

**OLNEY RURAL FIRE DISTRICT
MINUTES OF MEETING OF BOARD OF TRUSTEES
FEBRUARY 10, 2020 AT OLNEY FIRE HALL**

Call to Order: 7:00 pm

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

Department Members: Jordon Carr, Wayne Rehmert, Levi Gress

Community Members: None

Secretary's Report

Minutes of January meeting: motion to approve the minutes made by Hill; seconded by McBroom; carried unanimously.

Bills presented for payment: Jeremiassen presented bills for payment, as attached. Motion to approve the payments as presented was made by Jeremiassen; seconded by Hill; carried unanimously.

FY 2020 budget forecast update: Jeremiassen presented an updated forecast, as attached hereto. The actual YTD amounts include payments approved at the meeting, but exclude January receipts not yet reported from the County (interest on cash deposits and property tax collections). The biggest spending items to be determined in the final results are highlighted – building maintenance/repair, fire equipment purchases, training, turnout gear purchases, vehicle maintenance, and CIP fund transfer – totaling nearly \$30,000 in remaining budget. Because of the unbudgeted sale of the ambulance and subsequent payoff of all our debt, we will need to approve a revised budget before the June 30th yearend.

Reports

Call outs: 7 calls during December - 2 medical assists (1 was no response), 4 motor vehicle accidents, and 1 smoke investigation (called off before responding)

Department report presented by Jordon Carr:

Membership – we have 2 new candidates, both residing on Martin Camp Road.

Carbon monoxide detectors – Carr will purchase 2 detectors for the Fire Hall.

SCBA (air bottles) – Carr said that we need 15 bottles; we have 6 bottles recently hydro tested by RES and good for about another year. Hill made a motion to purchase 9 aluminum bottles from Mahugh; seconded by Jeremiassen; approved unanimously. We should also install a ventilation pipe to evacuate vehicle fumes from the building to avoid contaminating air used in the bottles.

CPR training – Carr has found an instructor for a course to provide onsite CPR training. Maddux emphasized that we need a certified instructor; Carr said that he is certified.

Unfinished Business

Standard operating procedures – nothing to report. Maddux raised a concern about passengers (other than Department personnel) riding in response vehicles and the use of private vehicles in responding. This relates to what is covered by our insurance, what legal liabilities are involved, and how does our community perceive the use of the First Responder vehicle. This should be covered in our SOP document.

Open Trustee seat: still no information on anyone filing for open seat in the May election, with the deadline on February 10th. If no one files, after the election the County Supervisors will appoint someone to fill the seat if they receive any letter of interest from a qualified community member (who either holds property or resides in our fire district).

New Business

Angie Storkson (former community resident) has requested the use of tables and chairs from the Fire Hall for a wedding of her daughter at the Stillwater Bar in early June. Maddux moved to approve the request, subject to a \$50 deposit; seconded by Jeremiassen; approved unanimously.

There being no further business, McBroom moved to adjourn the meeting at 8:05 pm; seconded by Hill; approved unanimously.

Submitted by Paul Jeremiassen, Secretary

Attachments:

