

**POLSON RURAL FIRE DISTRICT BOARD MEETING
FAIRGROUNDS FIRE STATION NO. 4
MINUTES SEPTEMBER 11, 2013**

Board trustee members present: R. Jack Clapp, Jack Konitz, Drew Hoel, Patrick Gembala, and Bill Koberg..

Board trustee member absent: None

Staff: Fire Chief John E. Fairchild (absent), Finance Officer Bonnie M. Manicke.

Guests: Residents: Tom Eddy, Dean Sams, Lee Manicke; Alan Fillman, Leanna Fillman;
Volunteer Fire Personnel: Grant Clapp, Terry Gembala.

Chair Clapp called the meeting to order at 7:00 p.m. The Pledge of Allegiance was recited and a moment of silence to acknowledge the 12th anniversary of those who perished in 9/11.

Minutes August 14, 2013 Polson Rural Fire District Board Meeting: Motion Trustee Hoel to approve the August 14, 2013 minutes, seconded Trustee Konitz. Motion carried unanimously.

Communications None Chair Clapp commented on two letters submitted to the local newspaper. A letter regarding the professional response to a fire in the Rocky Point area. A letter from a disgruntled citizen who was not present at the August board meeting. The letter contained several pieces of misinformation. Hopefully the issue is moving on.

Claims: Motion Trustee Hoel to approve August, 2013 claims, seconded Trustee Gembala. Motion carried with one abstention. (Trustee Koberg Mission Valley Security claim).

Treasury Report for month ending August, 2013:

Fund # 7245 Operating Fund Balance	\$ 10,740.26
Fund # 7244 Voted Levy Fund Balance	\$ 24,355.48
Fund # 7246 Capital Improvement Fund Balance	\$ 62,988.49
Fund # 7243 Voted Levy Reserve Fund Balance	\$ 72,199.16
Total operating expenditures	\$ 5,644.92

CHECK NUMBERS 5205- 5221

PAID September 11, 2013

Interim check issued following August 14th meeting. Check #5205 to reimburse Drew Hoel \$974.55 to purchase grille guard and LED lights for Engines #314 and #333.

Additional information:

John and Bonnie met with Lake County Clerk & Recorder Paula Holle regarding the FY 2013-2014 budget. The budget reflects \$18,871 per mill (FY 2012-2013 \$18,538)

Amount raised by taxation \$148,391 @ 7.86 mills.(operating budget)

Amount raised by taxation \$ 94,355 @ 5.00 mills voted levy

Paula contacted Magda Nelson with Local Government Services Bureau to review the fund accounting. Magda provided the following suggestions.

- 1). Fund #7243 voted levy reserve fund and Fund #7245 operating fund are levies for operating. Therefore fund #7243 should be combined with fund #7245. Combining the funds will eliminate transfer of monies to cover operating expenses.
- 2). An annual budget should be submitted for the 5 mill voted levy.

Paula and Magda are planning an April, 2014 budget workshop for Lake County Fire Districts. The budget request form will be updated. Bonnie suggested the trustees participate in the workshop. **Motion Trustee Hoel to accept treasury report, seconded Trustee Koberg. Motion carried unanimously.**

Chief's Report: The August, 2013 report prepared by Fire Chief John Fairchild was presented by Chair Clapp. The department responded to 44 calls. The rural responses included 26 runs, 13 fire calls; 5 crash response calls with 1 billed and 4 were not billed; 8 other calls. Applications are not reviewed during June, July and August due to active fire response. First Bankcard through Glacier Bank issued three credit cards for the Polson Rural Fire District. John has a card, and suggested a travel card for school attendance or firefighting out of town, and a revolving card for board members. The cards will be signed out for department use. Due to fire responses, a meeting with the Tribal Council to exclude land currently in the Polson Rural Fire District has not been scheduled. The resolution is still moving forward. The West Shore Community Church is utilizing the Big Arm Station Number 2 for Sunday services. The district received a \$35.00 check for the use of utilities. The check was deposited with Lake County in Fund #7246. Church members have been volunteering pulling weeds and cleaning around the station. The group appreciates the use of the station. The panel met with Lane Wintermute of Emergency Services Consulting, International on site August 26-27. Lane is on vacation and will contact the district for additional information. The initial on site evaluation went well. John appreciates the support by the board to accomplish projects at Station #2 and Station #4. Chair Clapp accepted the written report.

Old Business:

TRUCK COMMITTEE UPDATE – Captain Terry Gembala, chair of the truck committee reported three or four manufactures are being considered. The committee is looking at a stock truck with basic items, a simple truck easy to operate and very functional. Additional functional items are being considered. A new system, an air blowout system at the pump removes water and prevents freezing at the pump. Minor tedious items for consideration include steps, ladder, GVW, and transmission. Terry will provide additional information during the October meeting.

