disorders. The SAP evaluates staff who have violated drug and alcohol regulations, or voluntarily enrolled in drug and alcohol treatment, and makes recommendations concerning education, treatment, follow-up testing, and aftercare.
- q. "Substituted specimen" is a specimen that has been submitted in place of the donor's urine, as evidenced by creatinine and specific gravity values that are outside the physiologically producible ranges of human urine.

2. Policy Coordinator. The Policy Coordinator(s) is the **Fire Chief or a designee of the Board of Trustees**. Staff will be advised if a successor Policy Coordinator is designated.

BIGFORK FIRE DEPARTMENT

Originated by Jeremy Patton
Third Reading
MAY 04 2016

Approved By
Chief [Signature] Date 4/29/16
Trustee [Signature] Date _____

Substance Abuse

Bigfork Fire Department

Per: 261.00

Adopted: 04.01.08

- Firefighters
- EMT's

c. Staff engaged in a fiduciary capacity.

8. Illegal/Controlled substances Tested. BIGFORK FIRE DEPARTMENT will test for the following types of illegal/controlled substances.

Initial test analyte	Initial test cutoff concentration	Confirmatory test analyte	Confirmatory test cutoff concentration
Marijuana metabolites	50 ng/mL	THCA ¹	15 ng/mL
Cocaine metabolites	150 ng/mL	Benzoyllecgonine	100 ng/mL
Opiate metabolites	2000 ng/mL	Codeine	2000 ng/mL
Codeine/Morphine ²	10 ng/mL	Morphine	2000 ng/mL
6-Acetylmorphone		6-Acetylmorphone	10 ng/mL
Phencyclidine	25 ng/mL	Phencyclidine	25 ng/mL
Amphetamines ³	500 ng/mL	Amphetamine	250 ng/mL
AMP/MAMP ⁴	500 ng/mL	Methamphetamine ⁵	250 ng/mL
MDMA ⁶		MDMA	250 ng/mL
		MDA ⁷	250 ng/mL
		MDEA ⁸	250 ng/mL

¹Delta-9-tetrahydrocannabinol-9-carboxylic acid (THCA)

²Morphine is the target analyte for codeine/morphine testing

³Either a single initial test kit or multiple initial test kits may be used provided the single test kit detects each target analyte independently at the specified cutoff

⁴Methamphetamine is the target analyte for amphetamine/methamphetamine testing

⁵To be reported positive for methamphetamine, a specimen must also contain amphetamine at a concentration equal to or greater than 100 ng/mL

⁶Methylenedioxymethamphetamine (MDMA)

⁷ Methylenedioxyamphetamine (MDA)

⁸ Methylenedioxyethylamphetamine (MDEA)

Ng/mL = Nano grams per milliliter

BIGFORK FIRE DEPARTMENT

Originated by Jeremy Patton

Third Reading

MAY 04 2016

Approved By
 Chief [Signature] Date 4/29/16
 Trustee [Signature] Date _____

9. Prohibited Alcohol Concentration Level. Staff who test positive for alcohol concentration at or above 0.02 will be subject to sanctions as set forth above.

Any applicable staff, who performs duties as defined in paragraphs 7a and 7b above, found to have an alcohol concentration of 0.00 or greater, but less than 0.02 shall not perform, nor be permitted to perform, safety-sensitive functions for at least 24 hours. Safety sensitive functions are described under the definitions section of this Policy. No action will be taken against staff based solely on test results showing an alcohol concentration of less than 0.02, except as provided for in this statement. However, the BIGFORK FIRE DEPARTMENT having independent authority, reserves the right to take any action deemed necessary, that is otherwise consistent with law, relating to the staff's test results showing an alcohol concentration of less than 0.02.

