

**OLNEY RURAL FIRE DISTRICT  
MINUTES OF MEETING OF BOARD OF TRUSTEES  
SEPTEMBER 9, 2019 AT OLNEY FIRE HALL**

**Call to Order:** 7 pm

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

Department Members: Wayne Rehmert, Jordon Carr, Levi Gress, and Matt Carr (member candidate).

Community Members: None

**Secretary's Report**

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

Bills presented for payment - 6 payments per attached schedule. Motion to approve the payments as presented made by Hill; seconded by Kastner; carried unanimously.

FY 2020 final budget – Jeremiassen presented the final budget, which has been updated by County Finance and returned for our approval. There were a number of adjustments from the budget originally sent to the County and explained by Jeremiassen:

EMS levy – the levy for the 2<sup>nd</sup> half of last fiscal year will be received in FY 2020; we will not be receiving any levy revenue in in FY 2020, since we have ceased providing EMS service.

Entitlement and interest – County Finance adjusted these figures with their estimates.

Other revenue – the amount was increased to \$5,000 due to the \$3,600 in revenue to be received from the DNRC for use of the water tender.

Fuel expense – increased to reflect the greater refueling activity already experienced this summer.

Radios/pagers expense – added \$250 to cover cost of battery replacements.

Jeremiassen presented for approval a resolution to approve the FY 2020 budget (attached hereto), as required by the County with the submission of the final budget. The resolution was unanimously approved.

**Reports and Information**

Callouts in August – 5 (2 wild fire, 2 motor vehicle accidents, 1 medical response support).

Maddux raised a concern that items are being borrowed from the Fire Hall without being checked out, and emphasized that all items that are removed must be listed on the form in the meeting room.

All 4 current Members attended the “Stop the Bleeding” training at KMRC during August. The feedback was that the training was good, and all are now qualified to apply tourniquets and pack wounds in an emergency, and also train others (although such training would need to be supervised by EMS personnel).

**Unfinished Business**

Update on ambulance sale – Jeremiassen reported that he had been in contact with Steve Apgar, our sales broker, just before the meeting, who indicated that he had a number of interested parties and expected some bids that he will open as scheduled on August 13<sup>th</sup>. In the event that no bids meeting our requirements are submitted, he proposes to put the sale offer on his website, AmbulanceTrader.com.

Department leadership – there was a discussion as to how the Department is functioning as a team without having a Chief. It is important to develop rules and procedures for emergency responses, but also for admitting new Members, training, and vehicle and equipment maintenance. This process will be the focus of the meeting to be held on September 30<sup>th</sup>. The Board needs to ensure that these rules and procedures are in place, but the Board does not operate the Department. In the absence of a Chief, the Members must agree on how the Department will be managed.

**New Business**

The members agreed to a training on suicide prevention (QPR – question, persuade and refer) to be held September 16<sup>th</sup> at 7 PM at the Fire Hall, which is being coordinated by Maddux. The training will be conducted by the Veterans Administration.

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**Other Comments**

McBroom said that there will be a dozen or more participants for the craft show to be held at the Fire Hall on September 28<sup>th</sup>. The charge is \$15 per participant.

Jeremiassen passed along information from Rick Sacca at County EMS about a leadership training, specifically designed for fire units by Montana State University, to be conducted in November (first of a three-part series). The information was passed on to Jordon Carr for his review and consideration to attend. There is no charge for the training.

Upon motion by Kastner and seconded by Jeremiassen, the meeting was adjourned at 8:10.

Submitted by Paul Jeremiassen, Secretary

**Attachment:**

Bills presented for payment

Resolution to approve FY 2020 budget

**OLNEY FIRE DISTRICT  
TRANSACTION REGISTER  
FY 2020**

CHECK #	DATE	PAID TO/RECEIVED FROM	DEBIT	CREDIT	A/C CODE	CASH BAL	DESCRIPTION
5195	8/16/19	Wayne Rehmert	20.00		1800	39,035.28	Per diem for Stop the Bleed training at KMRC (dinner)
5196	8/16/19	Norma McBroom	20.00		1800	39,015.28	Per diem for Stop the Bleed training at KMRC (dinner)
5197	8/16/19	Jordon Carr	20.00		1800	38,995.28	Per diem for Stop the Bleed training at KMRC (dinner)
5198	8/16/19	Levi Gress	20.00		1800	38,975.28	Per diem for Stop the Bleed training at KMRC (dinner)
5199	9/9/19	CenturyLink	133.49		200	38,841.79	August telephone/internet
5200	9/9/19	Lincoln Electric	96.71		800	38,745.08	August electricity
5201	9/9/19	Response Equip Specialists	300.00		2000	38,445.08	Pump test on pumper truck
5202	9/9/19	WEX Bank	183.48		500	38,261.60	August fuel

**OLNEY RURAL FIRE DISTRICT**  
**Resolution to Approve Fiscal Year 2020 Budget**

WHEREAS, Board of Trustees (the Board”) has the power and duty under MCA 7-33-2105 to prepare annual budgets and request 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 2020, and actual revenues and expenditures for Fiscal Year 2019; and

WHEREAS, the Board recognizes the projected revenue for Fiscal Year 2020 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 2020 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 9<sup>th</sup> day of September 2019, and effective as of July 1, 2019.

