

**OLNEY RURAL FIRE DISTRICT  
MINUTES OF MEETING OF BOARD OF TRUSTEES  
AUGUST 13, 2018 AT OLNEY FIRE HALL**

**Call to Order:** 7:00 pm

Trustees present: Chair Donna Maddux, Vice Chair Laurel Therrien, Secretary Paul Jeremiassen, Keith Kastner and Norma McBroom

Department Members: Chief Wayne Rehmert , and EMT Kim Gress

Community Members: Rachael Singer, Joe Krass and Kathleen Krass

Chair Maddux suggested that the order of the agenda be amended to consider matters that concern the community members attending the meeting. There were no objections.

Rachael Singer requested tables and chairs for use outside the fire hall on September 1<sup>st</sup> until September 3<sup>rd</sup>. It was agreed that she should contact Norma McBroom to coordinate the pickup and return of tables and chairs. Motion was made by Jeremiassen to approve her request; seconded by Therrien; approved unanimously.

The next matter (Item 3 under "Reports and Information" on the agenda) was a follow-up on the subject of the Stillwater Beach/Boat Launch area discussed at the July meeting. Joe and Kathleen Krass provided some background on the ownership and jurisdiction of the area. The area is on private property of the Stillwater Bar owner, who allows public access. However, the DNRC and the Forest Service would be involved in any efforts to provide warning signs or swimming boundaries at Lower Stillwater Lake. Joe and Kathleen Krass have planned bathtub races on the lake for August 25<sup>th</sup>, and asked whether the Department could provide a standby crew for the event. Chief Rehmert responded that it would be difficult to commit resources. Kathleen Krass indicated that the event would probably be postponed or cancelled.

Jeremiassen stated that the Fire District's role should only be to advocate for water safety measures, as the Department is a first responder for any incidents at Lower Stillwater Lake, but would not be directly involved in installing warning signs or buoys. In lieu of forming a committee to address our role in the matter, Maddux agreed to take on the role as our advocate.

**Motion to approve Minutes of the July meeting** made by Kastner; seconded by McBroom; carried unanimously.

**Secretary's Report:**

Bills presented for payment:

Whitefish Army-Navy	\$815.97	3 pairs wild land boots for members (check issued July 27 <sup>th</sup> )
CenturyLink	\$111.85	July telephone/internet
Lincoln Electric	\$115.20	July electricity
Norco	\$40.80	Oxygen tank rental for June

Jeremiassen introduced a property receipt to be used for clothing/equipment, such as the wild land boots, that are purchased for Department members. In signing the receipt, the recipient will be acknowledging the requirement to return the property to Olney Fire and Ambulance if he or she leaves the Department within 2 years.

Norco supposedly was not going to bill us after July 1<sup>st</sup> for rental tanks we do not need. We have a receipt for 3 tanks picked up by Norco in July. Jeremiassen will follow up to receive a credit for billing after June 30<sup>th</sup>.

Motion made by McBroom to approve payment of bills presented; seconded by Kastner; approved unanimously.

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Final FY 2018 budget report – Jeremiassen presented the final budget report for the fiscal year ended June 30th, which is attached. The District’s transaction register has been reconciled with the County’s yearend trial balance for our operating fund, so the accounts for FY 2018 are closed.

Final FY 2019 budget – our budget was submitted to the County in July, and returned last week with the tax levy that will be assessed this year and with no changes to our submission. The County is now requiring a resolution approving the final budget to be approved by the Trustees and a certified copy sent to the County, along with the signed budgets for operating and capital improvement funds. Jeremiassen read out the resolution attached hereto to be submitted to the County. The Trustees unanimously approved the resolution.

**Reports and Information Items**

**Chief’s Report:**

Chief Rehmert presented his monthly report, which is attached hereto. His proposal to hand out Halloween candy with a fire prevention packet was discussed, ranging from having the Fire Hall open on Halloween, to distributing the candy and information at Olney-Bissell School. Rehmert offered to come up with a specific plan for the next meeting.

Rehmert also wants to make our resources available to assist in the fires around Trego, if needed, but he will not hold back the water tender if the DNRC requests it

It was noted that Bruce and Michalle McMillan were not included in the Members list. Chief Rehmert said that it is not realistic to expect them to be active in the Department in the future. Also, both Brent and Tim Helnore are currently unavailable to participate.

**New Business**

Jeremiassen presented a draft of the quarterly newsletter to the community (attached hereto). There were no suggestions for changes. The letter will go out in the mail within the week.