February payments

FY 2020 budget forecast update

**OLNEY FIRE DISTRICT
TRANSACTION REGISTER
FY 2020**

CLRD	CHECK #	DATE	PAID TO/RECEIVED FROM	DEBIT	CREDIT	A/C CODE	CASH BAL	DESCRIPTION
		7/1/19	BEGINNING CASH				44,609.00	County Balance \$48,905.38 (o/s check # 5184 \$4296.38)
X	5185	7/8/19	Lincoln Electric	96.90		800	44,512.10	June electricity
X	5186	7/8/19	CenturyLink	122.39		200	44,389.71	June telephone/internet
X	5187	7/8/19	VFIS	1,553.00		600	42,836.71	1st quarter installment - property/liability insurance
X	RECEIPT	7/31/19	Flathead County		4,245.70	60	47,082.41	Collected property taxes
X	5188	8/12/19	US Bank Lockbox CM 9695	7,144.26		2100	39,938.15	Semi-annual Loan pmt on Water Tender
X	5189	8/12/19	Lincoln Electric	92.59		800	39,845.56	July electricity
X	5190	8/12/19	CityServiceValcon	270.00		1300	39,575.56	Propane - 200 gals @ \$1.35
X	5191	8/12/19	CenturyLink	123.49		200	39,452.07	July telephone/internet
X	5192	8/12/19	WEX Bank	336.79		500	39,115.28	July fuel card purchases
X	5193	8/12/19	Paul Jeremiassen	22.00		1100	39,093.28	40 postage stamps
X	5194	8/12/19	Norma McBroom	38.00		1100	39,055.28	Fire Fighter Perpetual Plaque engraving
X	RECEIPT	8/13/19	Flathead County		95.07	40	39,150.35	Interest on cash deposits
X	5195	8/16/19	Wayne Rehmert	20.00		1800	39,130.35	Per diem for Stop the Bleed training at KMRC (dinner)
X	5196	8/16/19	Norma McBroom	20.00		1800	39,110.35	Per diem for Stop the Bleed training at KMRC (dinner)
X	5197	8/16/19	Jordon Carr	20.00		1800	39,090.35	Per diem for Stop the Bleed training at KMRC (dinner)
X	5198	8/16/19	Levi Gress	20.00		1800	39,070.35	Per diem for Stop the Bleed training at KMRC (dinner)
X	DEP 01	8/29/19	DNRC		3,604.00	50	42,674.35	Use of Water Tender - 34 hours @ \$106
X	RECEIPT	8/30/19	Flathead County		1,031.60	60	43,705.95	Collected property taxes
X	5199	9/9/19	CenturyLink	133.49		200	43,572.46	August telephone/internet
X	5200	9/9/19	Lincoln Electric	96.71		800	43,475.75	August electricity
X	5201	9/9/19	Response Equip Specialists	300.00		2000	43,175.75	Pump test on pumper truck
X	5202	9/9/19	WEX Bank	183.48		500	42,992.27	August fuel
X	RECEIPT	9/10/19	Flathead County		84.49	40	43,076.76	Interest on cash deposits
X	RECEIPT	9/17/19	State of Montana		2,061.82	20	45,138.58	Entitlement payment - Q1/FY2020
X	DEP 02	9/27/19	Pioneer Medical Center		107,000.00	70	152,138.58	Proceeds from sale of ambulance
X	RECEIPT	9/30/19	Flathead County		5,668.50	10	157,807.08	EMS levy for 2nd half FY2019
X	RECEIPT	9/30/19	Flathead County		402.45	60	158,209.53	Collected property taxes
X	RECEIPT	10/7/19	Flathead County		72.87	40	158,282.40	Interest on cash deposits
X	5203	10/14/19	Response Equip Specialists	512.83		2000	157,769.57	Water Tender rear wheel and brakes
X	5204	10/14/19	VFIS	612.00		1200	157,157.57	Accident/Sickness policy annual renewal 10/1/19
X	5205	10/14/19	Alert-All Corp	255.00		1100	156,902.57	Fire safety materials for Halloween outreach
X	5206	10/14/19	WEX Bank	142.40		500	156,760.17	Sept fuel card purchases
X	5207	10/14/19	US Bank Lockbox CM 9695	97,614.78		2100	59,145.39	Prepay entire Water Tender loan plus accrued interest
X	5208	10/14/19	Appgar Ambulance	2,675.00		70	56,470.39	Brokerage fee on ambulance sale - 2.5% of \$107,000
X	5209	10/14/19	CenturyLink	133.49		200	56,336.90	Sept phone/internet
