

# **COLUMBIA FALLS RURAL FIRE DISTRICT**

## **MINUTES**

### **REGULAR MEETING**

**MONDAY, SEPTEMBER 10, 2018 – 6:00 P.M.**

### **CITY FIRE HALL**

1. **CALL TO ORDER/ROLL CALL** – Chairman Marquesen called the meeting to order at 6:14 p.m. Present: Marquesen, Price and Chapin. Absent: Soennichsen, Staaland. Also present: Fire Chief Rick Hagen, City Manager Susan Nicosia
  
2. **CONSENT AGENDA:**
  - a. Approve May 29, 2018 Regular Meeting Minutes – Price made motion to approve the minutes, second by Chapin. All members voted in favor of the motion.
  - b. Approve September claims and YTD financial reports – Chapin made motion to approve the September claims and financial reports, second by Price. All members voted in favor of the motion.
  - c. Approve 2018 FY Annual Report – Price made motion to approve the 2018 FY report and submit to the state, Chapin seconded the motion. All members voted in favor of the motion.
  
3. **OLD BUSINESS**
  - a. Training Building update – Chief Hagen gave the Board an update on the training tower project. Hagen had a quote from B&F Excavating Company, Inc to construct the pad for the training tower for \$4,900 and construct the roadway and have it ready for pavement for \$18,200. Price made a motion to accept the bid from B&F Excavating Company and authorize the Chief to proceed with the work, Chapin seconded the motion and all members voted in favor.
  
4. **NEW BUSINESS:**
  - a. Resolution 18-1 - Approve 2019 FY Final Budget and Capital Plan – Nicosia and Hagen reviewed the final 2019 FY budget and capital plan (attached). Total General Fund expenditures would be set at \$264,035, including a \$128,000 transfer to the capital fund. The Capital Fund 2019 FY expenditures of \$728,023 include the Building addition, the shared quint purchase, paving the driveway and parking area, complete tender (498) refurbish, purchase and install burn building and reserve funds (\$43,023) for future capital needs. Chapin made motion to approve Resolution 18-1 Approving the 2019 FY Final Budget and Capital Plan, second by Price. All members voted in favor of the motion.

5. REPORTS FROM BOARD AND STAFF

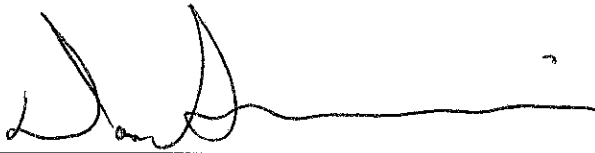
a. Fire Chief Activity Report – Chief Hagen reviewed department operations. Chief Hagen reported that the department is requesting funds from the Rural Board for two new SCBA units; the City is purchasing one unit and the association is purchasing two other units, providing 5 new SCBAs for the new vehicle. Hagen noted that the department still needs to update the current SCBAs, hoping to be approved for FEMA grant funds. Hagen reported that Kyle Nace from RES will be traveling to SLC to check out a 1998 quint for \$79,000.

6. ADJOURN – Meeting duly adjourned at 7:11 p.m.



\_\_\_\_\_  
Board Chairman

Attest:



\_\_\_\_\_  
Board Secretary

**FLATHEAD COUNTY BUDGET ESTIMATES FY 2019**

**FUND NAME: COLUMBIA FALLS FIRE**

**FUND NUMBER: 7211**

	Prior Year Budget FY18	Dept Request	Final Budget FY19
<b>NON-TAX REVENUE</b>			
Entitlement	\$ 17,608	\$ 17,960	\$ 17,885
Interest Revenue	1,000	1,500	1,500
<b>Total Non-Tax Revenue</b>	\$ 18,608	\$ 19,460	\$ 19,385
<b>TAX REVENUE</b>	<b>Mill Levy</b>		
Tax/Assessment Revenue =	7.53		
2018 Taxable Value =	12,645,506		
PERMANENT Voted Mill Levy =	10		
2018 Taxable Value =	12,645,506		
<b>Total Tax Revenue</b>	\$ 218,691	\$ 225,252	\$ 221,676
<b>TOTAL REVENUE</b>	\$ 237,299	\$ 244,712	\$ 241,061
<b>OTHER RESOURCES</b>			
Cash available @ June 30th	\$ 143,591	\$ 110,000	\$ 110,081
Less outstanding warrants @ June 30th			
<b>Total Other Resources</b>	\$ 143,591	\$ 110,000	\$ 110,081
<b>TOTAL RESOURCES</b>	\$ 380,890	\$ 354,712	\$ 351,142