Kastner moved to **adjourn the meeting** at 8:42 pm; seconded by Jeremiassen; carried unanimously.

Submitted by Paul Jeremiassen, Secretary

**Attachments:**

Final FY 2018 Budget Report  
Resolution to approve FY 2019 budget  
Chief’s Report – August 13, 2018  
Community newsletter draft

**OLNEY RURAL FIRE DISTRICT  
BUDGET REPORT  
FY 2018 FINAL**

A/C	BUDGET LINE ITEM	ACTUAL EXPENSES			ACTUAL VS. BUDGET
		4TH QUARTER	FULL YEAR	BUDGET	
10	EMS Levy	\$5,635	\$10,995	\$4,000	\$6,995
20	Entitlement	3,946	7,892	7,892	0
40	Investment Income	196	488	100	388
50	Tax Revenue	17,517	48,751	47,001	1,750
60	Other Revenue	1,663	6,619	0	6,619
70	Insurance Claims	0	4,081	0	4,081
90	Debt Proceeds - Water Tender Refinancing	0	118,000	118,000	0
	<b>TOTAL REVENUE</b>	<b>28,956</b>	<b>196,827</b>	<b>176,993</b>	<b>19,834</b>
100	Telephone	224	1,355	1,500	-145
200	Fire Equipment	0	0	1,000	-1,000
300	Fuel	0	413	1,000	-587
400	Insurance-Property & Equipment	0	5,567	5,600	-33
500	Land Lease	0	1,454	1,500	-46
600	Electricity	224	1,202	1,500	-298
700	Medical Supplies, Ambulance	85	876	1,500	-624
800	Workers Comp Insurance	0	1,467	2,000	-533
900	Propane	748	3,632	4,000	-368
1100	Contract Services - Plowing	0	1,250	1,000	250
1150	Building Maintenance/Repair	861	4,667	1,500	3,167
1200	Office Supplies/Computer	0	0	100	-100
1300	Miscellaneous Expenses	17	104	100	4
1400	Postage	50	127	250	-123
1500	Radios/Pagers	0	0	3,000	-3,000
1600	Recertification, Dues	85	120	500	-380
1700	Training	0	113	2,000	-1,888
1800	Turnout Gear	0	0	1,500	-1,500
1900	Vehicle Maintenance	2,668	20,935	5,000	15,935
	<b>SUBTOTAL - MAINTENANCE &amp; OPERATIONS</b>	<b>4,961</b>	<b>43,282</b>	<b>34,550</b>	<b>8,732</b>
2000	Debt Service on Vehicles	0	34,428	34,425	3
2100	Debt Retirement - Water Tender	0	111,261	111,261	0
	<b>TOTAL EXPENSES</b>	<b>4,961</b>	<b>188,971</b>	<b>180,236</b>	<b>8,735</b>
	<b>NET REVENUE (EXPENSE)</b>	<b>\$23,995</b>	<b>\$7,856</b>	<b>(\$3,243)</b>	<b>\$11,099</b>

<b>BEGINNING CASH BALANCE</b>	\$24,963	\$46,102	\$46,102
<b>NET REVENUE (EXPENSE)</b>	23,995	7,856	(3,243)
<b>TRANSFER TO CIP FUND</b>	(15,000)	(20,000)	(20,000)
<b>ENDING CASH BALANCE</b>	<b>\$33,958</b>	<b>\$33,958</b>	<b>\$22,859</b>

**OLNEY RURAL FIRE DISTRICT**  
**Resolution to Approve Fiscal Year 2019 Budget**

WHEREAS, Board of Trustees (the Board”) has the power and duty under MCA 7-33-2105 to prepare annual budgets and request a special tax levies; and

WHEREAS, under MCA 7-6-4005, expenditures of the District are limited to appropriations, and the Board may not make a disbursement or an expenditure or incur an obligation in excess of the District’s total appropriations; and

WHEREAS, the Board has reviewed the projected revenues and expenditures for its Operating Fund #7218 and its Capital Improvement Fund #7239 for Fiscal Year 2019, and actual revenues and expenditures for Fiscal Year 2018; and

WHEREAS, the Board recognizes the projected revenue for Fiscal Year 2019 is subject to change based on the District’s taxable valuations, State entitlement payments, County EMS levy payments and tax appeals;

NOW, THEREFORE, BE IT RESOLVED, that the Board approves the Fiscal Year 2019 budget for Funds #7218 and #7239 as attached; and,

BE IT FURTHER RESOLVED, that this Resolution shall be entered into the minutes of the Board.

