

**OLNEY RURAL FIRE DISTRICT
MINUTES OF MEETING OF BOARD OF TRUSTEES
FEBRUARY 10, 2021 AT OLNEY FIRE HALL**

Call to Order: 7:00 pm

Trustees present: Chair Gary Hill; Secretary Paul Jeremiassen, and Trustee Norma McBroom. There are currently two vacancies on the Board.

Department Members: Chief Jordon Carr

Community Members: None

Approval of Minutes: As there were no changes proposed for the minutes of the December meeting prepared by Jeremiassen, he moved to approve the January meeting minutes as presented; seconded by Hill; carried unanimously.

Presentation of Claims and Bills: Jeremiassen presented bills for payment, as attached. In addition, a payment was made to Montana State Fund (final annual premium installment of \$125.77) prior to the meeting, because it would have been received after the due date if issued after the meeting, risking a notice of cancellation of coverage. Jeremiassen moved to approve the payment of bills as presented; seconded by McBroom; carried unanimously.

Correspondence: None

Reports: Jeremiassen presented a year-to-date budget report (attached), which includes all transactions for the fiscal year through the payments issued at this meeting. Total revenues and expenses are in good shape for the year. The vehicle repair and maintenance expenses are significantly over budget, even as the routine annual maintenance has mainly yet to be performed. Even so, the remainder of the expenditure line items are well under budget in total, more than offsetting the repair and maintenance expenditures. Collected tax levies will be over budget, as most of the overdue amounts at the beginning of the year have been collected already and the May due date collections are yet to come.

Unfinished Business:

Trustee elections – the deadline for applications for the May election was February 8th. Although there were some application forms taken from the envelope at the Post Office, it is unknown whether anyone actually completed one and send it to the County. McBroom confirmed that she sent an application for re-election, as her current term will be expiring.

New Business:

Recordkeeping – Hill briefly raised this subject at the last January meeting when Chief Carr was absent. He emphasized to the Chief that we need to have the following records maintained:

1. Training activity – this should be reported at the Trustee meetings each month, supported by records (which also would be necessary to support annual qualification for retirement benefit credit with the Montana Public Employees Retirement System, something we are not able to do currently).
2. Vehicle logs – we have an existing log for vehicle use, but it is not being consistently maintained.
3. Fire Hall logs – we formerly had logs for Fire Hall use and borrowing of chairs, tables, etc., by community members. Those have not been used lately.

Chief's Report:

Callouts – McBroom gave a summary of callouts in January: 2 callouts – 1 motor vehicle accident and 1 suspected structure fire.

Radio grant – Chief Carr discussed a FEMA grant to acquire mobile radios as part of a coordinated countywide effort, as outlined in the attached Memorandum of Understanding. Under this grant, our District will receive a total of 9 radios. Our District will be responsible for 10% matching share of the cost. Jeremiassen asked the Chief to forward to him the full details by e-mail.

Scene light purchase – Jordon found a solution for the scene lights to be added to the pumper engine (discussed in a previous meeting) on Amazon for \$400. Jeremiassen made a motion to cut a check for \$400 to Carr to fund the purchase on Amazon; seconded by McBroom; carried unanimously.

Volunteer status – Chief Carr said that there are still 5 Members. Another volunteer, who was in a probationary status, left after about 2 weeks. A former member, Jeremy Goodin, has expressed a desire to rejoin the Department, although he is not sure how much time he can contribute given his schedule. Carr is to follow up to determine if it makes sense for him to join.

Other Comments: Hill said that he will be out of town on the day of the next scheduled meeting. It was agreed that the March meeting would be held on Monday, March 8th, instead of Wednesday, March 10th, in order to have a quorum to conduct business.

As no further items were presented for discussion, the meeting was adjourned at 7:50 pm.

Submitted by Paul Jeremiassen, Secretary

Attachments

February payment of bills

YTD Budget Report

Radio Grant MOU

Next meeting: Monday, March 8th

**OLNEY FIRE DISTRICT
TRANSACTION REGISTER
FY 2021**

CLRD	CHECK #	DATE	PAID TO/RECEIVED FROM	DEBIT	CREDIT	A/C CODE	CASH BAL	DESCRIPTION
	5317	2/10/21	WEX Bank	63.67		500	56,411.47	January fuel
	5318	2/10/21	DNRC - Trust Land Mgmt Div	1,542.95		700	54,868.52	Annual ground lease
	5319	2/10/21	Rocky Gress	150.00		300	54,718.52	Plowing - 3 times @ \$50
	5320	2/10/21	Nelson's Ace Hardware	30.85		1000	54,687.67	Misc supplies
	5321	2/10/21	CityServiceValcon	348.00		1300	54,339.67	Propane - 200 gals @ \$1.74
	5322	2/10/21	Lincoln Electric	107.27		800	54,232.40	January electricity
	5323	2/10/21	CenturyLink	134.98		200	54,097.42	January telephone/internet