UPDATE ON RURAL FIRE DISTRICT CREDIT CARD – Chair Clapp introduced the proposed First Bankcard credit card policy included in the agenda packet.. The draft policy is similar to the one used by the city. Bonnie suggested the board review the policy for revision, if necessary, and adopt the policy in October. Basically the policy provides guidelines for use, accounting and monitoring the credit cards. The credit card limit is \$2,000. The cash advance was removed for security reasons. Three cards were embossed with Polson Rural Fire District (no personal names). The last four digits on the card identify activity.. John has card number 1, card number 2 is for training and mutual aid travel, card number 3 is a revolving card . Trustee Hoel suggested the revolving card number 3 given to the board chair; training and mutual aid travel card number 2 available with the fire chief. Bonnie informed the board First Bankcard issued a personal card with her name embossed on the card. She did not request the card. The board approved the personal card for miscellaneous office supplies.

FY 2012-2013 BUDGET LINE ITEM TRANSFERS - Bonnie explained the expenditures for fiscal year 2012-2013 were within the \$145,000 adopted budget. The line item transfers moves funds to the negative line items within the budget. **Motion Trustee Hoel to accept the fiscal year 2012-2013 budget line item transfers as presented, seconded Trustee Gembala. Motion carried unanimously.**

OFFER TO PURCHASE FAIRGROUNDS STATION – Chair Clapp reported the board received an offer from Lake County Search and Rescue to purchase the Fairgrounds Station for \$289,000, which is the sum of money the board has invested in the building with improvements. The board is Polson Rural Fire District Board Meeting Minutes September 11, 2013

not in a position this evening to make any decisions. The balance of the mortgage is \$111,000 in round numbers. Payments are made semi-annually in May and November. The annual payment is approximately \$23,000. The net would be \$178,000. The biggest pro being it could significantly change the ISO rating resulting in a significant property insurance savings for homeowners. The district could go further north of the bridge or Rocky Point; additionally a number of volunteers live north of the bridge. It is an unique situation as a one time opportunity to sell to Search and Rescue. This is irrespective of the study review to expand service to the south. He would not consider any decision without an alternative plan, and cost analysis. The consulting firm, Emergency Services Consulting International was contacted to include the possible sale of the station in their analysis. Tom Eddy commented the item is not on the agenda, therefore no action can be taken this evening. Chair Clapp set the stage to inform the residents. He is considering a special meeting or an agenda item at the October meeting.

EMERGENCY SERVICE CONSULTING INTERNATIONAL STUDY UPDATE – The preliminary draft report will be available the end of October or early November. .

UPDATE ON LAND OUT OF DISTRICT – Discussed in chief's report.

UPDATE ON REPAIRS TO BUILDINGS COMPLETED BY WORKERS – Trustee Hoel is happy with the project. A sealant was applied to the station, OEM, and sheriff building at the expense of the rural district. It was a good will gesture to provide a service to the Lake County buildings for radios given to the rural. Truck #314 upgrades were completed. Contractors were contacted for cost comparison. The contractor fee to lube the doors was \$240. Preliminary savings to the district is \$2,870. Drew offered a walk through the completed projects. The project was completed with 48 man hours at a cost of \$960.00 and materials at \$563.55. A few minor things need to be completed. The maintenance involved a huge safety project eliminating the hobo spiders at station 4. Drew thanked Grant Clapp and Devin Phillips for the assistance with the project. The firefighters working on the project were hired through the LC Staffing . The chief offered the work opportunity to all firefighters. Five firefighters applied through LC Staffing, Kalispell. Two had a conflict with the schedule and another worked four hours and quit. Drew worked the project, although he did not bill hours or charged the district for use of his tools. Drew signed up as a firefighter on the project and worked 32 hours. The fire chief was in charge of the project activities. Trustee Koberg expressed Drew voted for the project. Dean Sams expressed the public perception that Drew promoted the project as a trustee and then worked the project. Trustee Konitz is in favor of compensating Drew. Trustee Koberg has no problem paying Drew for the use of tools. Trustee Hoel didn't want it to become an issue. We don't sit on the board to make money. Drew also stated he donated emergency lights for Engine #314 at \$180. He would like to be treated equal. **Motion Trustee Konitz to reimburse Drew Hoel \$400 for the equipment, the truck, and tools supplied to complete the projects, seconded Trustee Gembala. Trustee Hoel abstained. Motion carried.**

New Business:

