

**OLNEY RURAL FIRE DISTRICT
MINUTES OF MEETING OF BOARD OF TRUSTEES
JUNE 10, 2019 AT OLNEY FIRE HALL**

Call to Order: 7 pm

Trustees present: Chair Donna Maddux, Secretary Paul Jeremiassen, Trustees Norma McBroom and Gary Hill. Trustee Keith Kastner was absent.

Department Members: Wayne Rehmert and Jordon Carr

Community Members: None

Secretary's Report

Motion to approve Minutes of the May meeting made by Jeremiassen; seconded by Hill; carried unanimously.

Bills presented for payment - Lincoln Electric \$118.01 and CenturyLink \$122.39

Jeremiassen moved that the bills as presented be approved for payment; seconded by Hill; carried unanimously.

Preliminary 2020 budget presentation - Jeremiassen distributed a preliminary budget with notes, which are attached hereto. The budget must be submitted to the County by July 26th, so the final budget needs to be approved at the July 8th meeting. In order to budget for turnout gear and air tanks, a cost estimate should be obtained to support the budget amount. There were suggestions to include in the budget an amount to cover a school activity during Fire Prevention Week, to install a new locking/security system on the Fire Hall doors and to install a protective roof over the side entry door.

Reports and Information

Department call-outs in May - there were only 2 MVA call-outs, May 7th and May 17th on US 93.

Vehicle maintenance - Response Equipment Specialists (RES) is scheduled to perform maintenance on all vehicles on June 13th. Tender has slow leaking tire, which should be repaired in the course of having Les Schwab change out winter tires, hopefully during June.

Other reported actions - McBroom replaced the broken toilet seat in the Fire Hall bathroom; Jordon Carr and Levi Gress are planning to take the Wild Land Fire Fitness Test with the Stillwater unit of the DNRC; Maddux reported on the recent cleaning and planting of the Ida Hunnewell memorial garden between the Fire Hall and the Libby residence.

Unfinished Business

WEX fleet fuel cards - Jeremiassen reported that the WEX application has been submitted. A fuel card will be issued for each truck, and each member will have authority to refuel all vehicles.

Fire Hall memorial plaque - it appears that Richard Ottwell, an early Department volunteer who recently passed away, is the only name missing at this point.

New Business

Attendance at OES Board meeting - Maddux and Jeremiassen are planning to attend the Board meeting the following day (June 11th) at the County 911 Center. The most important issues to explore are 1) what role Olney can perform in responding to EMS calls; and 2) what will be our status going forward as relates to the EMS levy we have been receiving.

Hill volunteered to obtain the Marion department's operating procedures for our reference in updating our own procedures, once we have a clear understanding of our future role.

Craft show - McBroom proposes that a craft show be held in the Fire Hall on September 28th. She has already started to create interest in the show from potential participants.

Community building - there was short discussion about getting more community involvement by organizing a basic first aid class. The recent "Era of Mega Fires" film showing at the Fire Hall and the volunteers tending to the memorial garden are other examples of this effort.

There being no further comments or discussion, Maddux moved to **adjourn the meeting at 8:20 pm**; seconded by Hill; carried unanimously.

Submitted by Paul Jeremiassen, Secretary

Attachment: Preliminary FY 2020 Budget with notes

**OLNEY RURAL FIRE DISTRICT
PRELIMINARY BUDGET
FY 2020**

A/C	BUDGET LINE ITEM	FORECAST			FORECAST	PRELIM	ACTUAL
		4TH QUARTER	FULL YEAR	BUDGET	VS. BUDGET	FY 2020	THROUGH 3/31
10	EMS Levy	\$0	\$5,419	\$10,000	(\$4,581)	\$0	\$5,419
20	Entitlement	2,004	\$8,016	8,016	(0)	8,200	6,012
40	Interest Income	150	\$666	300	366	500	516
50	Other Revenue	1,954	\$2,189	1,000	1,189	1,500	235
60	Tax Revenue	18,000	\$45,367	45,000	367	40,000	27,367
	TOTAL REVENUE	22,108	61,657	64,316	(2,659)	50,200	39,549
100	Building Maintenance/Repair	0	2,077	2,500	(423)	500	2,077
200	Telephone/Internet	367	1,419	1,500	(81)	1,500	1,052
300	Contract Services - Plowing	175	1,600	1,000	600	1,500	1,425
400	Fire Equipment	0	0	1,500	(1,500)	5,000	0
500	Fuel	0	482	1,000	(519)	1,200	482
600	Insurance - Property/Liability	1,420	5,707	5,700	7	6,000	4,287
700	Land Lease	0	1,483	1,500	(17)	1,500	1,483
800	Electricity	240	1,089	1,500	(411)	1,200	849
900	Medical Supplies/Ambulance	0	131	1,500	(1,369)	0	131
1100	Miscellaneous Expenses	0	0	100	(100)	0	0
1200	Insurance - Accident/Sickness/Workers' Comp	0	1,698	1,800	(102)	1,500	1,698
1300	Propane	524	3,440	4,000	(560)	4,000	2,916
1400	Office Supplies/Computer/Copying	0	17	100	(83)	100	17
1500	Postage	0	50	250	(200)	250	50
1600	Radios/Pagers	0	370	1,500	(1,130)	0	370
1700	Recertification, Dues	0	0	400	(400)	0	0
1800	Training	0	0	1,500	(1,500)	1,500	0
1900	Turnout Gear	0	816	1,500	(684)	10,000	816
2000	Vehicle Maintenance	0	(4,531)	10,000	(14,531)	8,000	(4,531)
2100	Debt Service on Vehicles	0	28,419	28,419	(0)	28,567	28,419
	TOTAL EXPENSES	2,726	44,265	67,269	(23,004)	72,317	41,539
	NET REVENUE (EXPENSE)	\$19,382	\$17,392	(\$2,953)	\$20,345	(\$22,117)	(\$1,990)

FY 2020 Debt Service	
RescueTruck	14,295
Water Tender	14,272
Total	<u>28,567</u>

	BEGINNING CASH BALANCE	\$31,968	\$33,958	\$33,958	\$51,350
	NET REVENUE (EXPENSE)	19,382	17,392	(2,953)	(\$22,117)
2200	TRANSFER TO CIP FUND	0	0	(10,000)	(5000)
	ENDING CASH BALANCE	\$51,350	\$51,350	\$21,005	\$24,233
	Allowed Cash Reserve		\$25,756		\$25,772

OLNEY RFD
NOTES TO FY 2020 BUDGET DISCUSSION

1. FY 2019 ending cash balance. The ending balance assumes no additional expenses by June 30th after June 10th Board meeting. There may be some late items, notably expenses to perform vehicle maintenance that would reduce the balance. On the revenue side, we have not received the County info for May yet, so I have estimated interest income, the final quarterly entitlement payment and tax revenue collections. These figures should be fairly close.

2. Allowed cash reserve. Note that we will greatly exceed our allowed ending cash balance. This means our FY 2020 budget must result in bringing the cash balance on 6/30/20 within the allowed cash reserve.

3. Preliminary FY 2020 amounts. Many of the line item amounts I have included do not need much discussion, such as debt service, insurance premiums, and utilities – and constitute the bulk of the budget. The other significant items to consider in completing the budget are:

- a. CIP transfer (both for 2019 and 2020)
- b. Tax levy to request
- c. Fire equipment purchases
- d. Training
- e. Turnout gear

Each of these items requires a discussion and may involve tradeoff. The numbers I have presented are just examples and not my idea of what we should do.

The vehicle maintenance line item assumes we do two regular maintenances in the coming year, but if one is done this month some of that money would shift to this year.