FLATHEAD COUNTY BUDGET ESTIMATES FY 2017

FUND NAME: BIGFORK FIRE

FUND NUMBER: 7205

	Prior Year Budget FY16	Dept Request	Final Budget FY17
NON-TAX REVENUE			
Billing Income	\$ 230,000	\$ 280,000	
Donations	3,500	3,500	
EMS-Flathead County	27,000	27,000	
EMS-Lake County	2,500	2,500	
Entitlement-Flathead County	28,751	28,751	
Entitlement-Lake County	6,473	6,473	
Insurance Dividends	300	300	
Interest Revenue	4,500	4,500	
Membership Donations	6,500	6,500	
Other Income	500	500	
State Insurance Refund	300	300	
Total Non-Tax Revenue	\$ 310,324	\$ 360,324	
TAX REVENUE			
	Mill Levy		
Flathead Co Tax/Assessment Revenue =	17.2	\$ 299,412	\$ 299,412
Flathead Co 2015 Taxable Value =	17,407,666		
Lake Co Tax/Assessment Revenue =	17.56	\$ 89,846	\$ 89,846
Lake Co 2015 Taxable Value =	5,116,514		
Total Tax Revenue	\$ 389,258	\$ 389,258	
TOTAL REVENUE	\$ 699,582	\$ 749,582	
OTHER RESOURCES			
Cash available @ June 30th	\$ 545,535	\$ 510,000	
Lake Co Cash Available @ June 30th	7,740		
Less outstanding warrants @ June 30th	6,122		
Total Other Resources	\$ 547,153	\$ 510,000	
TOTAL RESOURCES	\$ 1,246,735	\$ 1,259,582	
MAINTENANCE & OPERATION EXPENDITURES			
342 Loan Pay	\$ 100,000	\$ 100,000	
Accounting & Auditing	10,000	22,000	
Ambulance Equipment Maint	25,000	25,000	
Background Checks	1,000	1,000	
Billing Service Fess (8% of collections to billing co)	18,400	21,600	
Billing Service Refunds	6,000	6,000	
Compensated Absences	20,000	20,000	
Donations/Gifts	100	100	
EMS Personnel Supplies PPE	3,000	3,000	
FICA	23,000	28,000	
Fire Equipment Maint	25,000	25,000	
FIRE Personnel Supplies PPE	10,500	10,000	
Food-District Rehabilitation Expenses	750	750	
Fuel for Ambulance	11,000	11,000	
Fuel for Apparatus	8,500	8,500	
General Liability Insurance	19,535	20,000	
Health & Wellness	9,000	9,000	
Medical Insurance	46,200	52,200	
Medical Supplies	18,000	18,000	
Membership Fund Espenses	6,500	6,500	
Merchant Bank Fees	1,500	1,500	
MT Mutual Aid	600	600	

Office Expenses	13,000	13,000	
Operation Station Supplies	8,000	8,000	
Prevention	3,500	3,500	
Propane	3,500	3,000	
Radio Services	6,000	6,000	
Real Estate/Landfill Taxes	100	300	
Recruiting	500	2,000	
Retirement	12,000	14,500	
Salary & Wages	303,000	345,000	
Telephone & DSL	6,000	6,000	
Training	7,000	7,000	
Unemployment Expense	2,000	2,000	
Utilities	13,000	13,000	
Volunteer Stipend	15,000	10,000	
Workmans Comp	25,000	39,000	
Total Maintenance & Operation Expenditures	\$ 781,185	\$ 862,050	
Total Capital Outlay*See attached list	\$ 130,000	\$ 50,000	
FUND #7254-Apparatus Fund	\$ 30,000	50,000	
TOTAL EXPENDITURES	\$ 941,185	\$ 962,050	
CASH RESERVE (Flathead Co & Lake County)	\$ 305,550	\$ 297,532	

AUTHORIZED SIGNATURE: _____

Allowed Cash Reserve

313,728.33
32.46%

320,683.33
30.93% #DIV/0!