<b>MAINTENANCE &amp; OPERATION EXPENDITURES</b>			
Audit, PTG, Postage, & Supplies	\$ 1,500	\$ 1,500	\$ 1,500
Building Maintenance	6,000	6,000	6,000
Contract with Columbia Falls	78,900	128,900	87,535
FEMA Share	4,300	4,800	4,800
Major Eq: 2 complete SCBA units w/spare btl's			16,000
Fire Shelters/VFA Equipment	1,000	1,000	1,000
Insurance	9,500	9,200	9,200
Professional Services (survey, bid)	5,000	5,000	5,000
Truck Maintenance & Equipment	5,000	5,000	5,000
<b>Total Maintenance &amp; Operation Expenditures</b>	111,200	161,400	136,035
<b>TRANSFER TO CAPITAL IMPROVEMENT FUND</b>			
Transfer to CIP Fund 7249	\$ 185,000	\$ 105,000	\$ 128,000
<b>Total Transfers</b>	\$ 185,000	\$ 105,000	\$ 128,000
<b>TOTAL EXPENDITURES</b>	\$ 296,200	\$ 266,400	\$ 264,035

<b>CASH RESERVE (projected ending cash balance)</b>	\$ 84,690	\$ 88,312	\$ 87,107
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Allowed Cash Reserve	98,733.33	88,011.67
Projected Cash Reserve %		32.99%

AUTHORIZED SIGNATURE: \_\_\_\_\_

**FLATHEAD COUNTY BUDGET ESTIMATES FY 2019**

FUND NAME: COLUMBIA FALLS FIRE - CIP

FUND NUMBER: 7249

Prior Year Budget  
FY18

Dept Request

Final Budget  
FY19

<b>NON-TAX REVENUE</b>			
Interest Revenue	\$ 2,000	\$ 3,000	\$ 3,000
Transfer in from 7211	185,000	105,000	128,000
<b>Total Non-Tax Revenue</b>	<b>\$ 187,000</b>	<b>\$ 108,000</b>	<b>\$ 131,000</b>
<b>TOTAL REVENUE</b>	<b>\$ 187,000</b>	<b>\$ 108,000</b>	<b>\$ 131,000</b>
<b>OTHER RESOURCES</b>			
Cash available @ June 30th	\$ 463,201	\$ 607,588	\$ 597,023
<b>Total Other Resources</b>	<b>\$ 463,201</b>	<b>\$ 607,588</b>	<b>\$ 597,023</b>
<b>TOTAL RESOURCES</b>	<b>\$ 650,201</b>	<b>\$ 715,588</b>	<b>\$ 728,023</b>

<b>CAPITAL OUTLAY</b>			
Building Addition	\$ 80,000	\$ 80,000	\$ 80,000
Quint (shared purchase)		240,000	240,000
Paving driveway/parking	63,000	65,000	65,000
Refurbish tender (498)	110,000	60,000	60,000
Training Facility/tower & burn bldg	220,000	220,000	240,000
Truck/Major Equip Reserve	176,636	40,023	43,023
<b>Total Capital Outlay</b>	<b>\$ 649,636</b>	<b>\$ 705,023</b>	<b>\$ 728,023</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 649,636</b>	<b>\$ 705,023</b>	<b>\$ 728,023</b>

<b>CASH RESERVE</b> (projected ending cash balance)	<b>\$ 565</b>	<b>\$ 10,565</b>	<b>\$ (0)</b>
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Board's plan for this fund is: See attached 5 year Capital Plan

AUTHORIZED SIGNATURE: \_\_\_\_\_

COLUMBIA FALLS RURAL FIRE DISTRICT  
CAPITAL IMPROVEMENT PLAN

Improvement Type	Item	5-Year Cost					2022-2023	Future
		2018-2019	2019-2020	2020-2021	2021-2022	2022-2023		
<b>FUND 7249</b>								
Improvements	Paving-lot and roadway	\$ 65,000						
Equipment	Quint, shared purchase	\$ 240,000						
Bldg Improvements	Training Facility/twr and burn	\$ 240,000						
Equipment	Refurbish tender, 498	\$ 60,000						
Equipment	Replace 432 Pumper (60%)	\$ -						
Equipment	Moose Crossing - water supply pump house	\$ 25,000	\$ 25,000					
Bldg Improvements	Bldg Add'n (Station Bay)	\$ 80,000	\$ 80,000					
Equipment	Chassis + retro	\$ -						
	<b>Buildings Totals</b>	\$ 710,000	\$ 25,000	\$ -	\$ -	\$ -		
<b>GRAND TOTALS</b>		\$ 710,000	\$ 25,000	\$ -	\$ -	\$ -		
Cash Balance, July 1st								
Transfer from General		\$ 597,023.00	\$ 40,023.00	\$ 150,023.00				
		\$ 128,000.00	\$ 135,000.00	\$ 105,000.00				
Expenditures		\$ 685,000.00	\$ 25,000.00	\$ -				
Est Cash Balance 6/30th		\$ 40,023.00	\$ 150,023.00	\$ 255,023.00				
Vehicle Notes:								
Tenders (2)	1998 Unit 498 refurbish @ 20 years old, minimum 10 years extended life 2009, Unit 491							
Engine	Unit 432, to be replaced in 2019, to be held in reserve							
Engine	Unit 433, prorated w/city in 2012							
Wildland (3)	Unit 482 - rebuilt 2006 Unit 481 - 2009 Unit 485 - 2006							

