

**OLNEY RURAL FIRE DISTRICT
MINUTES OF MEETING OF BOARD OF TRUSTEES
JULY 8, 2019 AT OLNEY FIRE HALL**

Call to Order: 7 pm

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

Department Members: Wayne Rehmert and Jordon Carr

Community Members: None

Secretary's Report

Motion to approve Minutes of the June meeting made by Hill; seconded by Kastner; carried unanimously.

Property/liability insurance renewal – Jeremiassen presented the renewal from VFIS for FY 2020, stating that there were no changes to the policy terms, with a small increase in the annual premium from \$5,567 to \$6,204. According to our agent, premiums are generally higher, but our increase was held down by the fact that we are not doing ambulance responses. Jeremiassen made a motion to approve the renewal for FY 2020; seconded by Hill; approved unanimously.

Bills presented for payment:

Response Equipment Specialists	\$4,296.38	Regular maintenance on all trucks
Lincoln Electric	\$96.90	June electricity
CenturyLink	\$122.3	June telephone/internet
VFIS	\$1,553	Quarterly installment of annual premium

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

Preliminary 2020 budget presentation update – Jeremiassen presented an updated budget proposal, attached hereto, which only had minor changes from the proposal presented in May. He briefly went over basis for the line items, and asked the Board to approve submitting the budget proposal to the County. In late August, the County will return the budget with the tax levy information for our final approval at the September meeting. Hill made a motion to approve the submission of the budget, as presented, to the County; seconded by Kastner; approved unanimously.

County OES meeting summary – Jeremiassen presented a written summary of the June 11th meeting, which is attached hereto. A lengthy discussion ensued as to the potential sale of the ambulance. It was generally agreed that the ambulance should be sold, with a minimum bid price of \$65,000. However, a formal vote on the sale was deferred until the August meeting, as it was not on the meeting agenda, and a notice to the community about the sale should be prepared in the interim. Maddox will prepare the notice for comment.

Reports and Information

Department call-outs in May – there were 4 responses in June, as detailed in the meeting agenda.

There was a discussion about the need to prepare a set of operating procedures for call-outs, especially as we do not have an EMS capability. Questions arise as to how much care can be provided by fire department volunteers as first responders before the arrival of an EMS unit; how many personnel are required to respond to any call-out; is it permissible to provide any transport when no licensed transport is available.

Unfinished Business

WEX fleet fuel cards – Jeremiassen stated that the fuel cards had just been received from WEX and our account has been activated. The cards were given to Carr for placing in each truck.

Fire Hall memorial plaque – McBroom has gathered additional names to be put on the memorial plaque. In addition to Richard Ottwell, who was identified at the June meeting, the names are Don Siers, Vernon Thoman, and Buzz Libby.

There was a brief discussion about using training in first aid, CPR and QPR as a means of Community Building.

Norma gave a short progress update on the planned September craft show.

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Kastner moved to adjourn the meeting at 8:40; seconded by McBroom; carried unanimously.

Submitted by Paul Jeremiassen, Secretary

Attachments:

Updated budget proposal for submission to County
Summary of County OES meeting

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

BUDGET LINE ITEM	FORECAST			FORECAST	PROPOSED	
	4TH QUARTER	FULL YEAR	BUDGET	VS. BUDGET	FY 2020	
EMS Levy	\$5,669	\$11,088	\$10,000	\$1,088	\$0	Actual 2019; No levy in 2020
Entitlement	2,004	\$8,016	8,016	(0)	8,100	Usually slight increase each yr
Interest Income	150	\$666	300	366	500	
Other Revenue	1,954	\$2,189	1,000	1,189	1,500	
Tax Revenue	17,000	\$44,367	45,000	(633)	40,000	Board determined
TOTAL REVENUE	26,776	66,326	64,316	2,010	50,100	
Building Maintenance/Repair	0	2,077	2,500	(423)	2,500	Painting; entry roof; door security
Telephone/Internet	367	1,419	1,500	(81)	1,500	
Contract Services - Plowing	175	1,600	1,000	600	1,500	
Fire Equipment	0	0	1,500	(1,500)	5,000	Air tanks
Fuel	33	514	1,000	(486)	1,200	
Insurance - Property/Liability	1,420	5,707	5,700	7	6,204	Actual per VFIS
Land Lease	0	1,483	1,500	(17)	1,500	
Electricity	240	1,089	1,500	(411)	1,250	
Medical Supplies/Ambulance	0	131	1,500	(1,369)	0	No EMS activity
Miscellaneous Expenses	0	0	100	(100)	500	
Insurance - Accident/Sickness/Workers' Comp	0	1,698	1,800	(102)	1,500	Fewer volunteers
Propane	524	3,440	4,000	(560)	4,000	
Office Supplies/Computer/Copying	0	17	100	(83)	0	
Postage	0	50	250	(200)	0	
Radios/Pagers	0	370	1,500	(1,130)	0	
Recertification, Dues	0	0	400	(400)	0	
Training	0	0	1,500	(1,500)	4,000	CPR; wilderness first aid
Turnout Gear	0	816	1,500	(684)	10,000	
Vehicle Maintenance	4,419	(111)	10,000	(10,111)	7,000	
Debt Service on Vehicles	0	28,419	28,419	(0)	28,567	
TOTAL EXPENSES	7,178	48,717	67,269	(18,552)	76,221	
NET REVENUE (EXPENSE)	\$19,598	\$17,609	(\$2,953)	\$20,562	(\$26,121)	

