

**OLNEY RURAL FIRE DISTRICT  
MINUTES OF MEETING OF BOARD OF TRUSTEES  
MAY 11, 2022 AT OLNEY FIRE HALL**

**Call to Order:** 7:00 pm

Trustees present: Chair Gary Hill, Secretary Paul Jeremiassen and Trustee Norma McBroom. Trustee John Strean was absent. There is one Board vacancy. Hill and Jeremiassen, whose current terms expire at the end of May, have both been reappointed to new terms by the County Board of Commissioners.

Department Members: Chief Jordon Carr.

Community Members: None.

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

**Correspondence:** None. (Appointment letters for Hill and Jeremiassen were sent directly to them.)

**Reports:**

YTD budget report and preliminary FY 2023 budget outline (attached). This report estimates the final revenues and expenses for the current year, with only actual June expenses and County reported revenues for April through June to be added. We will have an estimated \$56,000 in cash at June 30<sup>th</sup>. The budget line items for FY 2023 have not been included, only a total of expenses. The three variables we need to first consider before submitting our budget to the County are highlighted in the report: the amount of the tax levy, the total expenses and the funds transfer to the CIP fund, in order to ensure that the FY ending cash balance is less than the allowed cash reserve. The figures currently in the report accomplish this. The completed budget needs to be approved at the July meeting.

Transfer to the CIP fund. The \$5,000 budgeted for the current fiscal year has not yet been transferred to the CIP fund. Jeremiassen moved that the County be directed to transfer \$5,000 from the operating fund to the CIP fund; seconded by Hill; approved unanimously.

**Unfinished Business:**

Mother's Day Breakfast debriefing. The breakfast was a great success, with an estimated 114 participants and \$1,855 raised from donations, the raffle and the silent auction (net of expenses). There were many positive comments, with the live music much appreciated by all. There was a discussion of food quantities, which were mainly adequate with a surplus of milk and pancake mix, and a shortfall of bacon. Promotion of the event included a notice at the Post Office, one newspaper insert and several Facebook pages.

Fire Hall septic. The septic tank has not been located; more digging is required to check it.

**New Business:**

1. Hill proposed that a first aid kit should be provided in the Fire Hall. The kits in the trucks should also be checked for completeness and dating of components.
2. Hill also suggested that the volunteers should consider participation in a training provided by the Marion Fire Department in a Friday night/Saturday series over 8 weeks costing about \$150 per participant. This could be considered after the end of the summer season, depending on Marion plans to hold another training.
3. McBroom reported that there will be another Craft Show, planned for June 18<sup>th</sup> at the Fire Hall. Currently, there are 6-7 crafters signed on to participate.

4. Chief Carr proposed that the existing florescent lights in the meeting room and bathrooms be replaced with LED ceiling lights. Hill moved that the lights in the two bathrooms, and pump house be replaced with LED lights; seconded by Jeremiassen; approved unanimously.
5. Carr would also like to get two prohoes (trenchers) for wildfire work. Hill moved to purchase them; seconded by McBroom; approved unanimously.

**Presentation of Claims and Bills:** Jeremiassen presented the May bills for payment, as per the attached list. Hill moved to approve the payments as presented; seconded by Jeremiassen; approved unanimously.

**Department Report:**

April Callouts – 2 callouts: 1 for traffic control and 1 which could not be determined and may have been a system error.

Vehicle needs – cover for rear door latch on First Responder is broken and needs replacement. Carr still wants to reconfigure the storage boxes on the Wildland Truck bed.

As no further items were presented for discussion, the meeting was adjourned at 7:40 pm.

