

**OLNEY RURAL FIRE DISTRICT
MINUTES OF MEETING OF BOARD OF TRUSTEES
APRIL 9, 2018 AT OLNEY FIRE HALL**

Call to Order: 7:04 pm

Roll Call:

Trustees present: Norma McBroom, Laurel Therrien and Paul Jeremiassen and Jason Rowles . Keith Kastner was absent.

Department Members: Chief Bruce McMillan, Assistant Chief Wayne Rehmert and Kim Gress.

Guests: Kyle Nace, Owner of Response Equipment Specialists (RES); Shane Feightner, Fire Team Head - Stillwater State Forest Unit of DNRC.

Community Members: none

Motion to approve agenda made by Paul Jeremiassen; seconded by Jason Rowles; carried unanimously. (Agenda corrected for date of next meeting from May 8th to May 14th.)

Motion to approve minutes of March meeting made by Jason Rowles; seconded by Norma McBroom; carried unanimously.

Unfinished Business:

Mother's Day Breakfast update - Norma McBroom gave an update on food contributions and donations of items to be used for door prizes, and a raffle and silent auction. She was applauded for the great progress on arrangements for the breakfast.

New Business: Kyle Nace of RES attended the meeting to describe the current repair and maintenance needs of our vehicle fleet, including the addition of compressors on two vehicles, and work on the wild land truck. He also proposed repairing/replacing the outside light on the front of the Fire Hall. He provided estimates for completing all the work. Regular preventative maintenance will be performed in the Fall; he proposed that we budget \$1,500 for each of our 3 large vehicles and \$500 for each of the 2 smaller ones. Kyle commended the Department for having a well-maintained fleet. Action was deferred on approving the proposed work until after the Secretary's financial report.

Secretary's Report:

Approval of bills for payment:

Norco	\$149.64	Pillows for ambulance
Olney Store	\$115.19	March gasoline
Mahugh	\$156.00	Recharge/service air tanks
Rocky Gress	\$175.00	One show plowing@\$50; \$125 for clearing with Bobcat
Lincoln Electric	\$115.84	March Electricity
CityServiceValcon	\$630.23	Propane - 316.7 gallons @ \$1.99
CenturyLink	\$111.89	March telephone/internet
VFIS	\$1,388.00	Quarterly payment - property/liability insurance

Jason Rowles moved to approve payment of the bills presented; seconded by Norma McBroom; carried unanimously.

Paul Jeremiassen presented the Budget Report for the 3rd quarter of the 2018 fiscal year. Most of the large expenditures for the year have already been paid, including for debt service, maintenance and insurance. At the same time, significant revenue has yet to be collected, particularly property tax revenue relating to the May due date. The cash position of the District (before receiving the County's March trial balance) is about \$25,000, including deposits made by the Jeremiassen since the last meeting: \$97.50 from Lincoln Electric as a Capital Account Distribution; \$90 restitution from Ken Morehead through the Montana Dept. of Corrections; and \$922.26 from Emergency Medical Products, representing a refund of payments made in a prior year (the reason for this refund is being investigated). Decisions need to be made before June 30th as to the disposition of cash, including budgeted transfers to the Capital Improvement Fund and possible prepayments of vehicle debt.

Fire Chief Report:

Chief Bruce McMillan presented his monthly report, which is attached hereto.

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There was a follow-up discussion on the repair and maintenance issues raised by Kyle Nace of RES (all of which were also recommended by Chief McMillan). Given the cash balances available, there seemed to be no argument for deferring those expenditures into the new fiscal year, even though the repair and maintenance expenses are already well over budget for this year. Motion was made by Jason Rowles to allow the Department to proceed with the expenditures, up to \$5,000, proposed by RES; seconded by Norma McBroom; carried unanimously.

As indicated in his report, Chief McMillan resigned his position as Department Chief and recommended that Assistant Chief Wayne Rehmert be appointed to replace him. He stated that he intends to remain active as a Member of the Department as his schedule allows. There were expressions of gratitude from Trustees to Chief McMillan for his efforts in greatly improving the operation of the Department since taking over early last Summer. Assistant Chief Rehmert expressed a willingness to assume the role of Department Chief. Paul Jeremiassen made a motion to appoint Wayne Rehmert as Chief of the Department; seconded by Jason Rowles; carried unanimously.

Shane Feightner from the Stillwater Fire Team spoke about coordinating activities between his unit and our Department. He applauded the participation of some Members in the recent course on wildfire behavior. He would like to work with our Department at some point in engaging our community in wildfire preparedness.

Public Comments: none.

Motion to adjourn meeting at 8:10 pm made by Paul Jeremiassen; seconded by Jason Rowles; carried unanimously.

