

**OLNEY RURAL FIRE DISTRICT
MINUTES OF MEETING OF BOARD OF TRUSTEES
JUNE 11, 2018 AT OLNEY FIRE HALL**

Call to Order: 7:00 pm

Trustees present: Chair Donna Maddux; Secretary Paul Jeremiassen; Trustees Keith Kastner and Norma McBroom. (Vice Chair Laurel Therrien arrived after approval of minutes.)

Department Members: Chief Wayne Rehmert and Jeremy Goodin.

Community Members: none

Motion to approve Minutes of May meeting made by McBroom; seconded by Kastner; carried with Chair Maddux abstaining (not on the Board as of the May meeting).

Secretary's Report:

Approval of bills for payment:

Lincoln Electric	223.84	April/ May electricity*
CenturyLink	\$111.94	April telephone/internet
CityServiceValcon	\$224.68	Propane delivery – 137 gallons @ \$1.64

*Payment for April lost in transit and included in this payment

Motion made by Kastner to approve above bills for payment; seconded by McBroom; carried unanimously.

FY 2019 budget proposal – Jeremiassen presented his proposal for the fiscal year beginning July 1st (attached hereto). The estimated actual amounts for this year should be fairly accurate, although the final numbers for collected tax revenue and the timing of receipt of the EMS levy will not be known until the June fiscal report from the County is received in July. Also, the timing of the work to be performed by RES, approved by the Board up to \$5,000, is uncertain. Highlights of the budget presentation were:

- 1) Our Board determines the tax levy to be submitted to the County. Jeremiassen proposed that the levy be reduced from \$47,000 this year to \$45,000 in FY 2019.
- 2) Many of the expenditure amounts are predictable, but the Board, along with Chief Rehmert, needs to consider the appropriate amounts for fire equipment, radios/pagers, training and turnout gear; these should be revisited at the July Board meeting. Maddux suggested that longer term planning should be applied to the Department's turnout gear requirements, as it can be a major expense.
- 3) The budget must meet the County's requirement that the ending cash balance not exceed one-third of the annual total expenses. The proposal includes an \$8,000 transfer to the Capital Improvement (CIP) Fund. At the current balance of about \$10,000, the Fund is grossly inadequate when compared to the CIP funds of other fire districts of our size, so any amount we transfer will be appropriate, and can be used to manage our ending cash balance.
- 4) The current year figures include the transfer of \$15,000 to the CIP fund not yet authorized by the Board (see the addendum to these Minutes regarding said transfer).

The FY 2019 budget will be finalized at the July meeting and submitted to the County in late July.

Reports and Information Items

Chief's Report:

Chief Rehmert presented his monthly report, which is attached hereto.

Options were discussed to provide power from the ceiling of the vehicle bay for charging the vehicles. Currently the power cords are plugged into outlets, which are on the same circuit as the lights.

Jeremiassen made a motion to authorize the Chief to obtain estimates from an electrician to install a separate circuit for the power core outlets; seconded by Therrien; carried unanimously.

The Chief has asked for approval from the Board to appoint Jeremy Goodin as Assistant Chief.

Jeremiassen made a motion to approve said appointment; seconded by McBroom; carried unanimously.

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Unfinished Business:

Annual renewal of property/liability insurance – Chris Hindoien of Rocky Mountain Insurance Services was unable to attend the meeting due to illness; he will forward the renewal proposal to Jeremiassen for review. Unless there are major changes to the policy or premium, it is likely that we will continue with the same insurance from our insurer, VFIS.

Disposition of the snowmobile and trailer – options were discussed for the sale of the snowmobile and trailer. Lance Torgerson, a former Member, is interested in obtaining the items, and has claimed that former Chief Ken Morehead sold them to him several years ago, for which he paid Morehead in cash. There is no documentation to support the sale, or any record of cash received by the District. While Torgerson’s claim may be credible, without documentation of the sale, an open and transparent process will be used to dispose of the items, and options for doing so will be further investigated.

Public Comments: none.

Trustee Comments: Several Trustees commended Donna Maddux for her conduct of her first meeting as Board Chair.

Meeting adjourned at 8:25 pm.