Submitted by Paul Jeremiassen, Secretary

**Attachments:**

Budget Report

May Bills for Payment

**Next meeting: Wednesday, June 8th**

**OLNEY RURAL FIRE DISTRICT  
YTD BUDGET REPORT  
FY 2022**

AS OF 5/18/22

A/C	BUDGET LINE ITEM	FY 2022		ACTUAL OVER	PROJECTED	FY 2023
		BUDGET	YTD ACTUAL	(UNDER) BUDGET	FY 2022 TOTAL	PROPOSED
20	Entitlement	8,585	6,439	(2,146)	8,585	8,600
40	Interest Income	100	104	4	140	150
50	Other Revenue	1,000	28,141	27,141	29,996	2,000
60	Tax Revenue	20,000	13,574	(6,426)	20,000	10,000
	<b>TOTAL REVENUE</b>	<b>29,685</b>	<b>48,258</b>	<b>18,573</b>	<b>58,721</b>	<b>20,750</b>
100	Building Maintenance/Repair	4,000	2,330	(1,670)	2,500	
200	Telephone/Internet	1,750	1,478	(272)	1,610	
300	Contract Services - Plowing	1,500	990	(510)	990	
400	Fire Equipment	4,000	1,341	(2,659)	1,400	
500	Fuel	2,500	1,577	(923)	1,700	
600	Insurance - Property/Liability	6,300	6,281	(19)	6,281	
700	Land Lease	1,600	1,574	(26)	1,574	
800	Electricity	1,500	1,152	(348)	1,260	
1000	Fire Hall Supplies	1,000	807	(193)	900	
1100	Miscellaneous Expenses	1,000	107	(893)	950	
1200	Insurance - Accident/Sickness/WC	1,500	1,079	(421)	1,079	
1300	Propane	6,000	6,801	801	6,801	
1600	Radios/Pagers	5,000	1,955	(3,045)	1,955	
1700	Recertification, Dues	0	0	0	0	
1800	Training	2,500	0	(2,500)	0	
1900	Turnout Gear	5,000	891	(4,109)	891	
2000	Vehicle Maintenance	10,000	16,078	6,078	17,000	
	<b>TOTAL EXPENSES</b>	<b>55,150</b>	<b>44,439</b>	<b>(10,711)</b>	<b>46,891</b>	<b>48,000</b>
	<b>NET REVENUE (EXPENSE)</b>	<b>(\$25,465)</b>	<b>\$3,819</b>	<b>\$29,284</b>	<b>\$11,830</b>	<b>(\$27,250)</b>

	<b>BEGINNING CASH BALANCE</b>	\$47,803	47,803	\$0	47,803	\$54,633
	<b>NET REVENUE (EXPENSE)</b>	(25,465)	3,819	29,284	11,830	-27,250
2200	<b>TRANSFER TO CIP FUND</b>	(5,000)	0	5,000	-5,000	-10,000
	<b>ENDING CASH BALANCE</b>	\$17,338	51,622	\$34,284	54,633	17,383
	<b>ALLOWED CASH RESERVE (1/3 OF EXPENSES)</b>	\$20,050				\$19,333

**OLNEY FIRE DISTRICT  
TRANSACTION REGISTER  
FY 2022**

CLRD	CHECK #	DATE	PAID TO/RECEIVED FROM	CHK TOT	DEBIT	CREDIT	A/C CODE	CASH BAL	DESCRIPTION
	5417	5/11/22	WEX Bank		123.91		500	58,063.67	Prior month fuel bill
	5418	5/11/22	Visa	3,748.70	229.80		400	57,833.87	Kalispell Copy: Traffic Control Signs
			Visa		400.00		1900	57,433.87	Army-Navy: Carr wildland boots
			Visa		3,118.90		2000	54,314.97	Randco: Quick Dump for Water Tender; E-bay: Control knobs
	5419	5/11/22	CityServiceValcon		1,434.04		1300	52,880.93	Propane: 396.1 gals @ 2.69; 137 gals @ 1.69
	5420	5/11/22	CenturyLink		133.21		200	52,747.72	Prior month telephone/internet
	5421	5/11/22	Lincoln Electric Cooperative		107.61		800	52,640.11	Prior month electricity
	5422	5/11/22	Nelson's Ace Hardware		58.18		1000	52,581.93	Cash wash; fasteners
	5423	5/11/22	NorthWest Elect Contractors		712.02		100	51,869.91	Install lighting in rear of Fire Hall
	5424	5/11/22	Mahugh Fire & Safety		247.50		400	51,622.41	Service/Hydrotest tanks