LETTER TO ATTORNEY GENERAL – Tom Eddy drafted a letter for the board to submit to the county commissioners to request an opinion from the office of the attorney general regarding the vehicle crash fee charges. Tom Eddy reviewed the Montana Code and concluded the request needs to come from the county attorney or the chairman of Lake County Commissioners. Mr. Eddy will forward the letter to Chair Clapp. **Motion Trustee Gembala to send letter to county commissioners to obtain an opinion from the office of the attorney general, seconded Trustee Hoel. Motion carried unanimously.**

Public Input on Non Agenda Items:

Dean Sams questioned Chair Clapp regarding the offer by Lake County Search and Rescue to purchase the Fairgrounds Station building. Jack replied the offer was submitted after the September agenda closed. He plans to put the consideration to sell the building on the October meeting agenda or perhaps schedule a special meeting. The decision has significant ramifications for the public and the future of this community. Mr. Sams thanked the volunteers for the response at his place of work last month. Dean additionally questioned, does this organization the Polson Rural Fire Department, with the trustees as the governing body, have a rule or operating guideline regarding minor children riding in vehicles to responses? Dean is aware a minor child was riding to a response. Chair Clapp replied he doesn't know if there is a guideline in place. The situation was addressed by the chief. The situation also occurred taking the child to school in a non-emergency setting. Trustee Hoel received a phone call today and he called the captain since the fire chief was out of town. The captain contacted the lieutenant stating that it should not happen again. The situation puts the department in a liability situation if the child is injured. The department needs to put an operating guideline in place to keep the children out of harms way. The issue was also addressed with the acting city manager. The child was riding in a city vehicle. Trustee Hoel reported the pastor of the West Shore Community Church installed a handicapped sign and volunteered to install a flagpole. The church is also offering a check for the use of utilities. Drew thanked Lake County Road Department and Terry Gembala, City Street Superintendent for the gravel and compaction at the station. Trustee Koberg appreciated driving down Highway 93 and seeing the firemen in remembrance of 9/11 It was a very good gesture on behalf of the firemen. .

Motion Trustee Gembala to adjourn, seconded Trustee Koberg. Motion carried unanimously.

Polson Rural Fire District meeting adjourned 8:02 p.m.

R. Jack Clapp, Chair

Drew Hoel, Secretary-Treasurer

Polson Rural Fire District
Polson Rural Fire District Trustee Monthly Meeting
Wednesday September 11, 2013 at 7:00 P.M.
Fairgrounds Station

Trustee Meeting Includes:

Review Minutes-August 2013
Communications
Review & Approve Claims
Treasurer's Report- Financial Update (FY 2013 Line item Transfers;
FY 2014 Mill taxable valuation; Credit card policy
Chief's Report

Old Business Including:

Update on Credit Card
Study Update
Update on Land out of District
Update on repairs to buildings completed by workers

New Business Including:

Letter to State Attorney

Public Input on Non Agenda Items

**All residents of the Polson Rural Fire District and interested general public are encouraged to attend. Resident's questions and ideas help to keep the trustees informed and assist them in formulating their decisions. Any member of the public wishing to submit items for Board review/consideration needs to submit them to the Board Clerk at least ten (10) days in advance of the meeting. For a full text of approved minutes and the agenda please go to www.polsonfire.org

Polson Rural Fire District
 Expenditure Transaction Report August, 2013
 Approved September 11, 2013 Board Meeting

Check #	Payee	Memo	Amount
5205	Drew Hoel	Eng #333; #314 upgrades	974.55
5206	Bishop Signworks	Big Arm Stn #2 parking sign	25.00
5207	Century Link	Stn 2 & 4	108.77
5208	Cosner Comtech, Inc	Eng #318 radio service	340.00
5209	Jackie M's Footwear	Edwards Jessica boots	210.00
5210	L.N. Curtis & Sons	Gas monitor	654.53
5211	Mission Valley Power	Stn 2 & 4	192.73
5212	Mission Valley Security	Stn #4 on site call; backset for power rel.	78.50
5213	Montana Ace Polson	Stn #2 & #4 maintenance prj {LC Staffing}	1074.21
5214	Lake County	Stn #4 FY14 shared site liability insurance	480.00
5215	Motorola	Repair pager	78.00
5216	Polson Auto Parts, Inc	Eng#314,#324, plus misc supplies	52.96
5217	Port-A-Polson Janitorial	Stn 4 cleaning	125.00
5218	Carlton Sisler	August lawn service	120.00
5219	Western Building Ctr	Stn 2 caulk maintenance prj{LC Staffing}	29.97
5220	Wal Mart Polson	Bottled water, binder& tabs for ESCI study	65.14
5221	WEX Bank	Fuel	1035.56
	TOTAL		<u>5644.92</u>