APPROVED AND ADOPTED this 13<sup>th</sup> day of August 2018, and effective as of July 1, 2018.

OLNEY RURAL FIRE DISTRICT  
BOARD OF TRUSTEES

By: \_\_\_\_\_  
Chair

By: \_\_\_\_\_  
Secretary

**FLATHEAD COUNTY BUDGET ESTIMATES FY 2019**

FUND NAME: OLNEY FIRE

FUND NUMBER: 7218

	Prior Year Budget FY18	Dept Request	Final Budget FY19
<b>NON-TAX REVENUE</b>			
EMS Levy	\$ 4,000	\$ 10,000	\$ 10,000
Entitlement	7,892	7,900	8,016
Interest	100	300	300
Other Revenue		1,000	1,000
<b>Total Non-Tax Revenue</b>	\$ 11,992	\$ 19,200	\$ 19,316
<b>TAX REVENUE</b>			
	<b>Mill Levy</b>		
Tax/Assessment Revenue =	144.746	\$ 45,000	\$ 45,000
2018 Taxable Value =	310,891		
<b>Total Tax Revenue</b>	\$ 47,001	\$ 45,000	\$ 45,000
<b>TOTAL REVENUE</b>	\$ 58,993	\$ 64,200	\$ 64,316
<b>OTHER RESOURCES</b>			
INTERCAP loan proceeds	\$ 118,000		
Cash available @ June 30th	46,102	37,486	37,486
Less outstanding warrants @ June 30th		3,528	3,528
<b>Total Other Resources</b>	\$ 164,102	\$ 33,958	\$ 33,958
<b>TOTAL RESOURCES</b>	\$ 223,095	\$ 98,158	\$ 98,274

<b>MAINTENANCE &amp; OPERATION EXPENDITURES</b>			
Building Maintenance	\$ 1,500	\$ 2,500	\$ 2,500
Telephone/Internet	1,500	1,500	1,500
Contract Services for Snowplowing	1,000	1,000	1,000
Fire Equipment	1,500	1,500	1,500
Fuel	1,000	1,000	1,000
Insurance-Property/Liability	5,600	5,700	5,700
Land Lease	1,500	1,500	1,500
Electricity	1,500	1,500	1,500
Medical Supplies, Ambulance	1,500	1,500	1,500
Misc Expense	100	100	100
Insurance-Accident & Sickness/Workers' Comp	2,000	1,800	1,800
Propane	4,000	4,000	4,000
Office Supplies/Computer	100	100	100
Postage	250	250	250
Radios/Pagers	3,000	1,500	1,500
Recertification, Dues	500	400	400
Training	2,000	1,500	1,500
Turnout Gear	1,000	1,500	1,500
Vehicle Maintenance	5,000	10,000	10,000
Vehicle Debt Service	34,425	28,419	28,419
<b>Total Maintenance &amp; Operation Expenditures</b>	\$ 68,975	\$ 67,269	\$ 67,269
<b>OTHER EXPENDITURES</b>			
Pay off existing Water Tender Loan	111,261		
<b>Total Other Expenditures</b>	\$ 111,261	\$ -	\$ -
<b>TRANSFER TO CAPITAL IMPROVEMENT FUND</b>			
Transfer to CIP Fund 7239	\$ 20,000	\$ 10,000	\$ 10,000
<b>Total Transfers</b>	\$ 20,000	\$ 10,000	\$ 10,000
<b>TOTAL EXPENDITURES</b>	\$ 200,236	\$ 77,269	\$ 77,269

<b>CASH RESERVE</b> (projected ending cash balance)	\$ 22,859	\$ 20,889	\$ 21,005
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Allowed Cash Reserve	66,745.33	25,756.33
Projected Cash Reserve %	11.42%	27.18%

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

**FLATHEAD COUNTY BUDGET ESTIMATES FY 2019**

**FUND NAME: OLNEY FIRE DISTRICT - CIP**

**FUND NUMBER: 7239**

	<b>Prior Year Budget FY18</b>	<b>Dept Request</b>	<b>Final Budget FY19</b>
<b>NON-TAX REVENUE</b>			
Interest Revenue	\$ 50	\$ 400	\$ 100
Total Non-Tax Revenue	\$ 50	\$ 400	\$ 100
<b>TOTAL REVENUE</b>	\$ 50	\$ 400	\$ 100
<b>OTHER RESOURCES</b>			
Transfer in from 7218	\$ 20,000	\$ 10,000	\$ 10,000
Cash available @ June 30th	5,237	25,369	25,369
Total Other Resources	\$ 25,237	\$ 35,369	\$ 35,369
<b>TOTAL RESOURCES</b>	\$ 25,287	\$ 35,769	\$ 35,469
<b>CAPITAL OUTLAY</b>			
Air Tanks	\$ 5,000		
Total Capital Outlay	\$ 5,000	\$ -	\$ -
<b>TOTAL EXPENDITURES</b>	\$ 5,000	\$ -	\$ -
<b>CASH RESERVE (projected ending cash balance)</b>	\$ 20,287	\$ 35,769	\$ 35,469

