

**OLNEY RURAL FIRE DISTRICT  
MINUTES OF MEETING OF BOARD OF TRUSTEES  
July 12, 2017 AT OLNEY FIRE HALL**

**Call to Order** – 7:03 pm

**Roll Call**

Trustees present: Paul Jeremiassen, Norma McBroom, Laurel Therrien, Keith Kastner; Jason Rowles joined at 7:30

Community members: 4

Department members were concurrently engaged in a training

**Motion to approve meeting agenda** made by Keith Kastner; seconded by Norma McBroom; carried unanimously.

**Motion to approve minutes of June 14th meeting** made by Keith Kastner; seconded by Norma McBroom; carried unanimously.

**Unfinished Business**

Update on Ken Morehead Prosecution – we received a letter from the Montana Department of Corrections concerning Morehead’s guilty plea to the crime Felony Theft. Although his plea was part of an agreement with the prosecutor for a suspended prison sentence, the actual sentencing is scheduled for August 10<sup>th</sup>. In anticipation of the sentencing, the presiding Judge has ordered a pre-sentencing investigation, which includes soliciting input from victims (in this case, our District being the victim) regarding the sentencing and a specific pecuniary losses directly resulting from the crime. After a lengthy discussion about our response, Paul Jeremiassen volunteered to prepare a statement about the damage done to the District, including the dollar amount of our losses, and our wishes as to the sentencing, and distribute to the other Trustees for comment before submitting it. The general feeling was that the priority should be restitution for the losses incurred, as well as some form of counseling to address Morehead’s pattern of dishonest behavior and lack of remorse, leading to a public apology. If he fails to comply with the restitution order, the consequence should be jail time.

Fire Hall roof repair update – the insurance adjuster will submit the invoice for the temporary repair from Triple Creek Builders to McNeil for payment. Keith Kastner has obtained an estimate (\$1,500 - \$2,500) from one contractor (out of many others who declined to respond) for the permanent repairs recommended by the inspecting engineer. He will get a written estimate to forward to the adjuster.

**New Business**

Community Survey – Paul Jeremiassen submitted a proposal for a survey, originally drafted by community member Donna Maddux, to be distributed to the District residents and taxpayers. A letter would accompany the survey providing an update on the current status of the District and the Department (See attachment 1). Donna would oversee the survey. After discussion, Jason Rowles moved to approve the conduct of the survey; seconded by Keith Kastner; carried unanimously.

**Secretary’s Report**

Bills presented for payment

VFIS \$1,393.00 – Quarterly installment of property/liability insurance premium (new carrier)

Lincoln Electric \$113.44 – May electricity

CenturyLink \$114.56 – June telephone and internet

CityServiceValcon \$243.25 – 175 gallons of propane @ \$1.39

Mahugh Fire & Safety \$141.00 – annual fire extinguisher service

Community Leasing \$124,171.28 – see below

Motion was made by Keith Kastner to approve the payment of bills as presented; seconded by Jason Rowles; carried unanimously.

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Update on Water Tender INTERCAP loan – the \$118,000 loan, approved by the Board at the last meeting, will be funded on July 14 by a wire transfer from the Montana Board of Investments to our county account. After receipt of the funds, the \$124,171.28 check to Community Leasing (due July 20<sup>th</sup>) will be released to pay the remaining amount owed on the Water Tender lease/purchase.

Fiscal 2018 Budget Proposal

Paul Jeremiassen presented the final budget proposal (Attachment 2) to be submitted to the County Finance Department by July 20<sup>th</sup>. The budget requests \$47,000 in tax levy (down from \$50,000 last year) and a transfer of \$20,000 to the Capital Improvement Fund, which currently has only \$5,000 balance. This would provide a cash reserve of \$20,766 at the end of the fiscal year, in line with the maximum allowed (33% of expenses for the year). The County has not provided the June account activity yet, so the revenue numbers for FY 2017 are not final. After discussion, Jason Rowles moved to approve the FY 2018 budget as presented; seconded by Keith Kastner; unanimously approved.

**Fire and Ambulance Report**

Activity Report - # of calls to June 30<sup>th</sup>: 5 total/2 fire/3 ambulance; FY 2017 calls (since last July 1<sup>st</sup>): 37 total/11 fire/26 ambulance

New Fiscal Year to date: 3 total/1 fire/2 ambulance

A suggestion was made to make the Fire and Ambulance Report a more formal presentation and done only by the Chief. The monthly Board meeting is a good opportunity to inform both the Trustees and community members of the activities of the department since the prior meeting, including descriptions of emergency responses and trainings.

Motion was made to **Adjourn the Meeting** at 8:30 by Keith Kastner; seconded by Jason Rowles; carried unanimously.

Submitted by Paul Jeremiassen, Secretary

**Attachments**

1. Community Survey with letter
2. FY 2018 final budget

**OLNEY RURAL FIRE DISTRICT**

July \_\_, 2017

To the residents/property owners of the District:

The Board of Trustees of the Olney Rural Fire District invites you to participate in the enclosed community survey. Donna Maddux, a community volunteer, is supervising the conduct of this survey, and she will receive the responses and report a summary of the results to the Board at a monthly meeting. All regular Board meetings, held at 7 pm on the 2<sup>nd</sup> Wednesday each month at the Olney Fire Hall, are open to the community.