Submitted by Paul Jeremiassen, Secretary

Attachments:

3rd Quarter Budget Report
Chief's Report – April 9, 2018

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

A/C	BUDGET LINE ITEM	ACTUAL EXPENSES			ACTUAL VS. BUDGET
		3RD QUARTER	YEAR-TO-DATE	BUDGET	
10	EMS Levy	\$5,360	\$5,360	\$4,000	\$1,360
20	Entitlement	0	3,946	7,892	-3,946
40	Investment Income	91	293	100	193
50	Tax Revenue	2,612	31,234	47,001	-15,767
60	Other Revenue	2,028	4,957	0	4,957
70	Insurance Claims	0	4,081	0	4,081
90	Debt Proceeds - Water Tender Refinancing	0	118,000	118,000	0
	TOTAL REVENUE	10,091	167,871	176,993	-9,122
100	Telephone	447	1,131	1,500	-369
200	Fire Equipment	0	0	1,000	-1,000
300	Fuel	210	413	1,000	-587
400	Insurance-Property & Equipment	2,781	5,567	5,600	-33
500	Land Lease	1,454	1,454	1,500	-46
600	Electricity	364	978	1,500	-522
700	Medical Supplies, Ambulance	458	791	1,500	-709
800	Workers Comp Insurance	567	1,467	2,000	-533
900	Propane	2,279	2,884	4,000	-1,116
1100	Contract Services - Plowing	1,200	1,250	1,000	250
1150	Building Maintenance/Repair	0	3,806	1,500	2,306
1200	Office Supplies/Computer	0	0	100	-100
1300	Miscellaneous Expenses	26	87	100	-13
1400	Postage	29	78	250	-172
1500	Radios/Pagers	0	0	3,000	-3,000
1600	Recertification, Dues	0	35	500	-465
1700	Training	0	113	2,000	-1,888
1800	Turnout Gear	0	0	1,500	-1,500
1900	Vehicle Maintenance	156	18,267	5,000	13,267
	SUBTOTAL - MAINTENANCE & OPERATIONS	9,972	38,322	34,550	3,772
2000	Debt Service on Vehicles	21,517	34,428	34,425	3
2100	Debt Retirement - Water Tender	0	111,261	111,261	0
	TOTAL EXPENSES	31,488.78	184,010	180,236	3,774
	NET REVENUE (EXPENSE)	-\$21,398	-\$16,139	-\$3,243	-\$12,896

BEGINNING CASH BALANCE	\$46,361	\$46,102	\$46,102
NET REVENUE (EXPENSE)	-21,398	-16,139	-3,243
TRANSFER TO CIP FUND	0	-5,000	-20,000
ENDING CASH BALANCE	\$24,963	\$24,963	\$22,859

Calls and Responses for March 2018

Will be given orally by the chief

Vehicles in Service:

2121 Ambulance
2131 Pump Truck
2151 Rescue
2161 Quick Response
2181 Wildland
2191 Water Tender

Vehicle Maintenance Report:

All vehicles have been inspected by the firemen and all is in order.

Kyle Nace to talk about a report on this year's inspection and maintenance costs as well as fixing the light out front

New Business:

- Of 4 firemen that attended the S-290 40 hour wildland course, 2 completed the training and much was learned. Levi Gress who is a fireman cadet passed with a good grade.
- The paperwork need for the renewal of our operational status was completed at the time that this report was written. I have not received written notification but will present that to Paul upon its arrival.
- The chief requests that the board accept his request to appoint Wayne Rehmer to the status of Olney Fire, Rescue and EMS chief. Currently, between working 35 hours a week in Ronan, preparing our Olney home to sell and moving our goods to Ronan I am quite honestly not able to be an operational fire chief available in a way that I know I need to be. I have discussed this with Wayne and have offered to be his virtual Assistant Fire Chief which would

mean that I could continue to assist him with the administrative transition by helping set up and plan trainings as I am able. I have the greatest respect for the trustees and am grateful for their friendship and support. I have the deepest affection and honor for my firemen and EMS people and will always hold a place in my heart for them. The decision comes in a time when I think the fire hall will be able to make this change in stride and proceed in a way that will make the community proud. Wayne Rehmert has shown me in my time of association with him to be a good leader, a man of impeccable integrity and the bearing of a great rural fire department chief. Thank you!!!

Training for April:

April 2: business meeting, truck inspection and turn out gear donning exercise

April 9: Trustee meeting Kyle's presentation

April 16: Chris Hindoien Rocky Mtn. Insurance Services inservice

April 23: Gary Mahugh on SCUBA training

April 30: Ed Burlingame pump truck operational meeting

Personnel:

Current members: Wayne Rehmert, Bruce McMillan, Norma McBroom, Rocky Gress, Kim Gress, Brent Helnore, Jeremy Goodin, Michalle McMillan, Vince Marks(honorary) Barb Helnore(secretary)

Cadets in training: Bill Kuntz, Jordan Carr Levi Gress, Tim Helnore

bah secretary:cc