BIGFORK FIRE DEPARTMENT

Originated by Cindy Nessel / Jeremy Patton

MAY 04 2016

Approved By
 Chief [Signature] Date 4/29/16
 Trustee ZA Date _____

FLATHEAD COUNTY BUDGET ESTIMATES FY 2017

FUND NAME: BIGFORK FIRE

FUND NUMBER: 7205

	Prior Year Budget FY16	Dept Request	Final Budget FY17
NON-TAX REVENUE			
Billing Income	\$ 230,000	\$ 270,000	
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EMS-Flathead County	27,000	27,000	
EMS-Lake County	2,500	2,500	
Entitlement-Flathead County	28,751	28,751	
Entitlement-Lake County	6,473	6,473	
Insurance Dividends	300	300	
Interest Revenue	4,500	4,500	
Membership Donations	6,500	6,500	
Other Income	500	500	
State Insurance Refund	300	300	
Total Non-Tax Revenue	\$ 310,324	\$ 350,324	
TAX REVENUE			
	Mill Levy		
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Lake Co Tax/Assessment Revenue =	17.56	\$ 89,846	\$ 89,846
Lake Co 2015 Taxable Value =	5,116,514		
Total Tax Revenue	\$ 389,258	\$ 389,258	
TOTAL REVENUE	\$ 699,582	\$ 739,582	
OTHER RESOURCES			
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Lake Co Cash Available @ June 30th	7,740		
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TOTAL RESOURCES	\$ 1,246,735	\$ 1,249,582	
MAINTENANCE & OPERATION EXPENDITURES			
342 Loan Pay	\$ 100,000	\$ 100,000	
Accounting & Auditing	10,000	22,000	
Ambulance Equipment Maint	25,000	25,000	
Background Checks	1,000	1,000	
Billing Service Fess (8% of collections to billing co)	18,400	21,600	
Billing Service Refunds	6,000	6,000	
Compensated Absences	20,000	20,000	
Donations/Gifts	100	100	
EMS Personnel Supplies PPE	3,000	3,000	
FICA	23,000	28,000	
Fire Equipment Maint	25,000	25,000	
FIRE Personnel Supplies PPE	10,500	10,000	
Food-District Rehabilitation Expenses	750	750	
Fuel for Ambulance	11,000	11,000	
Fuel for Apparatus	8,500	8,500	
General Liability Insurance	19,535	20,000	
Health & Wellness	9,000	9,000	
Medical Insurance	46,200	52,200	
Medical Supplies	18,000	18,000	
Membership Fund Espenses	6,500	6,500	
Merchant Bank Fees	1,500	1,500	
MT Mutual Aid	600	600	

Office Expenses	13,000	13,000	
Operation Station Supplies	8,000	8,000	
Prevention	3,500	3,500	
Propane	3,500	3,000	
Radio Services	6,000	6,000	
Real Estate/Landfill Taxes	100	300	
Recruiting	500	2,000	
Retirement	12,000	14,500	
Salary & Wages	303,000	345,000	
Telephone & DSL	6,000	6,000	
Training	7,000	7,000	
Unemployment Expense	2,000	2,000	
Utilities	13,000	13,000	
Volunteer Stipend	15,000	10,000	
Workmans Comp	25,000	39,000	
Total Maintenance & Operation Expenditures	\$ 781,185	\$ 862,050	
Total Capital Outlay*See attached list	\$ 130,000	\$ 50,000	
FUND #7254-Apparatus Fund	\$ 30,000	50,000	
TOTAL EXPENDITURES	\$ 941,185	\$ 962,050	

CASH RESERVE (Flathead Co & Lake County) \$ 305,550 \$ 287,532

AUTHORIZED SIGNATURE: _____

Allowed Cash Reserve	313,728.33	320,683.33	-
	32.46%	29.89%	#DIV/0!

BIGFORK FIRE DEPARTMENT
 Originated by Lindy Norred / Jeremy Patton

MAY 04 2016

Approved By
 Chief [Signature] Date 4/29/16
 Trustee ZA Date _____