Before taking the survey, please take a moment to review the following description of the current status of the District and the Olney Fire and Ambulance Department:

Financial – the fire and ambulance operations are mainly funded by a tax levy included in your County property tax bill. For the fiscal year just completed on June 30<sup>th</sup>, your tax levy was about 50% less than the levy for the prior year, due to a similar reduction in budgeted expenditures. Even so, we finished the year about 20% below budget. We seek to further reduce the tax levy, but that will largely depend on our ability to reduce vehicle debt, which is nearly half of our budgeted expenses.

Physical Assets – we possess very substantial assets , including a spacious Fire Hall and 6 well equipped emergency vehicles, including an ambulance, in good condition.

Personnel and Operations – as a volunteer organization, our greatest challenge is maintaining enough members to perform our mission, which is to provide response to fire and medical emergencies, including ambulance transport, in our District and the surrounding area. At our current level of fire and EMT volunteers, we have a limited capability to respond to emergency calls from the Flathead County 911 Center, relying on backup coverage from other Agencies, particularly Whitefish Fire. We have recently appointed a new Fire Chief, Bruce McMillan, who is very much focused on recruiting and training to improve our response capability.

Thank you for your interest. We value your input and support.

## COMMUNITY SURVEY

The following is an anonymous survey regarding the Olney Fire and Ambulance Department (Olney F&A). Please complete by selecting from the options provided. Then return in the post-paid envelope. Your participation is appreciated.

In your opinion, should Olney F&A:

- Maintain full fire and EMS response services (includes ambulance transport)
- Reduce its mission to a Quick Response Unit (without ambulance transport)
- Close Department (Fire District dissolves and becomes part of County fire area)
- Unsure or no opinion

Would you or anyone in your household become a volunteer with Olney F & A?

- Very likely
- Not at all likely
- Unsure – need more information

Would you attend (under no obligation) a class to explore what is involved in becoming a volunteer fire fighter or first responder?

- Very likely
- Not at all likely
- Unsure

Please number in order the best ways for your household to be informed of Olney Rural Fire District Board meetings and other important information?

- Olney F&A Facebook Page
- Flathead Beacon
- Notice posted at the Post Office and Fire Hall (current method)
- Message board out front of the Fire Hall
- Other suggestion \_\_\_\_\_

Use the space below to add any suggestions or comments, including any personal concerns you have regarding the prospect of becoming involved with Olney F&A.

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Need more space? Use other side.

**OLNEY FIRE DISTRICT  
BUDGET PROPOSAL  
FY 2018**

ATTACHMENT 2

A/C CODE	BUDGET LINE ITEM	FY 2017		FY 2018	
		EST ACTUAL	BUDGET	BUDGET	
10	EMS Levy	10,500	5,000	4,000	May convert to QRU
20	Entitlement	7,850	7,613	8,000	Inflatin increase
30	Billed Ambulance Revenue	0	6,000	0	No billing set up
40	Investment Income	75	0	100	Higher cash balances
50	Tax Revenue	50,000	50,000	47,000	
60	Other Revenue	12,980	0	0	
	<b>TOTAL REVENUE</b>	<b>81,405</b>	<b>68,613</b>	<b>59,100</b>	
100	Telephone	1,388	2,000	1,500	Based on actual 2017
200	Fire Equipment	0	1,500	1,000	
300	Fuel	507	2,500	1,000	
400	Insurance-Property & Equipment	7,676	8,000	5,600	VFIS premium
500	Land Lease	1,425	1,475	1,500	
600	Electricity	1,038	1,800	1,500	
700	Medical Supplies, Ambulance	718	2,000	1,500	
800	Workers Comp Insurance	1,758	2,000	2,000	Add WC Coverage
900	Propane	3,447	4,000	4,000	
1000	Contract Services - Billing	0	1,000	0	No billing set up
1100	Contract Services - Plowing	476	1,000	1,000	
1150	Building Maintenance/Repair	1,171	0	1,500	
1200	Office Supplies/Computer	0	300	100	
1300	Miscellaneous Expenses	0	300	100	
1400	Postage	0	100	250	Community mailing
1500	Radios/Pagers	0	1,750	3,000	
1600	Recertification, Dues	0	500	500	
1700	Training	820	500	2,000	
1800	Turnout Gear	0	1,500	1,500	
1900	Vehicle Maintenance	1,131	4,000	5,000	
	<b>SUBTOTAL - MAINTENANCE &amp; OPERATIONS</b>	<b>21,555</b>	<b>36,225</b>	<b>34,550</b>	
2000	Debt Service on Vehicles	27,847	27,335	27,700	
	<b>TOTAL EXPENSES</b>	<b>49,402</b>	<b>63,560</b>	<b>62,250</b>	
	<b>NET REVENUE (EXPENSE)</b>	<b>\$32,003</b>	<b>\$5,053</b>	<b>-\$3,150</b>	

<b>BEGINNING CASH BALANCE</b>	\$11,913	\$11,913	\$43,916
<b>NET REVENUE (EXPENSE)</b>	32,003	5,053	-3,150
<b>TRANSFER TO CIP FUND</b>	0	0	20,000
<b>ENDING CASH BALANCE</b>	\$43,916	\$16,966	\$20,766