**OLNEY RURAL FIRE DISTRICT
YTD BUDGET REPORT
FY 2021**

AS OF 2/10/21

A/C	BUDGET LINE ITEM	FY 2021		ACTUAL OVER
		BUDGET	YTD ACTUAL	(UNDER) BUDGET
20	Entitlement	8,464	4,232	(4,232)
40	Interest Income	950	146	(804)
50	Other Revenue	0	1,171	1,171
60	Tax Revenue	24,001	23,119	(882)
	TOTAL REVENUE	33,415	28,667	(4,748)
100	Building Maintenance/Repair	5,000	3,360	(1,640)
200	Telephone/Internet	1,700	1,071	(629)
300	Contract Services - Plowing	1,500	450	(1,050)
400	Fire Equipment	5,000	177	(4,823)
500	Fuel	2,500	650	(1,850)
600	Insurance - Property/Liability	6,100	4,521	(1,579)
700	Land Lease	1,600	1,543	(57)
800	Electricity	1,400	770	(630)
1000	Fire Hall Supplies	500	98	(402)
1100	Miscellaneous Expenses	1,000	775	(225)
1200	Insurance - Accident/Sickness/Workers' Comp	1,500	1,226	(274)
1300	Propane	5,000	1,992	(3,008)
1600	Radios/Pagers	2,000	0	(2,000)
1700	Recertification, Dues	0	0	0
1800	Training	5,000	0	(5,000)
1900	Turnout Gear	5,000	0	(5,000)
2000	Vehicle Maintenance	7,500	10,058	2,558
	TOTAL EXPENSES	52,300	26,691	(25,609)
	NET REVENUE (EXPENSE)	(\$18,885)	\$1,976	20,861

	BEGINNING CASH BALANCE	\$52,122	52,122	\$0
	NET REVENUE (EXPENSE)	(\$18,885)	\$1,976	\$20,861
2200	TRANSFER TO CIP FUND	(12,000)	0	\$12,000
	ENDING CASH BALANCE	\$21,237	\$54,097	\$32,861
	ALLOWED CASH RESERVE (1/3 of Expenses)	\$21,433		

MEMORANDUM OF UNDERSTANDING AFG GRANT

This Memorandum of Understanding (MOU) is entered into effective on the ____ day of January, 2021, by and among the host applicant, City of Columbia Falls, and the participating Municipal Fire Departments, Rural Fire Districts, Fire Service Areas, Glacier International Airport and participating EMS Agencies, hereafter referred to as "Agency."

1. Purpose.

The purpose of this MOU is to document the approval and participation of each agency in a regional FEMA – Assistance to Firefighters (AFG) Grant to purchase mobile radios, handheld portable radios, mobile repeater radios and associated supplies as detailed in the grant application.

2. Grant Administration.

The City of Columbia Falls and the Columbia Falls Fire Department have agreed to serve as the "Host Agency," as was done with the 2009 Regional Grant. As such, the City of Columbia Falls is responsible for grant management, administration and reporting.

3. Award Match.

Each agency agrees to pay the non-federal matching share (10%) as required by the grant agreement for the agency's specific equipment. The award match will be paid to the City of Columbia Falls by journal voucher through the Flathead County Finance System upon receipt of the equipment by Flathead County for all agencies whose funds are held by the County Treasurer. All other agencies, such as municipalities and airport, will make payment to the City by check upon receipt of the equipment by Flathead County.

4. Radio Equipment Maintenance Responsibility.

Initial and Continuing Software Maintenance

The radio equipment will be set up, catalogued and distributed by the Flathead County Office of Emergency Service (OES) in coordination with the City of Columbia Falls and the Flathead 911 Emergency Communications Center (911). Each radio is required to be programmed for frequencies, configuration and identity to work within the Flathead and Montana State Radio System. In order to ensure that each radio will work properly within the system, a vendor will be selected through the Request for Proposals process that will be exclusively responsible for initial setup, programming and installation, as required. The Flathead 911 Emergency Communications Center will provide subsequent software updates and reprogramming as needed.

Regular Hardware Maintenance, Accessories and Availability

Except for initial programming and set up, once delivered and accepted by the agency, that agency will be responsible for the cost of installation, operating, hardware repair or accessories. The agency agrees to utilize only accessories and batteries specified for use with the radio equipment.

5. Equipment Selection.

The participating agencies and Flathead County OES and 911 will select a committee to prepare the equipment specifications. The City of Columbia Falls will call for bids based on the committee's specifications. Upon receipt of the bids, the committee will prepare a bid award recommendation that will be presented to the City of Columbia Falls. The City of Columbia Falls will formally approve the bid award based on the committee's recommendation.

6. Changes to MOU.

Any modification of this MOU or additional obligation assumed by any party hereto in connection with this MOU shall be binding only if evidenced in writing signed by an authorized representative of each party.

7. Savings/Severability.

Should any provision of this MOU or application thereof to any circumstances be held to be invalid, the remainder of the terms and provisions hereto and their application to the other circumstances shall in no way be affected or impaired by any such invalidation. The remainder of this MOU shall continue in full force and effect in the same manner as though any such invalid provision had been omitted or deleted therefrom.

8. Equipment Distribution

Olney Fire District will receive:

- 4 single head mobile radios
- 5 portable radios

Participating Agency:

The signature below authorizes participation of this agency in the Regional FEMA Grant Application for the acquisition of radio equipment:

Olney Fire District E.I.N.: 48-1264048

By _____
Authorized Signer and Title

Address: _____

Phone: _____

Email: _____