X	5210	10/14/19	Lincoln Electric	87.03		800	56,249.87	Sept electricity
X	5211	10/14/19	VFIS	1,553.00		600	54,696.87	2nd quarter installment - property/liability insurance
X	RECEIPT	10/31/19	Flathead County		256.43	60	54,953.30	Collected property taxes
X	DEP03	11/6/19	US Bank		600.10	2100	55,553.40	Refund of overpayment on Water Tender loan
X	5212	11/11/19	Lincoln Electric	100.32		800	55,453.08	October Electricity
X	5213	11/11/19	CityServiceValcon	601.83		1300	54,851.25	Propane - 390.8 gals @ \$1.54
X	5214	11/11/19	CenturyLink	133.62		200	54,717.63	October telephone/internet
X	RECEIPT	11/12/19	Flathead County		177.75	40	54,895.38	Interest on cash deposits
X	5215	11/26/19	Montana State Fund	435.93		1200	54,459.45	Workers Comp Prem Installment
X	DEP04	11/26/19	VFIS		587.00	600	55,046.45	Prop/Liability Prem Refund - Ambulance removal
X	RECEIPT	11/29/19	Flathead County		13,667.21	60	68,713.66	Collected property taxes
X	5216	12/9/19	Response Equip Specialists	1,360.82		2000	67,352.84	First Responder Brakes; Water Tender on-spot chain;batteries
X	5217	12/9/19	CityServiceValcon	354.20		1300	66,998.64	230 gals @ \$1.54
X	5218	12/9/19	WEX Bank	199.32		500	66,799.32	Nov fuel bill
X	5219	12/9/19	Lincoln Electric	100.55		800	66,698.77	Nov electricity
X	5220	12/9/19	CenturyLink	133.62		200	66,565.15	Nov telephone/internet
X	5221	12/9/19	Cosner Comtech	680.00		1600	65,885.15	10 radio batteries
X	RECEIPT	12/16/19	Flathead County		97.35	40	65,982.50	Interest on cash deposits
X	RECEIPT	12/23/19	State of Montana		2,061.82	20	68,044.32	Entitlement payment - Q2/FY2020
X	RECEIPT	12/31/19	Flathead County		7,643.65	60	75,687.97	Collected property taxes
	5222	1/6/20	Community First Natl Bk	14,295.10		2100	61,392.87	Final payment - Rescue Truck lease
	5223	1/13/20	WEX Bank	198.16		500	61,194.71	December Fuel Bill
	5224	1/13/20	CityServiceValcon	616.00		1300	60,578.71	400 gals @ \$1.54
	5225	1/13/20	Lincoln Electric	117.26		800	60,461.45	December electricity
	5226	1/13/20	CenturyLink	133.62		200	60,327.83	December telephone/internet
	5227	1/13/20	Rocky Gress	100.00		300	60,227.83	2 plowings @ \$50
	5228	1/13/20	Response Equip Specialists	425.16		2000	59,802.67	Replace 2 rear wheel seal gaskets
	5229	1/13/20	VFIS	1,553.00		600	58,249.67	3rd quarterly premium property/liability insurance
	5230	2/3/20	Montana State Fund	30.49		1200	58,219.18	Workers Comp Prem Installment
	5231	2/10/20	CityServiceValcon	631.40		1300	57,587.78	Propane - 410 gals @ \$1.54
	5232	2/10/20	Lincoln Electric	101.73		800	57,486.05	January electricity
	5233	2/10/20	DNRC Trust Land Mgmt Div	1,512.70		700	55,973.35	Annual property lease
	5234	2/10/20	Rocky Gress	450.00		300	55,523.35	Season through Jan 28th snow removal less prior \$100 pmt
	5235	2/10/20	Mahugh Fire & Safety	995.00		400	54,528.35	5 LED box lights for vehicles
	5236	2/10/20	Mahugh Fire & Safety	120.00		2000	54,408.35	Hydro test of 6 air tanks
	5237	2/10/20	Paul Jeremiassen	22.00		1100	54,386.35	Reimbursement for postage - 2 books/40 stamps
	5238	2/10/20	CenturyLink	132.88		200	54,253.47	January telephone/internet
	5239	2/10/20	Nelson's Ace Hardware	65.78		100	54,187.69	Parts for bathroom faucet repair
	5240	2/10/20	Response Equip Specialists	357.21		2000	53,830.48	Alternator & belt tensioner for rescue truck
	5241	2/10/20	WEX Bank	92.33		500	53,738.15	January fuel bill