Board's plan for this fund is: Apparatus & Fire Equipment; Building Improvements

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

**OLNEY FIRE AND AMUBULANCE  
CHIEF'S REPORT  
8-13-18**

Call outs for the month of July

- 7/5 Motor vehicle accident on Highway 93
- 7/7 Motor vehicle accident on Highway 93
- 7/12 Smoke investigation on Old Good Creek Rd (Wayne, Jordan, Levi)
- 7/21 Dumpster fire at the Olney green boxes (Wayne, Jordan, Levi)
- 7/22 Vehicle rollover at 10 mile on Good Creek Rd – no injuries (Jordan, Levi)
- 7/22 Vehicle collision with deer Highway 93 at Good Creek Rd – no injuries (Jordan, Levi)
- 7/26 Smoke investigation near Point of Rocks (Jordan, Levi)
- 7/28 Smoke investigation on Stryker Ridge (Norma, Jeremy)

Old business

- 1) Electrical repairs have been completed in the Fire Hall. Everything seems to be working.
- 2) I called DNRC about roping off a swimming area at Lower Stillwater Lake. They will look into it.

New business

- 1) I have set up a mail box for Barb at the Fire Hall so I can give and receive documents in a timely manner.
- 2) Internet is not working again!
- 3) I met with Steve McComb (insurance adjuster) on Friday. He took pictures of the ambulance damage and said to obtain some quotes to do the repairs.
- 4) I would like to order some stuff for Halloween. I think it would be fun to hand out candy and fire prevention packets to the kids.

Training for August

- 8/13 Pump training
- 8/20 Basic first aid

Active Members – Wayne Rehmert, Jeremy Goodin, Norma McBroom, Rocky Gress, Cadet Jordan Carr, Cadet Levi Gress , EMT Kim Gress, Barb Helnore, Secretary

**August 13, 2018**

## **Chief's Report**

Dear Olney Fire District Residents,

As reported in our last quarterly letter, I have been appointed Chief of Olney Fire and Ambulance, succeeding Bruce McMillan, who is relocating to Lake County where he is employed. His spouse, Michalle, also has been a volunteer as an EMT with our department. We appreciate their service to the community, and wish them well as they make this move. I have recently appointed Jeremy Goodin as my Assistant Chief.

During the summer season, we have been responding to numerous emergency calls to deal with highway accidents, incidents at Lower Stillwater, smoke investigations, etc. Currently, we have 7 volunteers in the department, including 2 trainees and 1 EMT. Even though we are able to respond to most calls, our capabilities are severely constrained by the lack of volunteers (a national problem for rural volunteer fire departments such as ours). We are appealing to you to consider volunteering for this valuable community service. Your time availability and capabilities can be tailored to help us perform our mission. Call me at 881-2786 to discuss how you might participate.

Right now, our main focus is on wild land fire training, and coordination with the Stillwater fire unit of the DNRC. The wild land fire danger is likely to be extreme going into the fall season, so I ask everyone to be careful with any fire you might start, but also to be on the lookout for any signs of a fire. If you see billowing smoke or flames, please call 911 or call the DNRC Stillwater Office at 881-2371.

I hope everyone enjoys the remainder of the summer. Please be safe!

Best Wishes from Olney Fire and Ambulance,

Wayne Rehmert, Chief

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## **Fire District Financial Update**

The District Trustees have just approved the budget for the 2019 fiscal year, which began on July 1<sup>st</sup>. We are pleased to report that the tax levy request to Flathead County is slightly lower than last year's levy, and 10% lower than the levy for the year before last. We are very focused on minimizing the tax burden on our District residents, especially as our tax base is probably the smallest of all fire districts in the County.

At the same time, we are not financially constraining the department's ability to perform its mission, and our financial condition is the best it has been in many years. We start the fiscal year with a \$34,000 cash balance, while adding \$20,000 to our Capital Improvement Fund over the past year. And finally, our building and vehicle fleet are being maintained in excellent condition.