# Determination of Tax Revenue and Mill Levy Limitations

Section 15-10-420, MCA

Aggregate of all Funds/or 7211 Fund

FYE June 30, 2019

Entity Name Columbia Falls Fire

Reference Line		Enter amounts in yellow cells	Auto-Calculation (If completing manually enter amounts as instructed)
(1)	Enter Ad valorem tax revenue <u>ACTUALLY assessed in the prior year</u> (from Prior Year's form Line 17)	\$ 91,987	\$ 91,987
(2)	Add: Current year inflation adjustment @ 0.82%		\$ 754
(3)	Subtract: Ad valorem tax revenue <u>ACTUALLY assessed in the prior year</u> for Class 1 and 2 property, (net and gross proceeds) (from Prior Year's form Line 20) (enter as negative)		\$ -
(4)	Adjusted ad valorem tax revenue		\$ 92,741
= (1) + (2) + (3)			
<b><u>ENTERING TAXABLE VALUES</u></b>			
(5)	Enter 'Total Taxable Value' - from Department of Revenue <i>Certified Taxable Valuation Information</i> form, line # 2	\$ 12,645,506	\$ 12,645,506
(6)	Subtract: 'Total Incremental Value' of all tax increment financing districts (TIF Districts) - from Department of Revenue <i>Certified Taxable Valuation Information</i> form, line # 6 (enter as negative)		\$ -
(7)	Taxable value per mill (after adjustment for removal of TIF per mill incremental district value)		\$ 12,645,506
(8)	Subtract: 'Total Value of Newly Taxable Property' - from Department of Revenue <i>Certified Taxable Valuation Information</i> form, line # 3 (enter as negative)	\$ (330,371)	\$ (330,371)
(9)	Subtract: 'Taxable Value of Net and Gross Proceeds, (Class 1 & 2 properties)' - from Department of Revenue <i>Certified Taxable Valuation Information</i> form, line # 5 (enter as negative)		\$ -
(10)	Adjusted Taxable value per mill		\$ 12,315,135
= (7) + (8) + (9)			
(11)	CURRENT YEAR calculated mill levy		7.53
= (4) / (10)			
(12)	CURRENT YEAR calculated ad valorem tax revenue		\$ 95,221
= (7) x (11)			
<b><u>CURRENT YEAR AUTHORIZED LEVY/ASSESSMENT</u></b>			
(13)	Enter total number of carry forward mills from prior year (from Prior Year's form Line 22)		0.00
(14)	Total current year authorized mill levy, including Prior Years' carry forward mills		7.53
= (11) + (13)			
(15)	Total current year authorized ad valorem tax revenue assessment		\$ 95,221
= (7) x (14)			
<b><u>CURRENT YEAR ACTUALLY LEVIED/ASSESSED</u></b>			
(16)	Enter number of mills actually levied in current year (Number should equal total <u>non-voted</u> mills, which includes the number of carry forward mills, actually imposed per the final approved current year budget document. <u>Do Not</u> include voted or permissive mills imposed in the current year.)	7.53	7.53
(17)	Total ad valorem tax revenue actually assessed in current year		\$ 95,221
= (7) x (16)			
<b><u>RECAPITULATION OF ACTUAL:</u></b>			
(18)	Ad valorem tax revenue actually assessed		\$ 92,733
= (10) x (16)			
(19)	Ad valorem tax revenue actually assessed for newly taxable property		\$ 2,488
(20)	Ad valorem tax revenue actually assessed for Class 1 & 2 properties (net-gross proceeds)		\$ -
(21)	Total ad valorem tax revenue actually assessed in current year		\$ 95,221
= (18) + (19) + (20)			
(22)	Total carry forward mills that may be levied in a subsequent year (Number should be equal to or greater than zero. A (negative) number indicates an over levy.)		0.00
= (14) - (16)			