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

A/C	BUDGET LINE ITEM	FY 2020					
		ACTUAL YTD	BUDGET	ACT VS BUD	YEAR F/C	F/C VS BUD	
10	EMS Levy	5,669	\$5,669	0	\$5,669	\$0	
20	Entitlement	4,124	8,247	-4,123	4,124	(4,123)	
40	Interest Income	528	600	-72	1,000	400	
50	Other Revenue	3,604	5,000	-1,396	5,000	0	
60	Tax Revenue	27,247	40,001	-12,754	43,000	2,999	
70	Net Proceeds from Ambulance Sale	104,325	0	104,325	104,325	104,325	
	TOTAL REVENUE	145,496	59,517	85,979	163,118	103,601	
100	Building Maintenance/Repair	66	2,500	-2,434	2,500	0	2,434
200	Telephone/Internet	1,047	1,500	-453	1,600	100	
300	Contract Services - Plowing	550	1,500	-950	1,500	0	
400	Fire Equipment	995	5,000	-4,005	5,000	0	4,005
500	Fuel	1,152	1,700	-548	1,700	0	
600	Insurance - Property/Liability	4,072	6,204	-2,132	5,625	(579)	
700	Land Lease	1,513	1,500	13	1,513	13	
800	Electricity	793	1,250	-457	1,250	0	
1100	Miscellaneous Expenses	337	500	-163	500	0	
1200	Insurance - Accident/Sickness/Workers' Comp	1,078	1,500	-422	1,078	(422)	
1300	Propane	2,473	4,000	-1,527	4,000	0	
1600	Radios/Pagers	680	250	430	1,000	750	
1700	Recertification, Dues	0	0	0	0	0	
1800	Training	80	4,000	-3,920	4,000	0	3,920
1900	Turnout Gear	0	10,000	-10,000	10,000	0	10,000
2000	Vehicle Maintenance	3,076	7,000	-3,924	7,000	0	3,924
2100	Debt Service on Vehicles	118,454	28,567	89,887	118,454	89,887	
	TOTAL EXPENSES	136,367	76,971	59,396	166,720	89,749	
	NET REVENUE (EXPENSE)	\$9,129	(\$17,454)	\$26,584	(\$3,602)	\$13,852	

	BEGINNING CASH BALANCE	44,609	\$44,609	\$0	\$44,609	\$0	
	NET REVENUE (EXPENSE)	\$9,129	(\$17,454)	26,583	(\$3,602)	\$13,852	
2200	TRANSFER TO CIP FUND	0	(5000)	5,000	(5000)	0	5,000
	ENDING CASH BALANCE	\$53,738	\$22,155	\$31,583	\$36,007	\$13,852	29,283
	ALLOWED CASH RESERVE (1/3 of Expenses)		\$27,324		\$57,240		

