

**OLNEY RURAL FIRE DISTRICT  
MINUTES OF MEETING OF BOARD OF TRUSTEES  
October 11, 2017 AT OLNEY FIRE HALL**

**Call to Order** – 7:04 pm

**Roll Call**

Trustees present: Paul Jeremiassen, Norma McBroom, and Laurel Therrien

Trustees absent: Keith Kastner and Jason Rowles

Fire Chief Bruce McMillan

Attendance by Community and Department: 2

**Motion to approve meeting agenda** made by Paul Jeremiassen; seconded by Norma McBroom; carried unanimously.

**Motion to approve minutes of September 13th meeting** made by Norma McBroom; seconded by Laurel Therrien; carried unanimously.

**Unfinished Business**

Fire Hall roof repair – in the absence of Keith Kastner, who was coordinating the roof repair, the timing of the repair work is uncertain. Paul Jeremiassen will follow up with the contractor, Z Carpentry, to determine when the work will be done.

**New Business** - none

**Secretary's Report**

Capital Improvement Fund – Paul Jeremiassen made a motion to transfer \$5,000, representing the grant received from the Town Pump Foundation for new air tanks, to the Capital Improvement Fund. Motion was seconded by Norma McBroom and carried unanimously.

Bills presented for payment

CenturyLink	\$111.27	September Telephone
Lincoln Electric	\$115.32	September Electricity
Les Schwab	\$30.00	Flat tire on Wildland Truck
Olney Store	\$47.90	Fuel purchases
VFIS	\$664.00	Accident & Sickness Insurance annual premium
VFIS	\$1,393.00	Property & Liability Insurance quarterly premium
Mahugh	\$92.26	Service/parts – Wildland Truck
RES	\$350.00	Pump Test – Pumper Truck

Motion was made by Norma McBroom to approve the payment of bills as presented; seconded by Laurel Therrien; carried unanimously.

Paul Jeremiassen presented the Budget Report for the 1<sup>st</sup> quarter of the 2018 fiscal year, which is attached hereto. Vehicle repair and maintenance expenses are significantly over budget due to the recent attention to deferred repair and maintenance across the vehicle fleet. Two items remain to be completed – the Rescue Truck transmission problem and the replacement of the light bar on the Quick Response vehicle. The unexpectedly high expenses probably will cause a decrease in the amount budgeted to be transferred to the Capital Improvement Fund this year. Jeremiassen intends to submit the Budget Report quarterly instead of monthly in the future. This report will also be provided to County Finance per their request.

**Fire Chief's Report**

Chief Bruce McMillan presented his monthly report, which is attached hereto. One correction is the addition of Jeremy Goodin to the list of current members.

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The Chief informed the Board that he must return to Lake County on an intermittent basis to work in physical therapy. He will continue his position as Chief and will coordinate with Wayne Reymert, Assistant Chief, in running the department in his absence. He will make an effort to schedule his work in order to be present for Board meetings and Department trainings.

Motion was made to **Adjourn the Meeting** at 7:53 by Paul Jeremiassen; seconded by Norma McBroom; carried unanimously.

Submitted by Paul Jeremiassen, Secretary

**Attachments**

Quarterly Budget Report – Fiscal 2017 1<sup>st</sup> Quarter  
Chief's Report – October 11, 2017