Submitted by Paul Jeremiassen, Secretary

Addendum to Minutes

Inadvertently, no action was taken during the meeting to approve the transfer of \$15,000 to the Capital Improvement Fund, as discussed in the Secretary’s Report. As the transfer should take place prior to the fiscal year end on June 30th, Trustees provided unanimous consent by electronic mail, last delivered on June 14th, to the transfer of \$15,000 to the District’s Capital Improvement Fund.

Paul E. Jeremiassen, Secretary

Attachments:

FY 2019 Budget Proposal

Chief’s Report – June 11, 2018

**OLNEY FIRE DISTRICT
BUDGET PROPOSAL
FY 2019**

BUDGET LINE ITEM	FY 2018		FY 2019
	EST. ACTUAL	BUDGET	BUDGET
EMS Levy	10,460	4,000	10,000
Entitlement	7,892	7,892	7,900
Investment Income	416	100	300
Tax Revenue	47,540	47,001	45,000
Other Revenue	6,597	0	1,000
Insurance Claims	4,081	0	0
Debt Proceeds - Water Tender Refinancing	118,000	118,000	0
TOTAL REVENUE	194,986	176,993	64,200
Telephone	1,355	1,500	1,500
Fire Equipment	0	1,000	1,000
Fuel	413	1,000	1,000
Insurance-Property & Equipment	5,567	5,600	6,000
Land Lease	1,454	1,500	1,500
Electricity	1,202	1,500	1,500
Medical Supplies, Ambulance	876	1,500	1,000
Workers Comp Insurance	1,467	2,000	1,500
Propane	3,632	4,000	4,000
Contract Services - Plowing	1,250	1,000	1,000
Building Maintenance/Repair	3,806	1,500	1,000
Office Supplies/Computer	0	100	100
Miscellaneous Expenses	104	100	100
Postage	127	250	200
Radios/Pagers	0	3,000	1,000
Recertification, Dues	120	500	400
Training	113	2,000	1,500
Turnout Gear	0	1,500	1,000
Vehicle Maintenance	23,267	5,000	10,000
SUBTOTAL - MAINTENANCE & OPERATIONS	44,754	34,550	35,300
Debt Service on Vehicles	34,428	34,425	28,419
Debt Payoff - Water Tender Lease/Purchase	111,261	111,261	0
TOTAL EXPENSES	190,443	180,236	63,719
NET REVENUE (EXPENSE)	\$4,543	(\$3,243)	\$481

BEGINNING CASH BALANCE	\$46,102	\$46,102	\$30,645
NET REVENUE (EXPENSE)	4,543	(3,243)	481
TRANSFER TO CIP FUND	(20,000)	(20,000)	(8,000)
ENDING CASH BALANCE	\$30,645	\$22,859	\$23,126

Allowable Ending Cash Reserve	\$23,667
Ending Cash Over (under) Allowable	<u>(\$541)</u>

Trustee Meeting Chief's Report

June 11, 2018

Call Outs for the month of May

5/7/18 – MVA at mile marker 156 Hwy 93- Wayne Rehmert,
Norma McBroom and Jordan Carr responded by Whitefish
Ambulance and gave mutual aid

New Business:

1. RES will be up the first part of the week to finish repairs on the water tender and the engine. The outside light has been repaired. The Wildland truck has been fixed returned to the fire hall. Thank you Jeremy and Jordan for picking it up.
2. Need to discuss our options for the power cords that are now plugged into the ceiling. Whenever we turn the lights off in the vehicle bay, it kills the power to the cords thus not charging the vehicles like they are supposed to.
3. I have talked to Bruce and Jeremy and would like to appoint Jeremy Goodin as my assistant chief. I am requesting that the board approve this motion.
4. Five members of the department have passed the RT130 refresher course with DNRC. So now we can work with them during the fire season. Those members are Wayne Rehmert, Jeremy Goodin, Norma McBroom Jordan Carr and Levi Gress. Levi and Jordan also passed the pack test and earned their fire fighter 2 status according to DNRC standards.

Vehicles in Service:

2121 Ambulance	2131 Pump truck
2151 Rescue truck	2161 Quick response

2181 Wildland truck

2191 Water tender

Training for the month of June:

We will be focusing on wildland operations since fire season is
Coming up.

EMT training night we will be working on basic first aid.

Personnel/Current Members:

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

EMTs: Kim Gress, Michalle McMillan

Cadets in training: Jordan Carr, Levi Gress, Bill Kunz(on hold), Tim
Helnore(on hold)