**TRANSACTION REGISTER
AS OF FEB 10, 2020**

CHECK #	DATE	PAID TO/RECEIVED FROM	DEBIT	CREDIT	A/C CODE	A/C Subtotal	DESCRIPTION
RECEIPT	9/30/19	Flathead County		5,668.50	10	5,668.50	EMS levy for 2nd half FY2019
RECEIPT	9/17/19	State of Montana		2,061.82	20		Entitlement payment - Q1/FY2020
RECEIPT	12/23/19	State of Montana		2,061.82	20	4,123.64	Entitlement payment - Q2/FY2020
RECEIPT	8/13/19	Flathead County		95.07	40		Interest on cash deposits
RECEIPT	9/10/19	Flathead County		84.49	40		Interest on cash deposits
RECEIPT	10/7/19	Flathead County		72.87	40		Interest on cash deposits
RECEIPT	11/12/19	Flathead County		177.75	40		Interest on cash deposits
RECEIPT	12/16/19	Flathead County		97.35	40	527.53	Interest on cash deposits
DEP 01	8/29/19	DNRC		3,604.00	50	3,604.00	Use of Water Tender - 34 hours @ \$106
RECEIPT	7/31/19	Flathead County		4,245.70	60		Collected property taxes
RECEIPT	8/30/19	Flathead County		1,031.60	60		Collected property taxes
RECEIPT	9/30/19	Flathead County		402.45	60		Collected property taxes
RECEIPT	10/31/19	Flathead County		256.43	60		Collected property taxes
RECEIPT	11/29/19	Flathead County		13,667.21	60		Collected property taxes
RECEIPT	12/31/19	Flathead County		7,643.65	60	27,247.04	Collected property taxes
DEP 02	9/27/19	Pioneer Medical Center		107,000.00	70		Proceeds from sale of ambulance
5208	10/14/19	Apgar Ambulance	2,675.00		70	104,325.00	Brokerage fee on ambulance sale - 2.5% of \$107,000
5239	2/10/20	Nelson's Ace Hardware	65.78		100	65.78	Parts for bathroom faucet repair
5186	7/8/19	CenturyLink	122.39		200		June telephone/internet
5191	8/12/19	CenturyLink	123.49		200		July telephone/internet
5199	9/9/19	CenturyLink	133.49		200		August telephone/internet
5209	10/14/19	CenturyLink	133.49		200		Sept phone/internet
5214	11/11/19	CenturyLink	133.62		200		October telephone/internet
5220	12/9/19	CenturyLink	133.62		200		Nov telephone/internet
5226	1/13/20	CenturyLink	133.62		200		December telephone/internet
5238	2/10/20	CenturyLink	132.88		200	1,046.60	January telephone/internet
5227	1/13/20	Rocky Gress	100.00		300		2 plowings @ \$50
5234	2/10/20	Rocky Gress	450.00		300	550.00	Season through Jan 28th snow removal less prior \$100 pmt
5235	2/10/20	Mahugh Fire & Safety	995.00		400	995.00	5 LED box lights for vehicles
5192	8/12/19	WEX Bank	336.79		500		July fuel card purchases
5202	9/9/19	WEX Bank	183.48		500		August fuel
5206	10/14/19	WEX Bank	142.40		500		Sept fuel card purchases
5218	12/9/19	WEX Bank	199.32		500		Nov fuel bill
5223	1/13/20	WEX Bank	198.16		500		December Fuel Bill
5241	2/10/20	WEX Bank	92.33		500	1,152.48	January fuel bill
5187	7/8/19	VFIS	1,553.00		600		1st quarter installment - property/liability insurance
5211	10/14/19	VFIS	1,553.00		600		2nd quarter installment - property/liability insurance
DEP04	11/26/19	VFIS		587.00	600		Prop/Liability Prem Refund - Ambulance removal
5229	1/13/20	VFIS	1,553.00		600	4,072.00	3rd quarterly premium property/liability insurance
5233	2/10/20	DNRC Trust Land Mgmt Div	1,512.70		700	1,512.70	Annual property lease
5185	7/8/19	Lincoln Electric	96.90		800		June electricity
5189	8/12/19	Lincoln Electric	92.59		800		July electricity
5200	9/9/19	Lincoln Electric	96.71		800		August electricity
5210	10/14/19	Lincoln Electric	87.03		800		Sept electricity
5212	11/11/19	Lincoln Electric	100.32		800		October Electricity
5219	12/9/19	Lincoln Electric	100.55		800		Nov electricity
5225	1/13/20	Lincoln Electric	117.26		800		December electricity
5232	2/10/20	Lincoln Electric	101.73		800	793.09	January electricity
5193	8/12/19	Paul Jeremiassen	22.00		1100		40 postage stamps
5194	8/12/19	Norma McBroom	38.00		1100		Fire Fighter Perpetual Plaque engraving
5205	10/14/19	Alert-All Corp	255.00		1100		Fire safety materials for Halloween outreach
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5204	10/14/19	VFIS	612.00		1200		Accident/Sickness policy annual renewal 10/1/19
5215	11/26/19	Montana State Fund	435.93		1200		Workers Comp Prem Installment
5230	2/3/20	Montana State Fund	30.49		1200	1,078.42	Workers Comp Prem Installment
5190	8/12/19	CityServiceValcon	270.00		1300		Propane - 200 gals @ \$1.35
5213	11/11/19	CityServiceValcon	601.83		1300		Propane - 390.8 gals @ \$1.54
5217	12/9/19	CityServiceValcon	354.20		1300		230 gals @ \$1.54
5224	1/13/20	CityServiceValcon	616.00		1300		400 gals @ \$1.54
5231	2/10/20	CityServiceValcon	631.40		1300	2,473.43	Propane - 410 gals @ \$1.54
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5197	8/16/19	Jordon Carr	20.00		1800		Per diem for Stop the Bleed training at KMRC (dinner)
5198	8/16/19	Levi Gress	20.00		1800	80.00	Per diem for Stop the Bleed training at KMRC (dinner)
5201	9/9/19	Response Equip Specialists	300.00		2000		Pump test on pumper truck
5203	10/14/19	Response Equip Specialists	512.83		2000		Water Tender rear wheel and brakes
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5236	2/10/20	Mahugh Fire & Safety	120.00		2000		Hydro test of 6 air tanks
5240	2/10/20	Response Equip Specialists	357.21		2000	3,076.02	Alternator & belt tensioner for rescue truck
5188	8/12/19	US Bank Lockbox CM 9695	7,144.26		2100		Semi-annual Loan pmt on Water Tender
5207	10/14/19	US Bank Lockbox CM 9695	97,614.78		2100		Prepay entire Water Tender loan plus accrued interest
DEP03	11/6/19	US Bank		600.10	2100		Refund of overpayment on Water Tender loan
5222	1/6/20	Community First Natl Bk	14,295.10		2100	118,454.04	Final payment - Rescue Truck lease