**OLNEY FIRE DISTRICT  
BUDGET REPORT  
FISCAL YEAR 2018**

A/C	BUDGET LINE ITEM	ACTUAL EXPENSES			ACTUAL
		1st QUARTER	YEAR-TO-DATE	BUDGET	VS. BUDGET
10	EMS Levy	0		\$4,000	-\$4,000
20	Entitlement	1,973	1,973	7,892	-5,919
40	Investment Income	103	103	100	3
50	Tax Revenue	3,807	3,807	47,001	-43,194
60	Other Revenue	5	5	0	5
70	Insurance Claims	4,081	4,081	0	4,081
90	Debt Proceeds - Water Tender Refinancing	118,000	118,000	118,000	0
	<b>TOTAL REVENUE</b>	<b>127,969</b>	<b>127,969</b>	<b>176,993</b>	<b>-49,024</b>
100	Telephone	349	349	1,500	-1,151
200	Fire Equipment	0		1,000	-1,000
300	Fuel	115	115	1,000	-885
400	Insurance-Property & Equipment	1,393	1,393	5,600	-4,207
500	Land Lease	0		1,500	-1,500
600	Electricity	349	349	1,500	-1,151
700	Medical Supplies, Ambulance	0		1,500	-1,500
800	Workers Comp Insurance	468	468	2,000	-1,532
900	Propane	243	243	4,000	-3,757
1100	Contract Services - Plowing	0		1,000	-1,000
1150	Building Maintenance/Repair	1,731	1,731	1,500	231
1200	Office Supplies/Computer	0		100	-100
1300	Miscellaneous Expenses	61	61	100	-39
1400	Postage	0		250	-250
1500	Radios/Pagers	0		3,000	-3,000
1600	Recertification, Dues	0		500	-500
1700	Training	113	113	2,000	-1,888
1800	Turnout Gear	0		1,500	-1,500
1900	Vehicle Maintenance	10,660	10,660	5,000	5,660
	<b>SUBTOTAL - MAINTENANCE &amp; OPERATIONS</b>	<b>15,482</b>	<b>15,482</b>	<b>34,550</b>	<b>-19,068</b>
2000	Debt Service on Vehicles	12,910	12,910	34,425	-21,515
2100	Debt Retirement - Water Tender	111,261	111,261	111,261	0
	<b>TOTAL EXPENSES</b>	<b>139,653</b>	<b>139,653</b>	<b>180,236</b>	<b>-40,583</b>
	<b>NET REVENUE (EXPENSE)</b>	<b>-\$11,684</b>	<b>-\$11,684</b>	<b>-\$3,243</b>	<b>-\$8,441</b>

<b>BEGINNING CASH BALANCE</b>	\$46,102	\$46,102	\$46,102
<b>NET REVENUE (EXPENSE)</b>	-\$11,684	-11,684	-3,243
<b>TRANSFER TO CIP FUND</b>	0	0	20,000
<b>ENDING CASH BALANCE</b>	\$34,418	\$34,418	\$22,859

October 11, 2017

Trustee Meeting: Chief's Report

**Calls and Response for September 2017**

**Wildland fire mutual aid e for DNRC**

**Sept. 2 Vince Marks, Wayne Rehmert**

**Sept. 3 Vince Marks, Bruce McMillan**

**Sept.4 Norma McBroom, Bruce McMillan**

**Sept.9 Jeremy Goodin, Norma McBroom**

**Sept. 10 Wayne Rehmert**

**Sept. 16 Wayne Rehmert, Vince Marks**

**Sept. 26 Scene safety 1 vehicle versus deer Bruce McMillan &**

**Quick response to aid Highway Patrol, minimal injury to driver, Driven in to hospital by her parent**

**\*Call out possible slash pile burn Martin Creek Rd**

**Approximately 11 miles, no fire found. DRNC took over**

**(2a)Current Vehicles in Service**

2121 Ambulance

2131 Pump Truck

2151 Rescue Truck

2161 Quick Response

2181 Wildland Truck

2191 Water Tender

**2b)Out of Service: Quick Response for one day getting new light bar**

**Vehicle Maintenance Report**

Monthly maintenance checks made with two small oil leaks noted on Wildland truck and one on pump, nothing operationally significant but will have checked

### **New Business**

- 1) I over estimated our profit on the Tender revenue, full report enclosed
- 2) Met with Isaiah Williams Oct 2 regarding operations within Trego, Fortine, Stryker fire district and talked of mutual aid and how we can access each other. We discussed training and the need to get our groups together.
- 3) We have ordered our out of date supplies for the ambulance for our October 15 deadline. They should arrive today.
- 4) Met with Dog Creek people and have access to pipe for creek
- 5) Pump test on the 7<sup>th</sup> passed
- 6) Order made for medical supplies on the 6<sup>th</sup> , will call for re-inspection

### **Training September**

- Sept. 6 Truck check, business meeting
- Sept. 20 Turn out gear training with Ed Burlingame
- Sept, 27 EMS deep clean for inspection

### **Personnel**

Members presently: Bruce McMillan, Wayne Rehmert, Norma McBroon, Rocky Gress, Vince Marks, Kim Gress, Michalle McMillan

Probationary: Brent Helnore, Tim Helnore, Barb Helnore(secretary), Pete Brown

Prospects: Dog Creek owners Bill and Maureen Kunz, Zack Watson declined, Greg Schwegel has not responded, Joe Krass not pursued, Gary Schlonm app, not accepted

\*\*\*Bruce will be in Ronan the next 11 days