BEGINNING CASH BALANCE	\$31,968	\$33,958	\$33,958		\$51,567	
NET REVENUE (EXPENSE)	19,598	17,609	(2,953)		(\$26,121)	
TRANSFER TO CIP FUND	0	0	(10,000)		(5000)	Board determined
ENDING CASH BALANCE	\$51,566	\$51,567	\$21,005		\$20,446	

Allowed Cash Reserve

\$25,756

\$27,074

**OLNEY RURAL FIRE DISTRICT
SUMMARY OF OES MEETING
JUNE 11, 2019**

Prepared by Paul Jeremiassen
July 1, 2019

Donna Maddux and I went to the Flathead County 911 Center to attend a meeting of the Office of Emergency Services (OES) Board at the invitation of Rick Sacco, County EMS Manager. To our surprise, the Board meeting had been re-scheduled to the following week, so instead we met with Rick in his office. This summarizes the information from that meeting, but also from a subsequent telephone conversation I had with Rick.

Rick is the acting Manager; Lisa Swanson, the previous Manager, is no longer employed by the County, the search is in progress for a replacement. Rick is also the training officer for the Bad Rock Fire Department and does Fire/EMS training as an occupation.

I gave Rick a quick summary of the status of our District and Department:

Budget - \$67,000

Tax Levy - \$45,000

Assets – Fire Hall and six trucks in good condition

Volunteers – only 4 members; no EMTs and currently no Chief

EMS Status and Levy

We discussed our status relating to Emergency Medical Services (EMS). Since we have no EMTs, we are not operating our ambulance, and even though the State still has us listed with an active ambulance license, we understand that the State considers it suspended.

County OES distributes funds to County fire departments semi-annually for providing ambulance services, and also, at a lesser level, to departments which act as non-ambulance quick response units (QRU). The distribution to each department consists of a fixed portion and portion based on activity.

Rick indicated that Olney would receive some levy distribution for the 6 months ending in June, but could not specify what that would be yet, as the Board had not met. (In the later telephone conversation, he advised me that the amount would be \$5,668.50, which basically is the levy for ambulance transport for the entire period.)

He ultimately advised us that we would no longer qualify for any levy distribution, effective July 1st, either as an ambulance or QRU service. Subsequent to the meeting, I did some research on these qualifications under state law.

As it turns out, a QRU is not legally defined by Montana. The State issues licenses at a basic life saving (BLS) or advanced life saving (ALS) level for an ambulance service and a non-transporting medical unit (NTO). I suppose the County is using QRU as the equivalent to an NTO for purposes of determining the levy distribution.

To offer a licensed ambulance service at the BLS level, there must be at least 2 EMTs or 1 EMT and an EMR on board when a patient is loaded and/or transported in the ambulance.

To offer an NTO service, there must be at least 1 EMR on site.

EMT training is extensive and time-consuming to obtain a license. Training to become an EMR (emergency medical responder) is a lesser level of training, but still requires a minimum of 48 hours – 24 hours of classroom and 24 hours on line is Rick's recommended program.

Training Recommendations for Olney

Our department does not currently have the qualified personnel to perform any licensed EMS operations, and is not likely to have such capability for at least the next several years. However, when we are responding as the fire department component of callout, we can provide basic medical care (first aid/CPR) before the EMS component arrives, assuming our members have the requisite training.

Rick proposes that our best option, given our rural operating area, may be to conduct training in a course of Wilderness First Aid, which is designed for situations where hospital/medical resources generally are

not within an hour's reach. Otherwise, we should focus on fire training and training to perform the fire department component of non-fire calls, such as responses to motor vehicle accidents. This could include training with extrication equipment ("Jaws of Life") and a "doll house" training simulation. There are trainings, such as basic CPR, that could be offered to the community as means of promoting interest in the fire department.

Rick gave Donna some materials with respect to various training programs.

What about our ambulance?

Rick strongly recommends that we sell the ambulance, given that we are unlikely to be able to staff it properly to provide licensed ambulance service any time soon (we can always qualify at some point to become an NTO, which only requires EMR licensing and no ambulance). He emphasized that the value of an ambulance depreciates quickly with changes in technology.

I agree with Rick's recommendation. Proceeds from the sale of the ambulance could be used to pay down much of our remaining debt on the water tender, a significant part of our annual budget. In my telephone call with Rick, he suggested that we set a minimum price and invite (a statewide notice is sent out weekly from the County regarding sales of equipment).