OLNEY RURAL FIRE DISTRICT  
BOARD OF TRUSTEES

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

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

**FLATHEAD COUNTY BUDGET ESTIMATES FY 2020**

FUND NAME: OLNEY FIRE

FUND NUMBER: 7218

	Prior Year Budget FY19	Dept Request	Final Budget FY20
<b>NON-TAX REVENUE</b>			
EMS Levy	\$ 10,000	\$ 5,669	\$ 5,669
Entitlement	8,016	8,100	8,247
Interest	300	500	600
Other Revenue	1,000	5,000	5,000
<b>Total Non-Tax Revenue</b>	\$ 19,316	\$ 19,269	\$ 19,516
<b>TAX REVENUE</b>	<b>Mill Levy</b>		
Tax/Assessment Revenue =	122.9	\$ 45,000	\$ 40,000
2019 Taxable Value =	325,480		\$ 40,001
<b>Total Tax Revenue</b>	\$ 45,000	\$ 40,000	\$ 40,001
<b>TOTAL REVENUE</b>	\$ 64,316	\$ 59,269	\$ 59,517
<b>OTHER RESOURCES</b>			
INTERCAP loan proceeds			
Cash available @ June 30th	\$ 37,486	\$ 48,905	\$ 48,905
Less outstanding warrants @ June 30th	3,528	4,296	4,296
<b>Total Other Resources</b>	\$ 33,958	\$ 44,609	\$ 44,609
<b>TOTAL RESOURCES</b>	\$ 98,274	\$ 103,878	\$ 104,127

<b>MAINTENANCE &amp; OPERATION EXPENDITURES</b>			
Building Maintenance	\$ 2,500	\$ 2,500	\$ 2,500
Telephone/Internet	1,500	1,500	1,500
Contract Services for Snowplowing	1,000	1,500	1,500
Fire Equipment	1,500	5,000	5,000
Fuel	1,000	1,700	1,700
Insurance-Property/Liability	5,700	6,204	6,204
Land Lease	1,500	1,500	1,500
Electricity	1,500	1,250	1,250
Medical Supplies, Ambulance	1,500	-	-
Misc Expense	100	500	500
Insurance-Accident & Sickness/Workers' Comp	1,800	1,500	1,500
Propane	4,000	4,000	4,000
Office Supplies/Computer	100	-	-
Postage	250	-	-
Radios/Pagers	1,500	250	250
Recertification, Dues	400	-	-
Training	1,500	4,000	4,000
Turnout Gear	1,500	10,000	10,000
Vehicle Maintenance	10,000	7,000	7,000
Vehicle Debt Service	28,419	28,567	28,567
<b>Total Maintenance &amp; Operation Expenditures</b>	\$ 67,269	\$ 76,971	\$ 76,971
<b>TRANSFER TO CAPITAL IMPROVEMENT FUND</b>			
Transfer to CIP Fund 7239	\$ 10,000	\$ 5,000	\$ 5,000
<b>Total Transfers</b>	\$ 10,000	\$ 5,000	\$ 5,000
<b>TOTAL EXPENDITURES</b>	\$ 77,269	\$ 81,971	\$ 81,971

<b>CASH RESERVE</b> (projected ending cash balance)	\$ 21,005	\$ 21,907	\$ 22,156
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Allowed Cash Reserve	25,756.33	27,323.67
Projected Cash Reserve %	27.18%	27.03%

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

**FLATHEAD COUNTY BUDGET ESTIMATES FY 2020**

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

**FUND NUMBER: 7239**

	<b>Prior Year Budget FY19</b>	<b>Dept Request</b>	<b>Final Budget FY20</b>
<b>NON-TAX REVENUE</b>			
Interest Revenue	\$ 100	\$ 500	\$ 500
Total Non-Tax Revenue	\$ 100	\$ 500	\$ 500
<b>TOTAL REVENUE</b>	\$ 100	\$ 500	\$ 500
<b>OTHER RESOURCES</b>			
Transfer in from 7218	\$ 10,000	\$ 5,000	\$ 5,000
Cash available @ June 30th	25,369	25,881	25,881
Total Other Resources	\$ 35,369	\$ 30,881	\$ 30,881
<b>TOTAL RESOURCES</b>	\$ 35,469	\$ 31,381	\$ 31,381
<b>CAPITAL OUTLAY</b>			
Total Capital Outlay	\$ -	\$ -	\$ -
<b>TOTAL EXPENDITURES</b>	\$ -	\$ -	\$ -
<b>CASH RESERVE (projected ending cash balance)</b>	\$ 35,469	\$ 31,381	\$ 31,381

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

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